



# **Pacific Southwest District UUA**

## **Annual Business Meeting**

**April 25, 2020**

Packet also includes annual meeting materials for **Camp de  
Benneville Pines**

PSWD is part of the UUA's Pacific Western Region  
Big Faith \* No Borders

**PACIFIC SOUTHWEST DISTRICT  
UNITARIAN UNIVERSALIST ASSOCIATION OF CONGREGATIONS**

**2020 DISTRICT ANNUAL MEETING**

10 AM Pacific Time, April 25, 2020

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**Business Meeting Agenda**  
**Annual Meeting of the Pacific Southwest District – UUA**  
**April 25, 2020**

1. Call to order and chalice lighting
2. Approval of agenda
3. Stipulation of quorum
4. Adoption of rules of procedure
5. Approval of minutes of the April 27, 2019 annual meeting
6. Report from the PSWD youth board
7. Report from the Charles White Memorial Scholarship Committee
8. PSWD budget presentation and adoption
9. PSWD Bylaws Amendment presentation and adoption
10. President's Report
11. Election of board and committees members
12. Installation and recognition of leaders
13. Adjournment

**Pacific Southwest District Justice DA 2019 Business Meeting  
Minutes, April 27, 2019**

Presiding: Rev. Kevin Lawson, PSWD acting President at the business meeting in Long Beach CA  
Minutes taken by David Sheh, PSWD Secretary

- I. Logistics of room arrangement were attended to:
  - A. Call to Order and Chalice Lighting at 4:30pm.
  - B. PSWD Michael Hart's health was addressed and we sent him best wishes.
- II. Stipulation of Quorum
  - A. 26 congregations and 55 members arrived in the room at the start of the meeting. More arrived in the following minutes.
  - B. A quorum is present: at least 15 different congregations were determined to be present at the start of the meeting. A quorum was declared by PSWD acting Board President Rev. Kevin Lawson of Beacon UU of Flagstaff.
- III. Approval of the Minutes of the 2018 Annual Meeting
  - A. Clyde Derrick of Emerson UU moved and Ram Samson of San Luis Obispo seconded to approve the minutes.
  - B. No corrections to last year's minutes were offered.
  - C. The vote to approve the minutes was unanimous.
- IV. Greeting from the PSWD Youth Board:
  - A. Colin Watts of UU Fellowship of San Dieguito gave addresses and an update on Youth Board activities this year.
  - B. 20 youth are here this weekend.
- V. George W. White Scholarship: David Sheh presented on behalf of the George W. White committee.
  - A. This year's George W. White committee consisted of Rev. Dr. Betty Stapleford, Rev. Rayna Hamre and the PSWD Board Representative, David Sheh.
  - B. This year's recipient of the George W. White memorial scholarship is Meghan McGuire of Berkeley CA. Meghan is a 2<sup>nd</sup> year Master of Divinity Student at Star King. The award is in the amount of \$2000.
  - C. An appeal was made to inform members about this scholarship.
- VI. A message from the Chalice Lighter's Committee:
  - A. An address from Rev. Michael Sallwasser of Long Beach UU was given that provided background on the Chalice Lighter program. The program was described and the role of the chalice lighter ambassador was also described.
  - B. The goal is to increase generosity for all of Unitarian Universalism and expand awareness of the movement.
  - C. There was an appeal to recruit a Chalice Lighter ambassador in every congregation.
  - D. The top giving congregation for chalice lighter San Luis Obispo.
  - E. UU of Santa Clarita Valley has 34% membership, the highest in the PSWD.

VII. PSWD Budget Presentation and Adoption

1. Smoot Carl-Mitchell of UU Congregation of Phoenix gave an overview of the budget. The Camp Ministries Director funding from PSWD will drop by a third in the next fiscal year. \$14K this year, \$7K next year and \$0 thereafter.
2. \$225K income and 236K in expenses with \$11K deficit for the next fiscal year. There is money in the reserves to cover this shortfall.
3. Next year there will also be a unified ask, and the new formulas are in force.
4. There is a \$23K discount for unpaid dues, if they were all paid there would be no deficit.
5. Smoot Carl-Mitchell of UU Congregation of Phoenix moved and Jim Merrill of Ventura UU seconded to adopt the PSWD Budget.
6. There were no questions on the budget.
7. The vote to adopt the budget was taken and was unanimous.

VIII. Rev. Kevin gave thanks to the following Outgoing individuals for their service:

- A. Craig Rock of the PSWD Board
- B. Colin Watts of the PSWD Board
- C. Smoot Carl-Mitchell of the PSWD board

IX. Elections

- A. The returning candidates were announced by Rev. Kevin Lawson. Rev. Kevin and Janet Murphy are running for a second term
- B. Nominations from the floor:
  1. Keith Strohmaier of Unitarian Society of Santa Barbara was nominated for PSWD Treasurer.
  2. Clyde Derrick of Neighborhood UU Church of Pasadena was nominated for PSWD Vice President.
  3. No other nominations were offered
- C. Colin Watts of UU Fellowship of San Dieguito moved and Tom Loughrey of Orange Coast UU seconded to adopt the Board Candidates.
- D. A vote on the Board Slate was held. The vote to elect was unanimous.
- E. Dinandrea Vega of Neighborhood UU of Pasadena was nominated by the chair to the Nominating Committee.
- F. A vote for the Nominating seat was held. The vote to elect was unanimous.
- G. Rev. Rayna Hamre of Long Beach UU was nominated by the chair to the George W. White Memorial committee.
- H. A vote for the George W. White Memorial Committee seat was held. The vote to elect was unanimous.

Announcement of Election Results:

- I. Clyde Derrick of Neighborhood UU Church of Pasadena was elected PSWD Vice President
- J. Keith Strohmaier of D Unitarian Society of Santa Barbara was elected PSWD Treasurer.
- K. Rev. Kevin Lawson of Beacon UU was elected PSWD trustee
- L. Janet Murphy of San Luis Obispo was elected PSWD trustee

- M. Dinandrea Vega of Neighborhood UU of Pasadena was elected to the Nominating Committee (one opening this year).
  - N. Rev. Rayna Hamre of Long Beach UU was elected to the George W. White committee.
- X. Installation and Recognition of Leaders
  - A. Recognition of Incoming PSWD Leadership: Rev. Kevin Lawson identified the new Board officers.
- XI. Rev. Kevin Adjourned the meeting at 5:09pm. This was accomplished by acclimation and the meeting transferred to Camp de Benneville Pines leadership.

## **Report to the Pacific Western Region District Boards**

March 27, 2020

To: Congregational Leaders of the MDD, PCD, PNWD, AND PSWD

From: Jessica York, Director of Congregational Life, Unitarian Universalist Association

Dear Congregational Leaders,

This has been quite a year for the Pacific Western Region (PWR). The previous Lead, Rev. Dr. James Kubal-Komoto, departed at the end of July 2019 and a new Lead has yet to be hired. Connie Goodbread, Co-Lead of the Southern Region, is graciously acting as a Temporary Lead for the region. I have used these first 16 months as your Director of Congregational Life to get to know the staff and regional leaders, including members of the four district boards.

Despite this newness, PWR staff have kept up the same level of programming that you have come to appreciate. Congregational consultations, ministry start-ups, webinars, Renaissance and Our Whole Lives trainings, youth conferences, and workshops – like the Multicultural Transformation Days – filled the regional calendar. PWR staff also serve on cross-regional and UUA teams: providing resources for the Covid-19 Coordinating Team, serving as the liaison with Equal Access, representing the region at the Youth Roundtable, forming part of the LeaderLab Design Team, and working with other UUA staff on the Disaster Relief and Safe Congregations Teams. Administrative staff continued their multi-faceted support for the four districts.

Staff stepped up to provide new leadership during this transition period. Sarah Millspaugh and Jonipher Kwong planned and led staff retreats and assumed responsibilities for financial coordination. Annie Scott and Rhiannon Smith joined the staff in the summer of 2019. This June, we will celebrate the years of service dedicated to the UUA by Tandi Rogers, as she leaves PWR for new adventures.

