**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**Minutes Meeting February 16, 2022, 6:00 pm**

**Meeting by Zoom –** [**https://youtu.be/8pkx7Nu-4SE**](https://youtu.be/8pkx7Nu-4SE)

Meeting called to order by Larry Morrell, president. Recording on. 6:01

We acknowledge that these waters, mountains, valleys and shorelines are the traditional territory of the S’Klallam and Chemakum peoples. We will work to restore and sustain their homelands and all living beings.

Attending: Larry Morrell, Sherry Modrow, Penny Ridderbusch, David Covert, Karl Bach, Frances Loubere, Virginia Nixon ,Cecilia Flickinger, Liesl Slabaugh, Kate Lore. Excused, Kate Kinney.

Observers: Kathy Stevenson, Jenell Mateo, Julia Cochran, Deb Carroll, Christina Tweed, Mary Tucker, Share Dewees, Linda Spratt, Marcia Christen, John Collins.

Timekeeper: Karl Bach

**Spiritual Practice and Opening**

**Chalice Lighting**

**Opening Words** Sherry Modrow, reading from Krishnamurti:
“It is love alone that leads to right action”

**Motion:** Sherry Modrow moved to approve the meeting agenda; Virginia Nixon seconded the motion; the motion was approved.

**Consent Agenda**

Approval of Minutes of the Jan 19 regular Board meeting.

Approval of Minutes of Feb 3 special Board meeting as amended.

Documentation of electronic board approval of new members on 1/26:

The board approves the following for addition to membership in QUUF:

Kris Kiesel, Nancy Sendler, Linda Jangaard, Elizabeth Blake, Steve Blake

The Program Council Implementation Subcommittee forwarded the names of the five council leads for approval by board:

Community Council - Betty Oppenheimer

Growth and Learning Council - Dan Brooks

Operations Council - Kate Madson

Social and Environmental Justice Council - Kathy Stevenson

Spirit Council - Mary Tucker

The convening of the Program Council marks a major step in the implementation of the governance model and the continuation of the work of the QUUF Ministry. It is truly a moment to celebrate and recognize the hard work of many people who give so generously of their time and energy to QUUF.

**Motion:** Karl Bach moved to approve the consent agenda as amended; Cecilia Flickinger seconded the motion; the motion was approved.

**Standing R****eports**

**President’s Report. See** [Attachment A](#AttachmentA)

**Minister’s Report. See** [Attachment B](#AttachmentB)

**Ministry Advisory Team Charter, Revised. See** [Attachment C](#AttachmentC)

**Motion:** Sherry Modrow moved to approve the Charter for the Ministry Advisory Team; Karl Bach seconded the motion. The motion was approved.

**Treasurer’s Report - See separate packages, screen-shared**

**Approval of Treasurer’s Report**

**Motion:** Virginia Nixon moved to approve the January 2022 financial statements indicating an excess income/expense amount of $50,699.26 and a total liabilities and net assets in the amount of $2,636,002.12; the motion was seconded by Karl Bach. The motion was approved.

**2022-23 Budget Proposal**

**Motion from the Finance Committee:**  Penny Ridderbusch moved and Cecilia Flickinger seconded the motion to approve the draft budget as proposed by the Finance Committee. The motion was approved.

**Trustees’ Reports**

Nominating Committee Report. Virginia Nixon

**Task Force and Committee Reports**

Governance Task Force. Frances Loubere

See [Attachment D](#AttachmentD).

Ad Hoc Committee on Healthy Community. Liesl Slabaugh

Report: See [Attachment E](#AttachmentE)

**Motion**: Liesl Slabaugh moved to accept the appointment of the people, as listed in Attachment E to the inaugural Healthy Community Team; the motion was seconded by Sherry Modrow.

 An amendment was forwarded amend the Healthy Community Charter to have eight members and to add an eighth member, Anne Weaver, to the list of seven to be appointed to the inaugural Healthy Community Team.

 The motion was approved as amended.

Widening the Circle Task Force. Cecilia Flickinger

Board Report, Charter. See [Attachment F](#AttachmentF)

**BREAK.**  7:25 to 7:30. Recording stopped, restarted.

Board of Trustees Communications Subcommittee. David Covert, Chair

Congregational Survey Team. Report re survey to QUUF members and friends on how best to sustain the health of our fellowship.

