**Quimper Unitarian Universalist Fellowship**

**Board of Trustees Meeting**

**Minutes, Aug 17, 2022 6:00 pm**

**Meeting by Zoom**

Meeting ID: 912 1619 4835 Passcode: Board

<https://zoom.us/j/91216194835?pwd=SUM4cVZYZUtpVXFydWxiQUE2dlpMQT09>

Video link: <https://youtu.be/r8ca4yGGskc>

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, David Covert, Bruce Zalneraitis, Frances Loubere, Virginia Nixon, Liesl Slabaugh, Jesse Wild, David Rymph.

**Observers:** Christina Tweed, Jenell De Mateo, John Collins, Kathy Stevenson, Share Dewees, Sandy Tweed, Mary Tucker, Beau Ohlgren

**Meeting Called to Order** 6:02

Spiritual Practice and Opening: Larry Morrell, “Do not be concerned….”

 **Chalice Lighting**

 **Check-in by Board members**

Protocol for observers during virtual meetings:

* All non-board members will be muted and video turned off
* Observers may be asked to respond to a question (E.g., parliamentarian for a question on process)
* Invited observers with items on the agenda may be asked to join when that agenda item is being discussed

Opening Announcements or acknowledgements

Assign process and time observer, Liesl Slabaugh

1. **Approve Meeting Agenda**

**Motion:** David Rymph moved to approve the agenda; Bruce Zalneraitis seconded the motion; motion was approved.

1. **Consent Agenda items**
	1. Approval of Minutes of the July 20 regular Board meeting
	2. Inclusion of motion previously approved letter as printed below via unanimous, electronic vote:

Motion to approve the letter from the Social and Environmental Justice Council for publication as follows:

The Social and Environment Justice Council of the Quimper Unitarian Universalist Fellowship stands in solidarity with all transgender people. We denounce the harassment that’s occurred at the Mountain View Pool. We support the Y's policy of inclusion and the right of all trans folks to use locker rooms that align with their gender expression or identity. This has been state law since December 26, 2015 (WAC 162-32-060) and we applaud those organizations that stand in clear alignment with this, as well as common decency of compassion and respect. Our Side with Love campaign states, “No one should be dehumanized through acts of exclusion, oppression or violence because of their identities. We Unitarian Universalists side with love and call for respect, inclusion and compassion.”

- The Social and Environment Justice Council of the Quimper Unitarian Universalist Fellowship

**Motion:** Virginia made a motion to approve the consent agenda; Bruce Zalneraitis seconded the motion; discussion was given by Jesse Wild; motion was approved.

1. **Election of Board Vice President**

**Motion:** Liesl Slabaugh made a motion to nominate Jesse Wild to fill the vacant office of Vice President; Frances Loubere seconded the motion; the Board vote in favor of Jesse Wild for Vice President was unanimous.

1. **Standing R****eports**
	1. **President’s Report – See** [**Attachment A**](#AttachmentA)
	2. **Minister’s Report – See** [**Attachment B**](#AttachmentB)
	3. **Treasurer’s Report –** See [**Attachment C**](#AttachmentC)

**Approval of Treasurer’s Report**

**Motion:** Bruce Zalneraitis moved to take $97,137 from the Operating Reserve to zero out the deficit from FY 21-22. This will leave a balance in the Operating Reserve of $48,746; David Rymph seconded the motion; the motion was approved.

1. **Trustees’ Reports**
	1. **Nominating committee,** Jesse WildRecruitment is underway for the presently open position on QUUF Board of Trustees for the remainder of this year, and for members of the Nominating Committee. The same application form will be used for both searches and biographical sketch formats. Those members recruited for the nominating committee will all be presented for a vote. The cut-off date for nomination to these positions will be the 16th of September. This will allow advance announcements about the openings in the Weekly Update on the 9th of September and during the in-person Sunday Service on the 11th of September. Thus, the board will have the bios and other information about the nominees four days in advance of the regular Board meeting and Board vote on the 21st of September.
	2. **Fundraising**, Liesl Slabaugh 6:45
	The plan for fundraising is to be a high-level strategic effort so that those various activities are all coordinated with the budgeting process and the pledge campaign; to make sure that those fundraisers are done to fit with a timeline that's realistic; to make sure that they're the best kind of fundraisers to do achieve the budgetary goals.

The Board, as fiduciary, will lead Pledge Drives. Ministry will lead other fundraising. Larry suggested that it would be better if the pledge drive, being our major fundraising activity, were to be eventually held in the autumn before most other fundraising activities. The pledge results, in context of budget projections, would guide other, subsequent fundraising for the church year.

1. **Task Force and Committee Reports**
	1. **Governance Task Force – See** [**Attachment D**](#AttachmentD)**– Frances Loubere**

The Governance Task force will continue for this next year. Obviously, we

still need to be providing support. I assume that we will become a Governance Committee presumably during the next year.

* 1. **Proposal for Policy Development and Policy Team – Jesse Wild**

Jesse summarized the discussions via email and the in-person meeting that took place over the last two weeks on QUUF policy and procedure development that need to be updated or newly established to be congruent with the new governance structure. Further discussion involved organizing the policies and procedures, as they now exist, will be modified and newly written, into the Operations Manual.

Larry Morrell proposed to have Larry and Virginia Nixon be a Board-sponsored task force to establish an overall plan and structure for creating policy. Board members or leadership groups within the congregation can come back to this Board task force with specific proposal elements. Or we may need help in order to create the overall plan that we need. This may include hiring someone to come in as a professional policy writer. This overall plan will feed into the guidance that the Policy Team is generating on policies and procedures. No motion needed at this time. Larry and Virginia will get back to the Board with a plan.