Here are more detailed reports on just a few of the successful programs of this year:

- The [Healthy Congregations Team](#), a 10+ member group that provides training, consultation and assessment for congregations who wish to embrace healthy communications and proactively engage conflict, was more active this year than ever. They provided phone consultations to congregational leaders by phone, offered webinars and two-person teams for face to face facilitation. 20+ congregations have logged into monthly learning circles for congregations forming in-house Healthy Congregations Team and a manual on forming your own team is in the works.
- This year has been a climactic one for [youth ministry](#). The UUA rolled out its national, comprehensive UUA's Youth Safety Policy, that your PWR Youth Specialist helped craft, which is currently in the feedback stage. This will align all congregational and associational events' expectations and protocols for youth participants and adult sponsors. Throughout the year events were held in all four districts and attended by youth and youth advisors from at least 60 congregations. PWR has welcomed new youth

event leads Marena McGregor and Rachel Nannini to PCD, as well as Lena McCain to MDD. We are also still capably counting on the leadership of Director of Camping Ministries Jessica Laikeman, and PSWD / PNWD Con Coordinator, Amber Alexander.

In response to travel limitations due to Covid-19, virtual support groups were created for Bridgers and Youth Groups and a virtual spring con, virtual bridging, and online youth weekly Zoom calls were offered. PWR held the first ever virtual youth advisor training, which had almost 40 participants from 14 congregations representing all four districts. And PWR's Emerging Adult program has created material for 18 to 24-year-olds, including an upcoming partnership with Church of the Larger Fellowship, to offer monthly worship experiences for Emerging Adults who have been impacted by COVID and by this period of isolation and physical distancing.

- [PWR's Leadership Experience](#) – which went hybrid last year, combining an in-person weekend with virtual events in the following months – was expanded this year to accommodate more congregational leaders. Since this program has grown every year, this year it was offered to four cohorts and was filled to capacity, with 118 participants from 54 congregations. The program covers Systems theory, dealing with change and conflict, communication, mission, and governance. If you are interested in attending next year, make sure you subscribe to the [regional newsletter](#) and watch out for the announcement of the opening of registration for the 2021 program.

I know this is a time of anxiety and great unknowing. Know that the PWR staff continues to be here to for you: to equip congregations for healthy and vital ministries, support and train professional and lay leaders, and advance UU values in the world. Soon, there will be new staff, including a new Regional Lead, the result of a hiring process that is starting in April 2020. We remain in faithful relationship with you, now and into the next year.



## PSWD Bylaws and Proposed Changes

### ARTICLE I – MEETINGS OF THE ASSEMBLY

Section 1. **Annual Meeting.** An Annual Meeting of the Assembly shall be held no later than ~~in April, May or June~~ of each year, at a time and place determined by the Board of Trustees and published at least six months prior to the Annual Meeting. Official notice of the Annual Meeting and a tentative agenda shall be sent to all fellowships, churches, congregations, societies, coventening communities or other UU affiliated organizations ~~hereafter referred to as~~ Member Communities~~societies~~ in the District at least 60 days before the meeting.

Section 2. **Special Meetings.** Special meetings may be called by the Board of Trustees by written notice to all Member Communities~~societies~~ at least 30 days before the date thereof. Business meetings must be called by the Board of Trustees upon petition of not less than 50 members of Member Communities~~societies~~ representing among them not less than one fourth of the Member Communities~~societies~~. The agenda for a special meeting shall be confined to items set forth in the notice of the meeting.

### ARTICLE II – DELEGATES

Section 1. **Representation at Assembly.** Every ~~member~~ Member Community~~society~~ shall have the right to be represented at meetings of the Assembly by delegates on the following basis: for a membership of 1 to 50, 2 delegates; membership 51 to 100, 3 delegates; 101 to 150, 4 delegates; 151 to 200, 5 delegates; 201 to 250, 6 delegates; 251 to 300, 7 delegates; 301 to 350, 8 delegates; 351 to 400, 9 delegates; 401 or more, 10 delegates. Each member Community~~society~~ is to determine its own method of selecting its delegates, except that every delegate must be a legal ~~member~~ Member of the Community~~society~~ represented.

Section 2. **Ministerial Voting Rights.** In addition, any minister in good standing with the UUA and UUMA who resides in the district ~~who is settled in a member Community~~~~society~~ shall be entitled to one vote at the assembly. Ministers emeriti of Member Communities~~societies~~ who reside in the district shall also be entitled to one vote at the Assembly.

Section 3. **Officer and Trustee Voting Rights.** In addition, each officer and Trustee of the District and each director of Camp de Benneville Pines shall be entitled to one vote at the assembly.

Section 4. **Alternates.** All Member Communities~~societies~~ shall be permitted to designate qualified persons as alternates. No minister or District officer shall be allowed an alternate.

Section 5. **Delegate Accreditation.** Not less than 30 days prior to any meeting of the Assembly, the secretary of the Board shall send to each Community~~society~~ entitled to be represented by delegates the proper number of delegate credentials. With the approval of the Board of Trustees, the secretary shall make rules pertaining to accreditation of delegates and to election procedures, and under such rules, the secretary shall determine the number of delegates to which each Community~~society~~ is entitled, membership being computed on the basis of figures listed in the current yearbook of the denomination. Any Member Community~~society~~ shall have the right of appeal to the Board of Trustees regarding the rules and procedures set forth by the secretary.

Section 6. **Voting Limitation.** No person shall be entitled to more than one vote.

Section 7. **Ballots.** The secretary shall provide enough ballots at each meeting so that all voting can be by closed ballot, if desired.

### **ARTICLE III – BOARD OF TRUSTEES: OFFICERS, TRUSTEES**

#### **Section 1. Structure of the Board.**

a. The officers of the District, to be elected by the Assembly, shall be a president, a vice president, a secretary, and a treasurer. These officers and four other persons called trustees shall constitute the Board of Trustees. The four officers and three of the trustees shall be elected for two years, with no more than one of these persons from any ~~Member Communitysociety~~. At least one member of the Board shall be from an Arizona or Nevada ~~Communitysociety~~. The eighth trustee shall be a representative elected by a youth organization of the District. Youth members of the Board must not have passed their twentieth birthday before March 31 of the year of election. The term of the youth member shall be one year.

b. Except for the President, no person shall serve continuously longer than six years plus an immediately preceding appointment of less than ten months. The six years may consist of any uninterrupted sequence of one and/or two year elected terms.

c. The President shall be limited to 3 terms except when elected to the presidency while serving as a trustee. In that case, service shall be limited to 2 terms, regardless of the length of prior continuous service.

d. All officers and trustees shall be members of a ~~Member Communitysociety~~ [or members of the Church of the Larger Fellowship who live within the borders of the PSWD].

e. Any vacancy on the Board of Trustees may be filled by the Board of Trustees until the next annual meeting of the Assembly at which time an election will be held to fill the position for the balance of the term.

#### **Section 2. Duties of the Board**

a. The Board of Trustees shall meet in person at least two times a year and as many other times as is necessary to discharge their duties faithfully. A valid meeting of the Board of Trustees may be held with some or all members of the Board attending by telephone or other electronic means, so long as all those members of the Board can be understood by all other members of the Board.

b. A quorum of the Board of Trustees shall consist of any five members.

c. The Board of Trustees may consider any officer or trustee who misses a second regular meeting of the Board in one year ~~without excused absence~~ to have resigned. That officer or trustee may be replaced at the discretion of the Board of Trustees, which will use the procedure set forth in 1.e of this Article.

d. The Board of Trustees may appoint such additional persons as it shall consider necessary to help in the execution of its duties.

e. Prior to each annual meeting of the Assembly, the Board of Trustees shall prepare for submission to the annual meeting a proposed budget of sufficient proportion to permit the PSWD effective operation and services of the organization to its ~~Member Communitiessocieties~~ in the succeeding fiscal year. Copies of the proposed budget shall be included in the call to the said meeting.

f. The Board of Trustees shall be responsible for ~~raising funds required to meet the operating budget of the organization, and for~~ control of budget expenditures as authorized by the annual meeting or special meetings of the organization.

### Section 3. **Duties of Officers.**

a. The president, who shall also be the chairperson of the Board of Trustees, shall preside at meetings of the Assembly and the Board of Trustees. The president shall be available to represent the District on special occasions and shall serve as chief executive officer of the District.

b. The vice president shall be assigned such duties and responsibilities as the Board of Trustees or the president shall from time to time determine. If for any reason the office of the presidency is vacated, the vice president shall assume the duties and responsibilities of the president.

c. The secretary shall perform all duties usually pertaining to the office and all other duties assigned by the Board of Trustees, and all duties specified in other sections of the Bylaws.

d. The treasurer shall have custody oversight of all funds and property maintained by regional staff. ~~The treasurer shall receive moneys, make disbursements as directed by the Board of Trustees, and otherwise transact all the business of the District relating to its property and finances. The treasurer shall cause an independent auditor to submit a report at each annual meeting. The cost of the treasurer's bond and the auditor's report shall be borne by the District.~~ The treasurer shall make a report to each Board of Trustees meeting and shall submit a written report to the annual meeting.