**Board Action**: Regarding the approval of survey contents, notification in Monday Board Report and distribution, it was decided that no formal motion was needed for approval of survey contents and distribution.

Facilitator Agreement: Marcia Christen. See [Attachment G](#AttachmentG)

**Motion:** It was moved by Sherry Modrow to approve the facilitator agreement in Attachment G between QUUF and Marcia Christen. The motion was seconded by Cecilia Flickinger. The motion was approved.

A subset of the board was appointed to be a planning and prioritizing team for the facilitation. Kate Lore, Liesl Slabaugh and Virginia Nixon. No motion needed.

Pledge Campaign discussion followed. No Board action.

Extinguishing the Chalice:

“In the middle of difficulty lies opportunity” ~ Albert Einstein

Meeting adjourned by President Larry Morrell at 20:25.

**Open Questions for QUUF Vision Building from 2021 BoT Retreat**

Together how can we better meet the spiritual needs of our community?

How can we create a more unified, diverse, equitable and inclusive
QUUF community for all?

**QUUF Board Covenant (revised 9/14/15)**

As Board members of the Quimper Unitarian Universalist Fellowship, we will:

1. Hold in love all that we do for QUUF and the Board. Love serves to make service on the Board a spiritual experience.
2. Listen mindfully and deeply, encourage each other, work toward trusting relationships in order to transcend our individual limitations and achieve a greater result.
3. Seek consensus, honoring dissenting opinions. We will speak with one voice about Board decisions once they are made.
4. Be prepared to achieve the goals we collectively set, keeping in mind the spirit, cooperation, and joy.
5. Resolve our conflicts in a timely manner. Forgive each other and ourselves.
6. Speak honestly and be discerning about what needs to be kept confidential.
7. Express sincere appreciation of each other.
8. Maintain a sense of humor.
9. Represent the congregation by listening to their concerns and dreams and by acting in their best interest.
10. Be guided by the Seven Principles.

**Attachment** **A** **QUUF Board of Trustees**

**President**’**s report – February 16, 2022**

1. The time slot for the Feb 3 study session was used 1) to initiate a congregational engagement plan starting with a survey and 2) to hold an executive session to address a disruptive behavior incident. A congregational survey team was assigned to develop the survey instrument and implementation plan to present to the board for action at the Feb 16 board meeting. No board action was taken on the disruptive behavior incident.
2. The President met with ALPs committee to hear concerns and feedback to the board action to postpone two ALPs offerings in the spring catalogue. Some of the major concerns expressed:
	1. The board action seemed arbitrary and presumptive and did not follow the recommendations of the Concerns Committee as was expected.
	2. ALPs committee members and course instructors were not given the opportunity to review the concerns expressed and make adjustments or provide clarification.
	3. ALPs has historically been involved in controversial issues allowing all views to be freely expressed. That role now seems to be disallowed.
	4. If not in ALPs, where do members express a dissenting opinion and allow for open, honest exchange of ideas?
	5. Communication was lacking during the process.

The meeting was productive, informative, and congenial in the spirit of cooperation and understanding consistent with QUUF covenant of right relations.

1. Meetings with prospective facilitator resulted in proposal for retainer contract with Marica Christen for board approval.
2. Pending work:
	1. Board Code of Conduct (interaction with members; use of email; conduct during board meetings)
	2. Restoring members direct interaction with board (e.g., comments during board meetings.)
	3. Congregational Goals for 2022-23 Church Year

Respectfully,

Larry Morrell, President
QUUF Board of Trustees

[Return to Agenda](#Agenda)

**Attachment B** – Minister’s Report

**Monthly Board Report**

**February 2022**

**Kate Lore**

I am back from my Study Leave feeling renewed and inspired. I’ve spent these first weeks back focusing my attention working on the following main efforts (more details in main text):

1) QUUF’s Pledge Drive;

2) Re-opening our building to in-person services, meetings, and gatherings; 3) Making shifts towards the new governance model; and

4) Imagining ways to serve our community.

I have also conducted one wedding, facilitated 2 support groups for seniors with chronic pain and illness, and contributed work on Board’s “Survey Sub-Group” on prioritizing community conversations.