## ARTICLE IV – NOMINATION AND ELECTION OF BOARD OF TRUSTEES

Section 1. **List of Candidates.** The nominating committee shall prepare a list of candidates for all officers and trustees to be elected at the annual meeting. The committee must secure the consent of the candidates.

Section 2. **Nominations.** Nominations shall be made by the following two methods:

a. The nominating committee must submit a list of candidates to all Member Communities ~~societies~~ by February 1 of each year.

b. Additional nominations may be submitted to the nominating committee by March 1 over the signatures of a minimum of 10 members from at least two Member Communities, ~~societies~~ with no more than five from one Community~~society~~. The nominating committee shall submit to all Member Communities~~societies~~ by April 1 the candidates so nominated.

c. Nominations from the floor shall be permitted when an election for Officers or Trustees is otherwise uncontested. Valid nomination petitions must be signed by a minimum of 10 delegates from at least two Member Communities~~societies~~ with no more than five delegates coming from the same Community. ~~society~~

Section 3. **Geographical Representation.** In making its nominations, the nominating committee shall try to achieve as wide a geographical representation as possible.

Section 4. **Elections.** The president, secretary, and one trustee shall be elected in even calendar years. The vice president, treasurer, and two trustees shall be elected in odd calendar years.

Section 5. **Date of Office.** The officers and trustees elected at an Annual Meeting shall assume their offices on the first day of the new fiscal year following their election.

## **ARTICLE V – BOARDS, COMMITTEES and AFFILIATES**

### **Section 1. Nominating Committee**

a. The nominating committee shall have three members, who shall serve staggered three year terms. Members of the committee shall be elected at the Annual Meeting, with nominations by the nominating committee and from the floor. Members shall serve not more than three consecutive years on the committee. Vacancies occurring on the committee between elections shall be filled by the president with the approval of the Board of Trustees.

b. The nominating committee shall make nominations for all officers and trustees and all members of the nominating committee, and two members of the Charles G.-W. White Memorial Fund committee, to be elected at the Annual Meeting as set forth in Article IV of these by-laws.

### **Section 2. Charles G.-W. White Memorial Fund Committee**

a. The Charles G.-W. White Memorial Fund committee shall consist of two elected members and one member appointed by the Board of Trustees who shall be a member of that board. The elected members shall serve staggered two-year terms, one elected at each Annual Meeting with nominations by the Nominating Committee and from the floor. Members shall serve not more than six consecutive years on the committee. Vacancies occurring on the committee between elections shall be filled by the president with the approval of the Board of Trustees.

b. The Charles G.-W. White Memorial Fund committee shall supervise the investment of the principal of the fund and administer the income only for and in the aid of students of the Unitarian Universalist ministry. The principal of the fund shall not be spent. Aid may be to individual students or to any theological school which trains students for the Unitarian Universalist ministry. Grants shall be for the term of one year and may be renewed.

c. The committee shall meet at least once a year to consider applications and to disburse available funds. The committee shall send written notice to all Member Communities~~societies~~ 60 days in advance of any meeting at which funds may be disbursed. Notice shall include criteria to be used in allocating available funds, the amount of available funds, and an application form for grants.

d. The committee shall submit a report which shows activity of the fund to the Annual Meeting each year.

Section 3. **Other Committees.** The Board of Trustees shall appoint such other standing or special committees as deemed necessary to serve the District efficiently.

Section 4. **Affiliates.** The Board of Trustees may at its discretion grant affiliate status to organizations within the District who subscribe to the purposes and objectives set forth in Article II of the PSWD-UUA Constitution.

## **ARTICLE VI – RULES**

Section 1. Rules made under the authority of these By-Laws shall take effect upon adoption but may be repealed or amended by vote of the Assembly.

Section 2. All business of the Assembly shall be conducted according to ROBERT’S RULES OF ORDER, REVISED, except in such cases where these Rules of Order conflict with the Constitution of the district or with these By-laws.

#### **ARTICLE VII – FISCAL YEAR**

The fiscal year of the District shall be from July 1 to June 30.

#### **ARTICLE VIII – QUORUM**

A Quorum for the Annual Meeting or any special meeting shall consist of at least 50 members of ~~member~~ Member Communities~~societies~~ representing among them at least 15 Member Communities~~societies~~.

#### **ARTICLE IX – SPECIAL FUNDS**

The Board of Trustees may accept gifts and bequests, whether restricted or unrestricted, which it believes will further the purposes of the organization, and the Board of Trustees may decline any gifts or bequests which it believes, in its sole discretion, do not further the purposes of the organization. Unrestricted assets may be received, managed and disbursed in accordance with such policies as may be adopted and modified from time to time by the Board of Trustees. Restricted assets may be received only after the Board of Trustees consents to be bound by such restrictions as may be imposed by the donor or other source of restricted assets, and thereafter such assets shall be managed and disbursed in accordance with such restrictions. Notwithstanding the foregoing, the Charles G. W. White Memorial Fund shall be managed in accordance with Article V, Section 4 of these By-laws.

#### **ARTICLE X – DEDICATION OF PROPERTY**

The property of the Pacific Southwest District is irrevocably dedicated to religious purposes. On dissolution of the District all its property, real or personal, subject to all just and legal claims upon it, will be transferred to the Unitarian Universalist Association or its successor.

#### **ARTICLE XI – AMENDMENTS**

Section 1. Amendments to these By-Laws may be proposed by a majority vote of the Board of Trustees; or by petition of not less than 20 members of Member Communities~~societies~~ representing among them not less than one tenth of the Member Communities~~societies~~ of the District.

Section 2. All amendments proposed by the Board of Trustees, or by petition shall be submitted to the secretary of the Board of Trustees no later than 90 days before the business meeting at which they are to be voted on. The secretary shall notify all Member Communities~~societies~~ of the District of proposed amendments at least 45 days before that meeting.

Section 3. Proposed By-Law amendments will be adopted by the assembly at a business meeting if a quorum is present and if two thirds of those present and voting so order.

## **PSWD 2020-2021 Nominations Slate**

### Board of Trustees: (2-year term)

- President: Kevin Lawson (CLF- Flagstaff, AZ)
- Vice President: Janet Murphy (UUs San Luis Obispo, CA)
- Secretary: David Sheh (Valley UU, Chandler, AZ)
- Member At Large: Kia Bordner (First UU Church San Diego, CA)

### Nominating Committee: (3-year term)

- Erik Halseth (UU Church of Santa Paula, CA)
- Pat Cawunder (UU Church of Riverside, CA)
- Jim Merrill (UU Church of Ventura, CA)

### The Charles White Memorial Scholarship: (2-year term)

- Betty Stapleford (UU Church of Santa Paula, CA)

<b>President</b>	<b>elected even years</b>
<b>Vice President</b>	<b>elected odd years</b>
<b>Treasurer</b>	<b>elected odd years</b>
<b>Secretary</b>	<b>elected even years</b>
<b>Member At Large</b>	<b>elected odd years</b>
<b>Member At Large</b>	<b>elected even years</b>
<b>Member At Large</b>	<b>elected odd years</b>
<b>Youth Representative</b>	<b>elected by youth</b>

# Pacific Western Region, UUA

## Balance Sheet

As of December 31, 2019

	PSWD		Total
ASSETS			
Current Assets			
Bank Accounts			
11000 Banking			0.00
11031 PSWD Chase Checking (6695)	9,173.89		9,173.89
11032 PSWD Chase Account (6679)	31,335.67		31,335.67
Total 11000 Banking	\$ 40,509.56	\$ 40,509.56	
11100 Investments			
11134 PSWD UUA Investment 611209 Reserve	22,224.98		22,224.98
11135 PSWD UUA Investment 611210 White Memorial	42,068.49		42,068.49
Total 11100 Investments	\$ 64,293.47	\$ 64,293.47	
Total Bank Accounts	\$ 104,803.03	\$ 104,803.03	
Total Current Assets	\$ 104,803.03	\$ 104,803.03	
TOTAL ASSETS	\$ 104,803.03	\$ 104,803.03	
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
24000 Designated Funds			0.00
24430 PSWD Technology Grants	3,509.64		3,509.64
24700 Chalice Lighters			
24740 CL Undesignated	3,935.73		3,935.73
24750 Fall Call	947.18		947.18
24760 Spring Call	229.77		229.77
24770 Winter Call	314.59		314.59
Total 24700 Chalice Lighters	\$ 5,427.27	\$ 5,427.27	
Total 24000 Designated Funds	\$ 8,936.91	\$ 8,936.91	
Total Other Current Liabilities	\$ 8,936.91	\$ 8,936.91	
Total Current Liabilities	\$ 8,936.91	\$ 8,936.91	
Total Liabilities	\$ 8,936.91	\$ 8,936.91	
Equity			
31600 Reserve Funds - Restricted			0.00
31646 PSWD Refugee Fund	4,517.10		4,517.10
31648 Trauma/Disaster Fund	24,416.57		24,416.57
Total 31600 Reserve Funds - Restricted	\$ 28,933.67	\$ 28,933.67	
38000 Retained Earnings	53,940.29		53,940.29
39500 Unrealized Gains/Losses			
39510 PSWD Unrealized Gain/Loss 611209	8,224.98		8,224.98
39512 PSWD Unrealized Gain/Loss 611210	7,011.81		7,011.81
Total 39500 Unrealized Gains/Losses	\$ 15,236.79	\$ 15,236.79	
Net Income	-2,244.63		-2,244.63
Total Equity	\$ 95,866.12	\$ 95,866.12	
TOTAL LIABILITIES AND EQUITY	\$ 104,803.03	\$ 104,803.03	

**Pacific Western Region, UUA**  
**Budget vs. Actuals: PSWD Budget FY 2020 - FY20 P&L Locations**  
 July - December, 2019

	PSWD			
	Actual	Budget	over Budget	% of Budget
<b>Income</b>				
40000 General Income			0.00	
41000 Congregational Assessments			0.00	
41100 Current FY Dues	88,906.00	105,000.00	-16,094.00	84.67%
41150 Pledge Adjustments		-11,599.98	11,599.98	0.00%
<b>Total 41000 Congregational Assessments</b>	<b>\$ 88,906.00</b>	<b>\$ 93,400.02</b>	<b>-\$ 4,494.02</b>	<b>95.19%</b>
42000 Grants			0.00	
42100 UUA District Grant	15,628.50	16,702.98	-1,074.48	93.57%
<b>Total 42000 Grants</b>	<b>\$ 15,628.50</b>	<b>\$ 16,702.98</b>	<b>-\$ 1,074.48</b>	<b>93.57%</b>
45000 Interest & Investment Income			0.00	
45100 Interest Income		2,500.02	-2,500.02	0.00%
45310 Investment Income	4.01		4.01	
<b>Total 45000 Interest &amp; Investment Income</b>	<b>\$ 4.01</b>	<b>\$ 2,500.02</b>	<b>-\$ 2,496.01</b>	<b>0.16%</b>
<b>Total 40000 General Income</b>	<b>\$ 104,538.51</b>	<b>\$ 112,603.02</b>	<b>-\$ 8,064.51</b>	<b>92.84%</b>
<b>Total Income</b>	<b>\$ 104,538.51</b>	<b>\$ 112,603.02</b>	<b>-\$ 8,064.51</b>	<b>92.84%</b>
<b>Gross Profit</b>	<b>\$ 104,538.51</b>	<b>\$ 112,603.02</b>	<b>-\$ 8,064.51</b>	<b>92.84%</b>
<b>Expenses</b>				
50000 Expenses			0.00	
51000 Office & Administration			0.00	
51100 Insurance	-25.00	412.50	-437.50	-6.06%
<b>Total 51000 Office &amp; Administration</b>	<b>-\$ 25.00</b>	<b>\$ 412.50</b>	<b>-\$ 437.50</b>	<b>-6.06%</b>
61000 Board & Governance			0.00	
61100 Board Expenses	1,962.97	3,000.00	-1,037.03	65.43%
<b>Total 61000 Board &amp; Governance</b>	<b>\$ 1,962.97</b>	<b>\$ 3,000.00</b>	<b>-\$ 1,037.03</b>	<b>65.43%</b>
70000 Staffing			0.00	
75000 Regional Contribution	100,410.00	100,410.00	0.00	100.00%
<b>Total 70000 Staffing</b>	<b>\$ 100,410.00</b>	<b>\$ 100,410.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>
80000 Program Expenses			0.00	
81925 PSWD YRUU/Youth Board	2,335.36	649.98	1,685.38	359.30%
81930 PSWD AZ Justice Ministries		499.98	-499.98	0.00%
81940 PSWD CA Justice Ministries		499.98	-499.98	0.00%
81950 District Programs	2,099.81	4,999.98	-2,900.17	42.00%
81960 Scholarships		625.02	-625.02	0.00%
85000 Event Expenses	-2,625.00		-2,625.00	
85066 Honoraria	2,625.00		2,625.00	
<b>Total 85000 Event Expenses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
<b>Total 80000 Program Expenses</b>	<b>\$ 4,435.17</b>	<b>\$ 7,274.94</b>	<b>-\$ 2,839.77</b>	<b>60.97%</b>
<b>Total 50000 Expenses</b>	<b>\$ 106,783.14</b>	<b>\$ 111,097.44</b>	<b>-\$ 4,314.30</b>	<b>96.12%</b>
86000 Miscellaneous Expenses			0.00	
86012 PSWD Camping Ministries Transitional Subsidy		7,000.02	-7,000.02	0.00%
<b>Total 86000 Miscellaneous Expenses</b>	<b>\$ 0.00</b>	<b>\$ 7,000.02</b>	<b>-\$ 7,000.02</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>\$ 106,783.14</b>	<b>\$ 118,097.46</b>	<b>-\$ 11,314.32</b>	<b>90.42%</b>
<b>Net Operating Income</b>	<b>-\$ 2,244.63</b>	<b>-\$ 5,494.44</b>	<b>\$ 3,249.81</b>	<b>40.85%</b>
<b>Net Income</b>	<b>-\$ 2,244.63</b>	<b>-\$ 5,494.44</b>	<b>\$ 3,249.81</b>	<b>40.85%</b>



**PSWD Proposed Budget  
July 1, 2020-June 30, 2021**

	<b>2019-2020 Adopted Budget</b>	<b>2019-2020 YTD (Dec 2019)</b>	<b>Percent of budget</b>	<b>2020-2021 Proposed Budget</b>
<b>Income</b>				
<b>41000 Full Share Congregational Assessments</b>	210,000.00	89,906.00	42.81%	205,594.00
<b>41150 Attainment Adjustments</b>	-23,200.00			
<b>Total 41000 Congregational Assessments</b>	<b>186,800.00</b>	<b>89,906.00</b>	<b>48.13%</b>	<b>205,594.00</b>
<b>42000 Grants</b>				
<b>42100 UUA District Grant</b>	<b>33,406.00</b>	<b>15,628.50</b>	<b>46.78%</b>	<b>31,257.00</b>
<b>43000 Programs &amp; Events</b>				
<b>43002 District Assembly Income</b>				<b>10,000.00</b>
<b>Total 40000 General Income</b>	<b>220,206.00</b>	<b>105,534.50</b>	<b>47.93%</b>	<b>246,851.00</b>
<b>Expenses</b>				
<b>51100 Insurance</b>	825.00	-25.00	-3.03%	825.00
<b>61000 Board &amp; Governance</b>	6,000.00	1,962.97	32.72%	6,000.00
<b>75000 Regional Contribution</b>	200,820.00	100,410.00	50.00%	203,497.27
<b>81925 PSWD YRUU/Youth Board</b>	1,300.00	2,335.36	179.64%	1,300.00
<b>85010 District Assembly Expenses</b>		2,099.81		10,000.00
<b>86012 PSWD Camping Ministries Transitional Subsidy</b>	14,000.00		0.00%	7,000.00
<b>Total Expenses</b>	<b>222,945.00</b>	<b>106,783.14</b>	<b>47.90%</b>	<b>228,622.27</b>
<b>Net Operating Income</b>	<b>-2,739.00</b>	<b>-1,248.64</b>	<b>45.59%</b>	<b>18,228.73</b>



# Pacific Southwest District Proposed Budget 2020-21

PSW DISTRICT ASSEMBLY BUSINESS MEETING SATURDAY APRIL 25, 2020  
KEITH STROHMAIER, TREASURER PACIFIC SOUTHWEST DISTRICT



## Topics Covered

- ▶ Introduction of Budget
- ▶ Income with Explanations
- ▶ Expenses with Explanations
- ▶ Summary and Questions