1. **QUUF’s Pledge Drive** – There is a great Pledge Team this year, headed up by Susie Gorski. Other members include Peg Hunter, Betty O’Bryan, Robin Stemen, Phyllis Waldenberg, Jenell DeMatteo, Judy McCutcheon, and me. The theme this year is “We Nourish to Flourish” and publicity materials are being written, testimonial givers are being recruited, and a bulletin board is in the works, complete with mascot. This year we will introduce two videos into our Sunday services highlighting the joys of being part of this community.

I have been asked to give the following two Stewardship sermons:

Mar. 20 – “Don’t Throw the Baby Out with the Bathwater”

Description: The proverb, “Don’t throw the baby out with the bathwater” has been around for over 200 years and is recited in many languages. Like all proverbs, it contains good advice: in our haste to discard something unpleasant or undesirable, we should be careful not to throw away something worth keeping.

Mar. 27 – “A Sermon on the Amount”

Description: Stewardship is our way of saying, “We got you. Your fare has been paid by those who’ve come before. Come on board, sit down, and take a rest. You, the stranger, you, the sad, you, who feels alone; your fare has been paid by people who built these walls, these ministries and this community of compassion and learning. Many of them aren’t even here anymore, and yet their gifts live in ministries that exist to welcome, strengthen, and enrich us all.

A Pledge Festival Weekend is being planned for the weekend of March 27-27 but will be shorter and smaller in scope than our prior festival due to covid concerns.

1. **Re-opening our building to in-person services, meetings, and gatherings**

*- Sunday Services.*Given the fact that our Safety and Risk Management Team (SRMT) has announced that QUUF will likely re-open sometime between mid-March and early April, our Staff and Sunday Services Team have been working hard to create a Re-Opening Plan. We have assigned tasks to different people and committees to ensure that the opening is smooth and easy. For instance, we will start with Hybrid services without coffee hours at first. There will be adequate signage and volunteers to help prevent confusion. The staff will renew their Red Cross First Aid certifications before we open the doors and we will collectively ensure that masks stay on, vaccines verifications are registered, and Contact Lists are filled out. *Please note: it is hoped that individual Board Members will be a visible presence in the foyer during our first months to give congregants a feeling of security.*

- *Retreats.* The Leaders of the Women’s and Men’s Retreats are surveying past participants to determine whether to cancel April reservations at Pilgrim Firs Retreat Center.

*- Religious Education (RE).* The RE Committee has decided to resume with in-person classes when we open but will confine children to the RE building and playground. There will be no mixing with adults until it is deemed safe to do so. In the meantime, the RE Committee will launch a new Intergenerational “Mystery Pals” program in March to help facilitate connection between our kids and adults.

There will be a change to the Time for All Ages component of our Sunday Services once we open. Since children will not be coming to the sanctuary and Beau Ohlgren will be busy tending to them in-person, Beau will be asking an array of families and adults to be videotaped reading a favorite book to our community (details still being worked out).

With regards to the annual Memorial Day Weekend Quimper Camp, the RE Committee is discerning whether to postpone it, cancel it, or move it to a new location in Nordland.

**3) Making shifts towards the new governance model**

– The Ministerial Advisory Team (MAT) has written a second draft of our MAT Charter (sent out earlier in a message from Larry Morrell). It is my hope that the revisions will meet the concerns expressed at our December Board meeting, and that we can vote on finalizing the MAT Charter this month.

- The Committee on Shared Ministry (COSM) met on Feb. 11 and has begun writing the Charter.

- The Program Council now has leaders from each of the 5 councils and had its first meeting on Feb. 11.

- Christina Tweed has agreed to be the Administrator of QUUF’s Sign-Up Genius and will provide technological assistance to ALPs “co-pilots.

- Beau Ohlgren has agreed to attend ALPs meetings as a Staff member, to help the ALPs Committee to develop and update their policies (for future Board review) and to be a source of support as they transition to their role on the Learning and Growth Council.