# Introduction of Budget

- ▶ Cash budget (i.e., plan for how cash received for the year is to be spent)
- ▶ Other items not in this budget (the district already has the cash for these things)
  - ▶ Charles S. White Memorial Scholarship
  - ▶ Technology Grants
  - ▶ Chalice Lighters
- ▶ District Assembly is in the budget for consistency even though Regional Assembly will take place instead
  - ▶ Always budgeted with income = expenses
- ▶ Due to timing, budget prepared before COVID-19 shutdown

# Introduction of Budget

- ▶ Regionalization has simplified the budget
  - ▶ Regional expenditures appear as a single line item in budget
  - ▶ Total regional expenditures distributed among the four districts = \$760,000
    - ▶ 100% Admin staff S/B, 52% Program staff S/B, associated costs
  - ▶ Distribution percentage based on percentage of total number of regional congregations = 183
    - ▶ Pacific Southwest District = 49 congregations (26.77% of total)
    - ▶ Pacific Northwest District = 56 congregations (30.60% of total)
    - ▶ Pacific Central District = 35 congregations (19.18% of total)
    - ▶ Mountain Desert District = 43 congregations (23.50% of total)



# Introduction of Budget

	2019-2020 Adopted Budget	2019-2020 YTD (as of 12/31/19)	2020-2021 Proposed Budget
<b>Income</b>			
Congregational Assessments	\$ 210,000.00	\$ 89,906.00	\$ 250,045.00
Attainment Adjustments	(23,200.00)		(45,008.10)
Total Congregational Assessments	\$ 186,800.00	\$ 89,906.00	\$ 205,036.90
UUA District Grant	33,406.00	15,628.50	31,257.00
District Assembly Income	10,000.00		10,000.00
<b>Total Income</b>	<b>\$ 220,206.00</b>	<b>\$ 105,534.50</b>	<b>\$ 246,293.90</b>
<b>Expenses</b>			
Insurance	\$ 825.00	\$ (25.00)	\$ 825.00
Board & Governance	6,000.00	1,962.97	6,000.00
Regional Contribution	200,820.00	100,410.00	203,497.27
PSWD YRUU/Youth Board	1,300.00	2,335.36	1,300.00
District Assembly Expenses	10,000.00	2,099.81	10,000.00
PSWD Camping Ministries Transition	14,000.00		7,000.00
<b>Total Expenses</b>	<b>\$ 222,945.00</b>	<b>\$ 106,783.14</b>	<b>\$ 228,622.27</b>
<b>Net Operating Income</b>	<b>\$ (2,739.00)</b>	<b>\$ (1,248.64)</b>	<b>\$ 17,671.63</b>

## Income with Explanations

- ▶ **Congregational Assessments (\$205,036) – Increase of \$18,237 over prior year**
  - ▶ Percentage of UUA dues allocated to the region/district
  - ▶ 2020-21 budget reflects projected 82% of congregational assessments will be paid
- ▶ **UUA Grant (\$31,257) – No change over projected actual; \$2,149 decrease over prior year budgeted amount**
  - ▶ “Bonus” from the UUA based on congregational assessments; budgeted at prior year actual and adjusted during the year
- ▶ **District Assembly Income (\$10,000) – No change over prior year**
  - ▶ Always budgeted to match budgeted expenditures

# Expenses with Explanations

- ▶ Insurance (\$825) – No change over prior year
- ▶ Board and Governance (\$6,000) – Board travel and August retreat expense; no change over prior year
- ▶ Regional Contribution (\$203,497.27) – District share (27.78%) of regional staff and associated costs; \$2,677.27 increase over prior year
- ▶ YRUU/Youth Board (\$1,300) – No change over prior year; actuals over budget for current year
- ▶ District Assembly (\$10,000) – No change over prior year
- ▶ PSWD Camp Ministries Transitional Subsidy (\$7,000) – Reduced \$7,000 over prior year as planned; final year

# Summary and Questions

- ▶ Proposed budget was prepared before COVID-19 pandemic shutdown
  - ▶ Income and expense were not adjusted due to the timing of budget preparation process
    - ▶ No changes in services budgeted for next year
  - ▶ Effect of shutdown not fully understood
    - ▶ Is this the beginning, middle, end?
    - ▶ What will recovery look like?
    - ▶ What are the short and long-term effects of the shutdown?
- ▶ Net surplus of \$17.5K gives the district a cushion to rely upon in these uncertain times

**Pacific Southwest District  
2019/20 Board of Directors**

Michael Hart, President  
Rev. Kevin Lawson, Vice President  
David Sheh, Secretary  
Keith Strohmeier, Treasurer  
Maggi Burbank Yenoki, Member at Large  
Janet Murphy, Member at Large  
Barbara Curry, Member at Large

To reach the entire district board, please email [pswdboard@pwruua.org](mailto:pswdboard@pwruua.org).

## **Pacific Western Region Staff 2019/20**

**Acting Regional Lead:** Connie Goodbread

### **Program Staff/Primary Contacts**

- Eric Bliss: *Youth and Emerging Adult Ministry Specialist*
- Rev. Dr. Jonipher Kūpono Kwong: *Leadership Development, Multicultural Transformation, LGBTQ+ Inclusion, Social Justice, Temporary Financial Manager*
- Rev. Sarah Gibb Millspaugh: *Safe Congregations, Our Whole Lives and Social Justice portfolios*
- Christine Purcell: *Transitions*
- Rev. Tandi Rogers: *Emerging Groups, Covenantal Partnerships, Conflict Engagement, and Stewardship*
- Rev. Sarah Schurr: *Small Congregations, UUA staff liaison to EqUUal access and Disaster Relief*
- Annie Scott: *Lifespan Faith Formation*

### **Youth Programming Staff**

- Amber Alexander: *Youth Ministry Consultant, PNWD and PSWD Youth Conferences Coordinator*
- Jessica Laikeman: *Director of Camping Ministries and MDD Chaplain to Youth*
- Lena McCain: *MDD Youth Conferences Coordinator*
- Marena McGregor: *PCD Youth Retreat Coordinator*

### **Administrative Staff**

Melanie Buck: *Bookkeeper*

Diane Lavinder: *Assistant Bookkeeper*

Amanda Radak: *Events Coordinator*

Rhiannon Smith: *Regional Administrator*

Staff contact information available at: <https://www.uua.org/pacific-western/staff>

## **Camp de Benneville Pines Annual Business Meeting Agenda**

1. Call to Order
2. Board President Annual Update – Dale Botts
3. Camp de Benneville Pines New Business
4. Election to Board of Directors
5. Executive Director Report – Janet James
6. Adjournment



**Camp de Benneville Pines  
Annual Business Meeting Agenda  
Saturday, April 27, 2019, Long Beach UU Church**

**1. Meeting was called to order at 5:09 by Randy McDaniel (President)**

- Randy read the Camp de Benneville Pines mission statement. He reported that the camp's revised bylaws which were approved at last year's annual meeting have been adopted. He summarized the improvements done in the last 10 years. The list included new plumbing, paved road around camp, lodge remodeled with new doors, windows, heating system, paneling & appliances, built the Ed Law Pavilion and improved trails so they are more accessible.
- The slate of candidates for the camp board was presented. Motion made by Mary Carter Vail (Summit UU) moved that we approve minutes from DA 2018, Portland, OR. This was seconded by Pat Gordon (First UU San Diego). Motion passed unanimously

**2. Camp de Benneville Pines New Business**

- Election to Board of Directors- slate of candidates presented (Dale Botts, Donna Herman, Martha Kazlo, Chris Faller). One person already on the Board of Directors, Paul Wallace, was presented as a candidate for serving a second three-year term. Motion by Pat Gordon (First UU San Diego) to accept the slate of one renewing and four new candidates. Second by Louise Klatt (UU of SCV) Slate passed unanimously.

**3. Board - Annual Update**

- Randy McDaniel was honored for completing his term on the board and serving as President for past year. Dale Botts presented a plaque & camp sweatshirt to Randy.

**4. Executive Director Report- Janet James (Executive Director for CdBP).**

- Janet reported that we have many repeat groups coming up and that the camp calendar is fully booked. She highlighted "Rainbow Family Camp" for the LGBTQ families which are now being held twice a year. She also talked about "Camp Transcend" which is a camp for families with transgender children. This camp has attracted families from outside of our service area who have come up to our camp because it is an accepting and safe space for them.
- A private memorial service was held at camp for Rev. Ray Manker by his family. He was the founder of our Camp de Benneville Pines.
- Moving forward & planning for the future Janet explained that camp is now paying the salary of Geoff Andola the Camping Ministries Director since the transition of

employment from PSWD to Camp de Benneville Pines. We also need to hire additional staff as we plan for the future. Funding for these positions is doing well. Capital improvements require additional donations. It is the goal to keep camp affordable and this can only happen by increasing monthly giving which is currently at \$46,000, however we still have a shortfall \$50,000 in our budget.

- A slide show of family camp was presented. Janet encouraged everyone to take a Connection newsletters and postcards for Elementary summer youth camp back to their congregations. She explained we need to encourage parents to send children to camp. The benefits of children going to camp include a deeper UU connection

**5. Meeting was adjourned at 5:55pm**

## **Camp de Benneville Pines' Mission**

**MISSION** Camp de Benneville Pines (Camp) welcomes Unitarian Universalists (UUs) and kindred spirits to connect in nature, igniting creativity, strengthening community, and building capacity to influence positive change in the world.

### **CAMP PURPOSES**

- We build community within and among Unitarian Universalist congregations, providing campers with tools to extend Unitarian Universalist Principles and influence in the larger world.
- We prepare, empower, and inspire our youth on their path to becoming exemplary adults with socially conscious hearts, civically involved minds, and a bias to action.
- We harness our natural environment to promote collaboration, creativity, and constructive change, while making room for reflection and solitude.
- We ignite a passion for environmental protection, exposing our families and youth to the wonder of nature and promoting good stewardship of the earth.
- We provide leadership opportunities to people of all ages and promote volunteer engagement.

**STRATEGIC DIRECTION** When Camp was "born", it was a full subsidiary of the Pacific Southwest District of the UUA, used exclusively by UU congregations. Today it is an independent organization, sometimes serving as visitors' primary connection to Unitarian Universalism.

## Current Board of Directors and Nomination Slate

### New member to be formally elected: Pat Gordon



No stranger to water, Pat grew up in Grosse Ile, Michigan, a river island in the southernmost tip of the Detroit River, before relocating to San Diego. Pat favors the amenities of living in an eclectic urban center. From the harbor, beaches, mountains, and sunny weather to the thriving civic center and Balboa Park, Pat finds abundant opportunities to enjoy life. She hikes, swims, gardens, visits zoos, and is always on the prowl for a great science fiction or fantasy novel. Pat, who is a member of First UU of San Diego, was first enticed to Camp through her pleasure of hiking and love of four seasons. The people who attend and who work at Camp have captured her heart and keep her returning each year.

In her previous life, Pat is an indigenous warrior. In the 21st century, she continues the tradition as she fights for LGBTQ+ issues, the environment, and social justice through equality. Pat is gentle in her manners yet powerful in her determination. She foresees Camp as a place where campers' physical, mental, emotional, and spiritual needs continue to be met. Pat trusts this will transpire through an expansion of leadership personnel. Consequently, she is focused on maintaining the legacy of a thriving camp by encouraging capital campaigns that support quality employee housing to retain superlative Camp staff.

Knowing that all superheroes don't wear capes, Pat admires Janet James, Carolyn and Tom Owen-Towle, and Teddi Boston. Their abilities to see obstacles as opportunities and bring new perspectives to situations remind Pat to persevere. Her favorite quote from Christine Caine, "Sometimes when you're in a dark place you think you have been buried, but actually you've been planted" reflects Pat's belief in the strength and value of all people.

### Board member terming out: Betsy Gilpin (in third year of third 3-year term)

Betsy Gilpin has served on the Board of Directors for Camp de Benneville Pines for nearly 9 years. She has been an active and enthusiastic camper since 1986. Family camp with her children was special; every time they all are together, they reminisce about those magical

days. After the kids fledged, Betsy attended many of the adult- oriented camps at de Benneville. She is very involved with getting her congregation (UU Fellowship of San Dieguito) up to camp for a weekend each April, and as a Camp Champ promotes all the camps to the membership. Also, she became very involved with the summer and winter Art Camps and heads a task force that maintains the artwork on site. Before her retirement in 2006, she was a professor of biostatistics at the UCSD Medical Center. She has held many leadership positions at her home congregation, including chairing several committees, being on the Ministerial Search Committee, and serving as Board president twice. Besides continuing to volunteer at UUFSD, she works a couple of days a week at the food pantry of the week at the food pantry of the Encinitas Resource Center, serves as publicity chair for her community orchestra where she has played violin for just about as long as she has attended Camp, and manages to do a little art (as time permits).

### Continuing Board Members

*Louise Klatt, Board Secretary (in second year of second 3-year term)*

Louise is a member of the Unitarian Universalists of Santa Clarita Valley congregation. She has been actively involved as a volunteer for camp for many years and has been a dean for the LA/Valley Cluster church weekend and continues to help coordinate the weekend. Louise is an administrator for the camp Facebook page. At her congregation she is part of the Social & Environmental Justice team and also is a volunteer teacher for the children's Religious Exploration program.

*Paul Wallace (in first year of second 3-year term)*

Paul Wallace was originally from North Carolina, lived in south Florida, then Michigan before settling in California in 1979. He lives in Altadena, CA (since 2001) with wife Judy and one dog at present. Paul and Judy joined Neighborhood Church (NUUC) in 2003 and became Winter Camp Committee members circa 2006. Paul has served as the Chair of the Neighborhood Church Winter Camp Committee since 2012 and NUUC winter camp bartender since 2007. Paul is a civil / environmental engineer has enjoyed working on the Camp de Benneville Pines site master plan. He now heads Camp's capital improvement projects committee.

*Dale Botts, Board President (in second year of first 3-year term)*

Dale's passion is to educate, find consensus, plan, make changes, and maintain operations that run smoothly. He has experience in running volunteer organizations including the Industrial Environmental Coalition of Orange County, American Institute of Chemical Engineers local chapter, California Resource Management Association, Unitarian Universalist Congregation in Fullerton (UUCF), Toastmasters, and now Camp de Benneville Pines.

At UUCF, Dale taught children (including his son) in the religious education program. For ten years, he also served on the Personnel Committee, and was the UUCF Board President for

two years. In this capacity and others, Dale handled the budget, stewardship, the development of a right relations covenant, conflict resolution, strategic planning, and some staff supervision. After eight years, in January 2018, he passed his Worship Committee Chair responsibility to a new person in the growing UUCF community. For about five years, Dale has been the de Benneville Camp Champ and the congregational weekend Camp Dean.

*Martha Kazlo (in second year of first 3-year term)*

Martha Kazlo wants to be part of preserving the Camp de Benneville Pines experience for future generations. Her attendance at the first Rainbow family camp was her introduction to UUs and she was hooked. While attending several Rainbow Family camps, several Women's retreats, and several weekends that were set aside for home congregations, she has offered workshops at all of these events.

Martha served as chair of the board of trustees of her home congregation (Riverside), served as secretary of the PSWD board of directors and has also been a member on the board of my housing cooperative. Her main job concerned making certain that people felt heard. As chair of her church board of trustees, she was very involved in the budget process. When a shortfall occurred, it was her responsibility to make certain that the money was raised to pay the bills.

*Donna Herman, Board Treasurer (in first year of first 3-year term)*

Donna wants to help ensure that Camp will be there for her grandchildren to enjoy. She has attended camp for 40 years. Previously she has been active in the planning for her congregation's family camp weekend. Donna has also served on her congregation's Board, and on their personnel, buildings and grounds, finance and RE committees. She has also worked on the congregation's pledge drives and annual service auctions. She owned her own business (apparel manufacturing with over 25 employees) and is financially savvy. Presently she is a real estate agent and one of the top sales agents in the firm. Accordingly, she is fearless on the phone. She would like to further improve her skills in grant writing, locating monies for Camp and nurturing long-term benefactors.

*Chris Faller, Board Vice President (in second year of first 3-year term)*

Board member Chris Faller and his family have been active members of the Unitarian Universalist Fellowship of San Dieguito for about 25 years. For the past several years, Chris has served as the Fellowship coordinator/registrar for the annual April weekend at Camp. He also has served as Fellowship treasurer. Chris is a retired Senior Vice President of Operations for a medical device company and orchestrated mergers and advanced technical operations at a number of US and overseas company sites. His skills, including development and execution of projects with multimillion-dollar budgets are important to Camp as we move forward.