**4) Imagining ways to serve our community’s housing crisis.**

Talks are currently underway within the QUUF community about the possibility of building an Affordable Cottage Community in the lot abutting the west side of QUUF’s property (currently the undeveloped portion of McNeil Street, between 22nd and 24th Avenues). These discussions are at the preliminary level and the Board does not need to take a vote on this project at this time. This is simply a notification that QUUF’s Affordable Housing Action Group and Social & Environmental Justice have voted to pursue possible partnerships with the City of PT, the Housing Solutions Network, the Affordable Housing Land Trust and the Jefferson County Interfaith Coalition to develop a row of small, permanent one- and two-bedroom cottages of approximately 450 sq. – 600 feet in size.

[Return to Agenda](#Agenda)

**Attachment C**

**Annual Report and Charter for QUUF Groups**

**Whether your group is called a committee, team, circle, task force, etc., it is called a “group” for purposes of simplicity in this document.**

The purpose of this Summary is to help QUUF staff and Board to have a realistic overview of activity within the congregation, so future visioning can be done knowledgeably. It also serves as a self-assessment tool for your group.

**Charter for**:  **QUUF’s Ministry Advisory Team (MAT)**

*Below, a* ***purpose*** *statement provides the reason or reasons you exist. It is about why you exist, whereas the* ***mission*** *statement is about what you do and for whom.*

**Group Mission**: Serve as a bridge between the Board and Program Council to identify concerns, opportunities, and insight into Fellowship direction and goals. To support the ministers in coordinating the fellowship’s commitment and action toward meeting our strategic goals.

**Purpose**:

1) **Stewardship of Ministry Teams.** Provide oversight, leadership and support that enhances work of QUUF ministry teams.

2) **Work to Execute the Strategic Goals of QUUF**. In conjunction with the QUUF Board and Ministry Teams, the **MAT** develops processes and plans to enact strategic goals, translating goals into actionable objectives.

3) **Provide communication between the Board, the Social & Environmental Justice, Community, Learning & Growth, Operations, and Spirit Councils, and the congregation.** Ensure clear communication to keep the congregation informed and provide support where a goal overlaps several councils. Serve as a central point of communication for progress and challenges.

4) **Oversee the vision of the ministry budget to reflect the Board Goals.** To be responsible for facilitating the Program Council’s budget development, which is then sent to the Finance Committee for their review.

5) **Identify opportunities and barriers to support the Board goals.** We will engage, support and consult with the Program Council, the Ministry Teams, and the Healthy Community Team as needed. We will then track and evaluate the progress (e.g., support the re-opening of the fellowship in a safe and responsible manner).

***Please state in one simple sentence how your mission supports the covenant and mission of QUUF****.*

The Ministry Team will support the annual goals that are set by the Board to fulfill QUUF’s mission and translate those goals to actionable objectives, including activities around Diversity, Equity and Inclusion.

***What would be the consequences of not having this group be within the QUUF fellowship?***

There would be no bridge to support and monitor the activities of the Councils to ensure that they are meeting the goals set by the Board.

***Parent Group (****What group or circle does your group work under or report to, if any?):*

The Ministry Advisory Team shares information with the Board and Program Council but does not work “under” them.

***Parallel Group(s)*** *(What other group or groups does this one work closely with or need to coordinate with, if any?):*

The Ministry Advisory Team works collaboratively with:

* The Board,
* The Program Council,
* The Five Ministry Councils,
* Congregational Committees, Task Forces and Ad-hoc Committees as established by the Board.

**Notifications** Who or what position needs to be notified if this charter changes, i.e. who else depends on what you do?):

Charter changes need to be reported to the Board and the Program Council.

**How often do you meet?**

Monthly or as called by the minister. All meetings will be closed except by invitation of the minister.

**Group Membership**:

1) Kate Lore

2) Kate Kinney

3) John Collins

4) Patrick Johnson

5) Hilary Rosen

6) Jenell DeMatteo

7) Other staff or lay leaders (as needed)

**Are you open to new members?**

We will have term limits and the minister will recruit new members as needed.

**How are members selected/recruited?**

We will accept recommendations. The final makeup of the MAT is the prerogative of the minister.

**Do members have a “term” or restriction on how long they can serve, and what is the length of that term?**

Since the team is brand new, we will have varying term lengths (one year, two year, three year) so we can incorporate new members with grace and ease. Exceptions: the current Ministers, select staff and the Program Council chair will serve each year.

**How is the leader selected?**

The group leader is one of the ministers.

**Is there a succession plan or a training for future leaders?**

None needed, as the ministers are the leaders of this group.