**Camp de Benneville Pines 2020/2021**  
Report by Dale Botts, Board President

The Camp de Benneville Pines (CdBP), Board of Directors and Executive Director made good progress in the 2019 calendar year prioritizing fundraising needs, capital projects, and evolving the staff. Several new events were added to the 2020 calendar year schedule. Starting in the Fall of 2019, we have a new office person whose title is Outreach Coordinator. Effective in April 2020, a volunteer stewardship team is replacing the services of our consultant, Jacki Weber. We launched a celebration of Janet James' 25<sup>th</sup> year as Executive Director. Next year we will blend this with Camp de Benneville Pines' 60<sup>th</sup> year celebration, culminating in a day-long celebration on Saturday, April 24, 2021 in San Diego.

Our Capital Improvements Committee has become quite robust, being on the verge of submitting permit applications for (i) Craigs Cabin addition, (ii) Staff Housing addition, and (iii) Restrooms at the Coffee House. The Director's Cabin addition is already wending its way through the permit process.

Our fundraising is four-fold; (1) Share the Vision is a long-standing calendar year end campaign designated for maintenance, small scale improvements, and scholarships, (2) Capital Project donations are targeted for building modifications and new construction, (3) Our Endowment/Legacy Program, and (4) Monthly Giving, Circle of Support, Guardian of the Pines provide unrestricted money to cover operations such as improving the level of staff, its compensation, and handling emergencies. There are so many confusing names for this, I suggest you call this donation, "unrestricted".

Just as we were in a strong sustainable stride, the situation called the new coronavirus or COVID-19 without a vaccine presented itself. We took the bold step just before March, Friday the 13<sup>th</sup> to close CdBP through April 13<sup>th</sup>. We agreed to communicate with the leaders and help participants of upcoming events after April 13<sup>th</sup> to make the best of this worrisome issue by allowing them to make their own decisions, providing reimbursement. Subsequently, the remainder of the events in April self-canceled. When decisions involve cancelation, then reimbursement is being offered. Thank you to everyone, including those who donated their District Assembly fee, for converting your event attendance fees into a donation to CdBP.

So that we can track our losses, our budget shows what the year would have looked like if it was normal. We are applying for the federal Disaster Business Loan for a substantial amount of our normal annual event income. This loan, open to small businesses and non-profit organizations can be converted to a grant under certain conditions such as keeping employees on the payroll. We are also considering an application for payroll assistance which is designed to help businesses such as ours keep their employees rather than to lay them off. We have an emergency fund set aside to pay utilities, residual facility costs, and retain our major and on-site staff for four months. Our on-site staff is working on a myriad of small camp improvement tasks that had already been planned to do as we had time for them without interfering with guest activities. Presently our Monthly Giving at \$70,000 for the fiscal year ending March 31,

2020, has been quite successful, but moving through this crisis and into the future, we will be seeking to quickly add \$50,000, then double the Monthly Giving donations that go into “unrestricted” operations. Every \$5 helps. Donating monthly, quarterly, or otherwise to cover “unrestricted” costs of operations will help immensely.

Your health and the health of our CdBP employees is paramount to us. The Unitarian Universalist retreat center, Camp de Benneville Pines is here to nourish your lives, we intend to be here for you far into the future, and will be flexible.

Dale Botts, Camp de Benneville Pines, President of the Board of Directors  
[president@uucamp.org](mailto:president@uucamp.org)



## **Camp de Benneville Pines Annual Report April 2020**

Submitted by Janet James, Executive Director



This is my 25<sup>th</sup> year leading the camp, and I did not expect to be celebrating this milestone without any campers in camp! This will certainly be looked upon as the year Covid-19 changed our lives.

Looking back on a successful year, we served close to 3,800 campers in fiscal year 2019/2020 with camp revenues exceeding \$870,000. De Benneville Pines was able to host 32 weekend camps and 18 week-long and mid-week camps. Attendance was up for our elementary summer camp, and senior high summer camp sold out with a long wait list. We attempted to accommodate more campers by offering tent sleeping to 12 teens on the wait list. Of course, it never rains in California until you set up a tent village! For certain it was a soggy week for most tent campers with several days of summer rains.

I firmly believe that the best gift we can give our children is the gift of a week at camp. I have been witness to thousands of young people discovering their true potential while spending a week at de Benneville Pines. Camp is a safe place for them. A place where they can be heard—their secrets, hopes and dreams shared with a group of friends who hold one another in trust. The camp experience helps our youth to develop resilience and strength of character. They come together only twice a year at camp, but their time together is profound—most often, life changing.

The Camping Ministries program in our district has a long history with camp. It has been the cornerstone of youth programming over the years, and the quality of the programs and the training of the volunteers is exceptional. I wish to bid Geoff Anderla, Camping Ministries Director, a fond farewell. Geoff has accomplished a lot during his tenure with the PSWD and Camp. After five years of nurturing a thriving youth and family camp program, Geoff will be leaving his position with us in mid-August. He assures me his ties to camp will remain forever strong; after all, he grew up at de Benneville as a youth camper, and worked in the camp's kitchen during his college years, eventually volunteering with youth camps before directing the PSWD's Camping Ministries program. Thank you Geoff! We all wish you well.

And, welcome Marianne Swift-Gifford as she takes on the duties of camp's Camping Ministries Director. Marianne joined the camp team in January 2020 and has been cross-training with Geoff. Marianne is a member of Palomar UU Fellowship and has served multiple times as a dean for youth camps and for the annual women's retreat. She is a true believer in the benefits

of camp for all ages, and looks forward to developing youth and family camps that are fun, meaningful and true to UU values.

Some key projects of 2019: The Capital Projects Committee finished the design for the Director's Cabin expansion and submitted concept to the USFS for approval. Tree service trimmed 140 trees away from roof tops and took out 3 standing dead trees—the big ones! A handrail was installed at stairs near cabin 8 and the trail from cabin 8 to PSWIRL was raised and leveled using decomposed granite. The swimming pool was stripped and recoated. Staff house was carpeted. Phase 1 of a water drainage system was installed on south and west side of lodge.

The camp's accountant and I started working on the 2020/2021 budget in December. At that time, all indications pointed to revenue projections close to \$950,000, with all primetime space booked during the 20/21 fiscal year. *Then the realities of COVID-19 were visited upon the country and camp!* By offering you a look at our pre-covid 2020/2021 budget, and how we expected to perform, we can better analyze how we actually do perform at this time next year. Most certainly we will be upside down for the first time in 20 years, the only question will be *by how much?* The board is mobilizing to grow our monthly giving program. A strong monthly giving program will help us meet expenses now and into the future. Even at idle, we estimate our fixed costs and employee wages to top \$48,000 a month. We are keeping our on-site employees working by offering them independent maintenance projects around camp. Employees who live off-site are staying at home and are not being called to work. Money raised during our 2019 annual campaign will be used to pay for project supplies. The board has applied for an SBA disaster relief loan.

Before any civil mandate, our board voted to cancel camps in March, keeping campers safely away from a group setting. Revenue losses March thru May will total \$160,000. The topic of when it will be safe to offer camps again is complicated since, by its very nature, organized camping is designed to develop close-knit relationships. Everything we do at camp brings people together and builds connections and community. Social distancing runs counter to the camp experience.

In closing, I'd like to remind folks that camp is here waiting for YOU when it is safe to "undistance". You are missed so deeply up on the mountain top. Your laughter and happy chatter is missed. Your singing around the campfire is missed. And your talent at the talent show is missed.

From all of the staff and Daisy Doodle, we wish you safe keeping. We'll keep a warm fire glowing for you, so come "home" to the mountain as soon as fate allows.