**Decision-making process:**

***How are decisions made within your group****?*

Consensus whenever possible. If we get stuck, we will go with a majority vote.

**What happens when a member is severely disappointed by a decision or cannot go along?**

They will be invited to share their concerns and we will aim for unanimity, centering our conversation upon the QUUF mission. Once a decision has been reached, however, members agree to abide by decisions of this group and speak with one voice to the congregation.

**How are conflicts handled, and where are they escalated to if needed?**

This group will follow established processes and QUUF’s Covenant of Right Relations. People will be encouraged to speak directly (and privately) with the person with whom they have conflict. If that has been tried and not brought to resolution, the person/s will consult a minister. If the conflict continues, we will engage the Healthy Congregation Team or an outside mediator.

If needed, we will engage the Board regarding in the QUUF’s Disruptive Member policy.

**Major Activities:**

***What are the major activities of this group?***

* Receive Oral Monthly Reports from Program Council.
* Provide Monthly Written Reports to the Board.
* Oversee and Support the Program Council as needed.
* Mediate Program Council conflict as requested by the Program Council Chair
* Facilitate the **committee portion** of the budgetprocess and forward it to the Finance Committee
* Collaborate with the Board to oversee, ensure, and facilitate shared leadership training opportunities
* Monitor the morale of the fellowship.
* Support and oversee processes that have been established by the congregation.
* Identify and monitor conflicts that are coming up between groups and, if appropriate, pass it forward to the Healthy Community Team.
* Recommend policies on congregational conflict and grievance resolution.

**Group History:**

*Please provide a simple outline of your activities and accomplishments.*

* We are deepening our understanding of the role and goals of the MAT
* The Program Council Team Leader is in place
* The Establishment of Councils is in the beginning stages
* We have created our Charter
* We have conducted 3 Vaccine Drives for our fellowship and community.

**Are you satisfied with your past year’s activities and accomplishments?**

So far, so good!

**Future:**

**Please list your goals and plans for the coming year, and how these plans fit your mission:**

* Begin discussions of the Board’s “Two Essential Questions” within the team.
* Research how these two themes are being addressed elsewhere.
* Develop a deep understanding of ministry teams by:
1. Work through several scenarios to better understand how decisions will be made with the new Governance model.
2. Review the annual report looking for common issues and areas of strength.
3. Review new Council Charters.
* Seek opportunities to develop leadership competence.
* Seek opportunities to provide Diversity, Equity and Inclusion (DEI) training.
* Work with the Program Council in developing a plan for recruitment of new leaders.
* Develop a simple, clear explanation of the purpose of the Ministry Advisory Team to use as a communication tool.
* Create a flow chart of the process used in the Safe Park project as a demonstration of how the new governance model works.
* Work with the Safety and Risk Management Committee to create a Re-Opening Plan for QUUF.

**Do you need assistance from an advisor or staff member to help with future activities and goals?**

None needed. We have access to staff on our Team.

**Budget Impact:**

**What impact does your group have on the QUUF annual budget?**

We will help coordinate the program budget and will need funds for essential lay leader training opportunities.

**Key Metrics:**

**What measurements are or will be used to evaluate the success of the activities of your group?**

We will monitor our goals and document our accomplishments and challenges.

**How will that data be gathered and reported?**

They will be included in the monthly report to the Board.

**Date Charter Approved**: \_\_\_\_\_\_\_\_\_\_ Approved by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Author**: The Ministry Advisory Team Members

[Return to Agenda](#AgendaPage2)

**Attachment D**

**Governance Task Force Board Report -- February 2022**

Compiled by Frances Loubere

GTF continues to meet via Zoom on the first and third Wednesdays at 9:30am. This allows time in the intervening weeks for subcommittees to meet.

**Members:** Karl Bach (Board), Cynthia Becker Co-Chair, Julia Cochrane, Patrick Johnson, Frances Loubere (Board) Co-Chair, Betty O’Bryan, Anne Weaver, Bruce Zalneraitis, John Collins (consultant).

**Program Council Implementation Subcommittee Board Report**
February 9, 2022, submitted by Patrick Johnson

**Members:** Patrick Johnson, Betty O’Bryan, Kathy Stevenson, Anne Weaver

· We are very excited to report that all five council leads are now in place and will be submitted to the board for approval at the February 16 meeting.
- Community Council - Betty Oppenheimer
- Growth and Learning Council - Dan Brooks
- Operations Council - Kate Madson
- Social and Environmental Justice Council - Kathy Stevenson
- Spirit Council - Mary Tucker
· The initial meeting of the Program Council is scheduled for Friday, February 11, 2022.
· The convening of the Program Council represents a significant step in the implementation of the governance structure.
· The Council will quickly take up several tasks including volunteer recruitment and supporting the Reconnection Fair.
· The Program Council Implementation Subcommittee (PCIS) will continue to support the work of the Program Council.

**Report of activities of the Bylaws/Operations Manual Subcommittee of the Governance Task Force (GTF)** February 9, 2022, submitted by Bruce Zalneraitis.

**Members:** Karl Bach, Bruce Zalneraitis, John Collins, David Covert, Anne Weaver, Invited GTF Member

Since our last report, the Bylaws/Operations Manual Subcommittee (BL/OM SC) has continued to finalize and work on proposed Bylaws changes and Operations Manual policies. To assist in the evaluation and approval process, an outline has been created in Excel format by John Collins, that shows the current bylaw or policy (if any) in its current form, the new or revised language, and rationale for the changes or additions.

It is the recommendation of the BL/OM SC that proposed changes to Bylaws and policies that relate to councils and teams be sent to the Program Council and the Ministry Advisory Team for further review before being sent onto the Board for its approval. For logistical reasons it is also recommended that policies that are related to access and notification of members about meetings be shared with the QUUF office staff who will be able to offer clarification on what can or cannot be provided.

The following policies have been prepared for further review:
**Conflict of Interest Policy** – This proposed policy has been finalized and will be sent to the Program Council and Ministry Advisory Team for review.
**Open/Closed Meetings Policy** – This proposed policy has been finalized and will be submitted to the Program Council and Ministry Advisory Team for further review.
**Virtual Meetings Policy** – This proposed policy will be submitted to the Ministry Advisory Team, Program Council and QUUF office staff for further review.
**Notice of Meetings Policy** – This proposed policy will be submitted to the Ministry Advisory Team, Program Council and QUUF office staff for further review.

**Communications Subcommittee report, February 10 2022**submitted by Frances Loubere

**Members:** Cynthia Becker,Julia Cochrane, Frances Loubere

An article sharing information on the progress made by the GTF during the first half of the 2021-2022 church year was included in the January 21 Weekly Update. This was the first of a series of Weekly Update articles focusing on the governance transition. We are waiting until after the first Program Council meeting and for updated information from the Ministry Advisory Team, to initiate specific articles from these groups.

We will continue to review and revise additional documents which will be linked in the future to the Governance page of the website.

[Return to Agenda](#AgendaPage2)

**Attachment E**

Report to the Board AD HOC Committee

January 13, 2022 Healthy Community Team (HCT)

Co-Chairs: Liesl Slabaugh & David Rymph; Board Liaison: Sherry Modrow

Members: Diane Haas, Martha Moyer, Onzie Stevens, Patrick Johnson

The ad hoc committee is happy to say that they have completed the creation of the Healthy Community Team (HCT) charter and the recruitment of members and recommends to the board the following people to be appointed to be the inaugural Healthy Community Team:

Geoff Fong

Martha Moyer

Beth Pope

Laurie Riley

Hilary Rosen

Joanna Sanders

Karen Wamstad

The ad hoc committee is planning two orientation sessions for the new HCT and anticipates that the Team will work collaboratively with the board and Marcia Christen on the congregational healing process.

[Return to Agenda](#AgendaPage2)

**Attachment F**

****

**Widening the Circle Board Report 2/14/22**by Diane Haas

We are continuing with our ‘Working Document’ This is adjunct to the Charter Form that we completed a couple months ago. This document was introduced to me by Betty O’Brian and is also being used in the Community Circle. In the Widening the Circle (WTC) book there are recommendations and action items. We have picked out the recommendations that are applicable to congregations and also those that are for congregations in collaboration with the PW Region or UUA. Each recommendation has action items connected to it. We have listed the action items and then for each one we are looking at:

* what we have in place already
* next steps
* our needs and dreams
* obstacles

When we are finished with this process we will prioritize the actions/next steps and move forward.