**Camp deBenneville Pines**  
**Balance Sheet**  
**February 29, 2020**

ASSETS

Cash - Operating		
Cash on hand - Store	\$ 200.00	
Cash - Paypal - Operating	134,958.35	
Cash - Cap One - Emergency	162,519.82	
Cash - Savings - Deferred	211,008.80	
Cash - Citizens - Operating	132,822.56	
	<hr/>	
Total Cash - Operating		641,509.53
Cash - Restricted	5,932.54	
Cash - Calw Ckg - Cap Campaign	338,062.38	
Cash - CalW Svg - Cap Campaign	33,991.21	
Cash - Citizens - Donations	31,921.69	
Cash - Citizens - Cap Proj-WW	136,775.66	
Cash - Citizens - STV	163,805.33	
Cash - TIAA - RTR-Dir Cabin	228,276.73	
UUA General Endowment Fund	3,747.00	
Woodcliff Ltd Investment	1.68	
Schwab Investment Acct	1,740.09	
Schwab Inherited IRA		
	<hr/>	
Total Cash - Restricted		944,254.31
Inventories	15,592.28	
Inventory - Food	9,320.23	
Inventory - Store	6,724.94	
Inventory - Operating		
	<hr/>	
Total Inventories		31,637.45
Receivables and Prepaid Expenses	18,038.36	
Accounts Receivable	4,361.69	
Deferred Expenses - Insurance	1,755.79	
Employee Advances		
	<hr/>	
Total Receivables & Prepaid Expenses		24,155.84
Fixed Assets	410,724.80	
Leasehold Improvements	529,491.82	
Improvements -Sewer/Water Sys.	228,804.67	
Improvements - Water Tank	61,286.76	
Site Planning WIP	1,207,852.22	
Buildings	138,574.97	
Buildings - Craig's Cabin	76,193.69	
Vehicles	242,822.60	
Equipment and Fixtures	12,522.39	
Pool & Pool Equipment		
	<hr/>	
Total Fixed Assets		2,908,273.92
Accum Depreciation	(1,448,102.00)	
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Total Accum Depreciation		(1,448,102.00)

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Other Assets

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Total Other Assets	0.00
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Total Assets	\$	3,101,729.0
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LIABILITIES AND FUND BALANCES

Accounts Payable	
Accounts Payable	\$ 124,348.53

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Total Accounts Payable	124,348.53
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Current Liabilities	71,217.23
Deferred Revenues	
Payroll Tax Payable - State	(87.37)
Payroll Tax Payable - Fed.	703.82
Sales Tax Payable	24.00
Wages Payable	16,821.52
Vacation Wages Payable	8,507.06

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Total Current Liabilities	97,186.26
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Long-Term Liabilities

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Total Long-Term Liabilities	0.00
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Total Liabilities	221,534.79
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Fund Balances	289,614.42
Retained Earnings	
Prior Fund Balance -Restricted	589,418.88
Prior Fund Bal - Unrestricted	1,695,746.68
Current Net Revenues	305,414.28

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Total Fund Balances	2,880,194.26
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Total Liabilities & Fund Balances	\$ 3,101,729.05
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**Camp deBenneville Pines Income Statement – Summary  
For the Eleven Months Ending February 29, 2020**

	Year to Date
REVENUES - CAMP SPONSORED	382,143.52
REVENUES - LEASE UU	150,086.25
REVENUES - LEASE NON UU	224,271.95
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Total Revenues - CAMPS	756,501.72
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Revenues - Grants and Miscellaneous	
Grant - PSWD - Youth Camps	14,609.33
Youth Program Funds	16,114.52
Youth Training Funds	444.22
Young Adult Funds	681.24
Donations - Unrestricted	69,963.49
Camp Store Income	14,731.04
Interest Income -Svgs & Misc	296.51
Interest Income - Cap One/ING	594.12
Miscellaneous Revenue	10.00
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Total Revenues - Grants and Misc	117,444.47
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Total Revenues	873,946.19
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Expenses - Operating and Administrative

Accounting	16,175.00
Administrative - Registrar	60.24
Administrative Services	257.50
Advertising - Marketing	3,094.93
Bank Charges - Investmt Accts	117.00
Bank Charges - Operating accts	38.75
Bank Charges - Paypal	7,935.61
Board Expense	475.00
Camping Ministry Expense	3,667.74
Compliance Document'tn & Svcs	1,837.50
Computer Expense	8,033.72
Conferences / Training	1,536.00
Conferences /DA & RA	1,039.00
Dues, Subscriptions, Fees	905.00
Dues & Fees - UUA	1,000.00
Employee Benefits Retirement	2,661.40
Evacuation Supplies/Vans	983.52
Infirmary - First Aid	1,540.90
Insurance	42,148.40
Janitorial Supplies	10,918.71
Kitchen/Lodge Operations	116,026.33
Lease Expense -USFS General	11,225.98
Lease Expense -USFS camp fees	1,430.70
Lease/Rent Mobile Unit	2,991.72
Library Books & Supplies	61.00
Miscellaneous Expense	205.80
Office Expense	4,248.82

Operating Supplies	7,549.01
Postage & UPS	526.76
Postage - Bulk Mailing	14.03
Printing	2,151.70
Programming	34,039.42
Purchases - Store/Resale	9,234.02
Purchases - Store/Supplies	25.38
Salaries & Housing	378,173.79
Repairs & Maintenance	42,849.40
Staff Expenses	4,186.95
Taxes - Payroll	34,077.25
Taxes, Licenses, Fees, Permits	5,839.91
Telephone	4,610.04
Utilities	49,473.50
Vehicles - Gas	7,690.51
Interest and Finance Charges	327.19
Total Expenses - general and administrative	<u>821,385.13</u>
Net Income - Camp operations	<u>52,561.06</u>
Revenues and Expenditures - Restricted	
Accounts Revenues - Restricted	449,393.46
Expenses - Fees UUA INV	(2,328.36)
Expenses - Fees E-ck etc	(2,642.82)
Expenses - Fundraising - Genl	(11,285.07)
Expenses - STV Scholarships	(2,745.00)
Expenses - Fundraiser Svcs	(10,000.00)
Expenses - 2020 Expenses	(10,548.37)
Expenses - 2020 Staff Tax/WC	(746.87)
Expenses - 2020 Fund Services	(45,000.00)
Expenses - 2020 Support Staff	(7,643.75)
Major Improvement Expenditures	(67,171.81)
Capitalize Major Improvements	67,171.81
Depreciation Expense	(103,600.00)
Total Revenue & Expenditures - restricted	<u>252,853.22</u>
Net Income	<u>\$ 305,414.28</u>

**Camp deBenneville Pines Budget - Summary**  
**For the Twelve Months Ending March 31, 2021**

REVENUES- CAMP SPONSORED	411,700.00
REVENUES - LEASE UU	153,000.00
REVENUES - LEASE NON UU	<u>241,400.00</u>
Total Revenues - CAMPS	<u>806,100.00</u>
Revenues - Grants and Miscellaneous	
Additional/Unbooked Revenue	11,000.00
Grant - PSWD - Youth Camps	8,748.00
Youth Program Funds	16,010.00
Youth Training Funds	445.00
Young Adult Funds	695.00
Donations - Unrestricted	84,000.00
Camp Store Income	15,500.00
Interest Income -Svgs & Misc	300.00
Interest Income - Cap One/ING	<u>648.00</u>
Total Revenues - Grants and Misc	<u>137,346.00</u>
Total Revenues	<u>943,446.00</u>
Expenses - Operating and Administrative	
Accounting	16,300.00
Advertising - Marketing	2,165.00
Bank Charges - Investmt Accts	120.00
Bank Charges - Operating accts	60.00
Bank Charges - Paypal	9,515.00
Board Expense	650.00
Compliance Document'tn & Svcs	1,500.00
Computer Expense	6,000.00
Conferences / Training	1,700.00
Conferences /DA & RA	1,200.00
Dues, Subscriptions, Fees	905.00
Dues & Fees - UUA	1,000.00
Employee Benefits Retirement	2,500.00
Evacuation Supplies/Vans	1,000.00
Infirmary - First Aid	1,475.00
Insurance	55,424.00
Janitorial Supplies	12,100.00
Kitchen/Lodge Operations	118,500.00
Lease Expense -USFS General	22,020.00
Lease/Rent Mobile Unit	3,264.00
Office Expense	4,810.00
Operating Supplies	6,620.00
Operating Supplies - Store	50.00
Postage & UPS	510.00
Printing	225.00
Programming	34,590.00
Purchases - Store/Resale	9,100.00
Purchases - Store/Supplies	30.00
Salaries & Housing	497,360.34
Repairs & Maintenance	41,200.00
Staff Expenses	5,200.00
Taxes - Payroll	44,400.00

Taxes, Licenses, Fees, Permits	5,723.00
Telephone	4,800.00
Utilities	54,820.00
Vehicles - Gas	7,860.00
	<hr/>
Total Expenses - general and administrative	<hr/> 974,696.34 <hr/>
	<hr/>
Net Income - Camp operations	<hr/> (31,250.34) <hr/>
Revenues and Expenditures - Restricted Accounts	
Depreciation Expense	(120,000.00)
	<hr/>
Total Revenue & Expenditures - restricted	<hr/> (120,000.00) <hr/>
	<hr/>
Net Income	<hr/> \$ (151,250.34) <hr/>
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