A copy of this ‘working document’ is attached to your email. NOTE: This is a work in progress. As we go along we are discussing ways to engage others (Circles and Teams) in the process for learning, reflections, and implementation. We are imagining that -eventually- some of the goals/action items identified will be integrated into the appropriate Teams and some included in the long-term goals of the Fellowship.

One definite priority we have already established is the need for Diversity, Equity, and Inclusion (DEI) training. We obtained a grant from the Pacific Northwest region for $3000 for this purpose. We have requested, through the budget process, that this amount be matched in order to do this training. In addition to training, it is recommended that there be a DEI audit. We are also looking at options available for this process.

Several of us are planning to take a DEI training that is offered through UUA to determine if it is a good match for our congregation. It is a more cost-effective approach because it is prerecorded and online. They also provide questions for discussion after each section for active interaction. If you want to check it out, here is a link to that training:

[Co-Creating Diversity, Inclusion, and Equity in our Congregations 107 - UU Institute](https://uuinstitute.org/courses/co-creating-inclusion-and-equity/)

An important consideration we are discussing is the need for DEI training to be repeated- as new folks come into leadership, for newcomers, updated information, etc. In other words, it is an ongoing process, not a one-time thing.

At this website they talk about the Intercultural Development Inventory which is one of the methods of doing an audit. I have attempted to contact a UU person that does these audits but have not gotten through as yet. Apparently she did this inventory with the Elliot Institute Board of Directors. (The Elliot Institute organizes the Washington state UU camps at Seabeck Conference Center).

[IDI General Information | Intercultural Development Inventory | IDI, LLC (idiinventory.com)](https://idiinventory.com/generalinformation/)

We meet twice a month on the 1st and 3rd Tuesdays at 10:00 to 11:30am.

The members of our team are:

Lead: Diane Haas

Scribe: Julia Cochrane

Kathy Stevenson

John Collins

Shawn Risley

Mary Tucker

Kathleen Holt

Zoe Ann Lamp

Cecelia Flickinger- when able to attend

Virginia Nixon- observer

Feel free to contact me if you have questions.

On a personal note... I am taking a road trip and will be away during the month of March.

Respectfully submitted,

Diane Haas

**Charter for**: Widening the Circle Task Force – 12-7-21

Quimper Unitarian Universalist Fellowship

**Group Mission**

Widening the Circle Task Force will facilitate implementation of recommendations of the Commission on Institutional Change Report. We will develop a system for providing resources for QUUF as we explore ways to deepen our understanding of practices and thinking that perpetuate racism and other oppressions in ourselves and QUUF. It will be one of the ways we put the 2021 UUA Statement of Conscience (SOC) into action. SOC: Undoing Systemic White Supremacy: A Call to Prophetic Action. It also supports the 8th Principle.

**Purpose**

As UUs we realize that our denomination has evolved within a strong white, patriarchal context. While we love this religion, we also believe we can improve on it by looking within to find ways we can widen the circle to include marginalized groups of people. When we do this, we all benefit spiritually. We believe we can be a resource for all QUUFers who want to live our mission, “We come together to seek our truths, honor our diversity, serve with love, and work for justice in our world.”

**We support the covenant and mission of QUUF**

Seeking our truths, honoring diversity, and serving with love is the heart of the Widening the Circle of Concern Report. Working for justice in the world begins with ourselves and our beloved QUUF.

**Without this Task Force**

The status quo is no longer an acceptable option for many people of faith. This task force creates a cohesive approach towards equity, diversity, and inclusion that our faith calls us to do. Without this task force there would be a void in coordination and resource development within QUUF.

**Parent Group**

The original Task Force was an element of the Antiracism Action Team, as part of the Social and Environmental Council. However, we quickly learned that the Widening the Circle Report pertained to ALL entities of a congregation, not simply social justice. We believe the best Parent Group at this time is the Board of Trustees, as it is about whole congregation cultural change.

**Parallel Group**

We will be in close contact with the Coordinating Team, Program Council, and the Board of Trustees.

**Notifications**

If our charter changes, we will inform the full congregation after approval of the Board of Trustees.

**How often do you meet?** Twice a month whole group to start, subgroups as needed.

**Group Membership:**

**Who are the current members of the group**:

Diane Haas, John Collins, Julia Cochrane, Kathy Stevenson, Shawn Risley, Mary Tucker, Kathleen Holt, Cecilia Flickinger, Zoe Ann Lamp

**Are you open to new members**? Yes.

**How are members selected/recruited?** Personal invitation and an announcement in the Weekly Update. As a Board Task Force, we understand the Board will affirm recommendations of new members.

**Do members have a “term” or restriction on how long they can serve, and what is the length of that term?** Not at this time.

**How is the leader selected?** Chosen by the Task Force members.

**Is there a succession plan or a training for future leaders?** Not at this time.

**Decision-making process**:

**How are decisions made within your group:** By consensus (everyone invited to speak and if no one disagrees, decision is made.)

**What happens when a member is severely disappointed by a decision or cannot go along?** The group or individual will determine if outside help is needed, for instance the Healthy Community Team.

**How are conflicts handled?** We will make earnest attempts to communicate, referencing our Right Relations Covenant.We await the formation of the Healthy Community Team for guidance.

**Major Activities:**

We will establish ways for our congregation to examine and address hidden barriers and unconscious biases within our theology and in our community. We will design ways to educate, build skills and provide support as together we ‘build a diverse multi-cultural Beloved Community’ (8th Principle).

We will collaborate congregation-wide in setting long-range goals and implementation strategies. While the Report primarily focuses on inclusion of BIPOC (Black, Indigenous People of Color), we believe implementation will enrich all and aid in our anti-oppression work and spiritual growth. We will follow applicable recommendations of the Report of the UUA Commission on Institutional Change June 2020, Widening the Circle of Concern, and also develop our own.

**Group History:**

**Outline of your activities and accomplishments for the past year**: We are just forming.

**Are you satisfied with your past year’s activities and accomplishments**? Not Applicable.

**Future:**

**Goals and plans for the coming year, and how these plans fit your mission:** Our goals will be developed in December and January.

**Assistance from an advisor or staff member to help with future activities and goals.** We plan to engage with board, staff, and minsters when appropriate.

**Budget Impact:** We plan to offer Diversity, Equity, and Inclusion Training to the congregation. We have received a $3,000 grant from the UU Pacific Western Region. More finances will be necessary.

**Key Metrics:**

**Measurements are or will be used to evaluate the success of the activities of your group?** To be developed.

**How will that data be gathered and reported?** To be developed.

**Date Charter Approved**: \_\_\_\_\_\_\_\_\_\_ Approved by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Author**: \_\_Diane Haas, Chair, with all members listed above

[Return to Agenda](#AgendaPage2)

**Attachment G**

Proposal for Quimper UU Fellowship from Marcia Christen, Certified Trainer and Assessor in Training, Center for Nonviolent Communication (360 509-3586)

marcia@compassionate-language.com – [www.compasionate-language.com](http://www.compasionate-language.com)

February 7, 2022

After speaking with board members Larry Morrell, Sherry Modrow, and Cecilia Flickinger, I propose a retainer of $1,000/month for the next 12 months (This would be about 6.5 hours per month with some months being more and some being less). This agreement can be terminated by either party with 30 days’ notice.

This work might include, but not be limited to:

* Advisor and consultant for the board, ministers, and senior lay leadership on Nonviolent Communication (NVC) methods and strategies to support Quimper UU Fellowship.
* Conducting Nonviolent Communication training to develop a group of QUUF facilitators (such as a Listening Team or Healthy Communications Support Team)
* Conducting Nonviolent Communication sessions for especially challenging places of tension or disconnect which might benefit from an outside facilitator.
* Support for Restorative Processes and/or Restorative Systems creation or group processing.
* Adult Religious Exploration course on Nonviolent Communication

If additional hours are needed or if additional facilitators are needed for larger scale group restorative processes, then those could be agreed upon and added on a case by case basis at an hourly rate of $150/hour per facilitator.

For more information on Marcia Christen see [www.compassionate-language.com](http://www.compassionate-language.com)

Feedback about the work could be offered throughout the year make sure the needs for learning and support are being met.

Accepted:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marcia Christen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Return to Agenda](#AgendaPage2)