* 1. **Communications Committee – David Covert**

Two new letters were received and reviewed and published last week, two more were published this week, one is presently pending.

The pending letter is well over the nominal word limit and includes a photograph. The Board agreed to publish the letter from Cindy Brittain as submitted in line with the committee’s report.

* 1. **Healthy Community Team See** [**Attachment E**](#AttachmentE) **–** Liesl Slabaugh

1. **Additional Agenda items**
	1. **Letter of commendation**

Larry Morrell suggested that the board write a letter of commendation to Beau Ohlgren for his stand on transgender support. Kate Kinney agreed to write a letter.

**Motion:** David Rymph made the motion to draft a letter of commendation for Beau Ohlgren; Bruce Zalneraitis seconded the motion; motion approved.

* 1. **Board assignment table as of 18 August 2022**

The table below lists the present Board officers, assignments to standing committees, board committees/task forces and pending board committees/task forces for the 2022-2023 church year.



**BREAK 7:20 to 7:25 – Recording off**

**Recording on at 7:26**

**Executive Session**

**Motion**: Virginia Nixon moved to adjourn from the regular session and to enter executive session; Liesl Slabaugh seconded the motion; motion approved.

**Recording off at 7:27**

**ADJOURN – 8:48**

**Motion**: It was moved, seconded and approved moved to terminate the regular session and to adjourn.

The Chalice was extinguished.

**References**

**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 – August 17, 2022**

1. Study Session on August 11 discussed policy drafting progress and the amount of effort that will be required over the coming months. Restructuring operating documents, identifying what is a policy and what is a procedure and how they are maintained, communicated, tracked, updated, etc. will require significant effort as well as training for the fellowship, leadership and staff. Jenell is recognized as having very pertinent experience to help this effort.

Preparing the congregation for a Developmental minister will be a major thrust this year since the concept is fairly new and QUUF does not have a good track record with interim ministers.

1. Board meeting/training schedule:
	1. Aug 27: Board Training with UUA Regional staff and other boards
	2. Aug 28: Board/staff retreat
	3. Sept 18: DEI training sponsored by WTC task force
2. Sunday Service Watch Parties attended by 8-25 people including visitors the last two Sundays
3. Pending
	1. Restoring members direct interaction with board (Eg.verbal comments.)
	2. Alternate decision-making systems (Discernment, majority rule, gradients of agreement)
	3. Wisdom Council planning

Respectfully,

Larry Morrell, President

QUUF Board of Trustees

[Return to Agenda](#Agenda)

**Attachment B** - Minister’s Report

Minister on Vacation

[Return to Agenda](#Agenda)

**Attachment C – Treasurer’s Report to the Board**

August 16, 2022

The final financial reports for FY 21-22 were reviewed and approved by the Finance Committee at their August 15, 2022 meeting that was held by a Zoom call.

The information below summarizes highlights from July 2022.

**Income**:

Current Year Pledge Income at the end of July was $102,107, which is $17,636 below the same period for last year. Total income at the end of July is $108,304, which is $12,459 below the same period for last year.

**Expenses**:

Total expenses for July are $49,629 which is $8,725 more than last year for the same period. Some of the overage in expenses is due to an increase in wages and benefits. The severance package total of $59,283 has been applied to expenses for fiscal year 21-22.

A motion will be offered to take $97,137 from the Operating Reserve to zero out the deficit from FY 21-22. This will leave a balance in the Operating Reserve of $48,746.

**Balance Sheet as of July 31, 2022**:

**Assets**:

Total Cash: $229,263

Investments: $300,279

Overall Total Current Assets: $529,542

Temporarily Restricted Funds : $168,295

Permanently Restricted Funds: $17,030

**Liabilities**:

Current Liabilities: $99,061

Long-term Liabilities: $256,541

**Total Net Assets:** This year: $2,148,994

The current pledges to date are $458,955

[Return to Agenda](#Agenda)

**Attachment D**

**Governance Task Force (GTF) Board Report – August 2022**

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

The Governance Task Force met only once in July, prior to our July Board Report, due to team members’ travel and visitor schedules. We are returning to our bi-monthly schedule this month and will be meeting on the 2nd and 4th Wednesdays at 10 am for the remainder of the upcoming church year.

The GTF will continue to support the Program Council in the 2022-2023 church year. However, we no longer have an active Program Council subcommittee.

The By-Laws/Operating Manual Subcommittee is not active at this time due to the fact that the Board has created a Policy Guidance Team and have indicated they will create an official By-Laws Revision Committee to review all by-laws, not just those pertaining to our new Governance Structure.

The Communications Subcommittee continues to work with Pat Rodgers to ensure information on our governance structure is up-to-date and accurate. This team was delighted with the two Board Monday Board Reports devoted to our governance structure. We will continue to communicate with the Fellowship as needed.

Charter Subcommittee Team: Julia Cochran, John Collins and Anne Weaver. The newly created Charter subcommittee has met twice. This team is focusing on creating a Charter template for use by all Ministry Teams and Councils. This will ensure continuity and clarity throughout our Programs. Once that Charter has been developed it will be brought to the full GTF for discussion and revision. At that point next steps will be determined.

Liesl Slabaugh attended our August 10 meeting to explain the mandate of the new Fundraising Committee and to get the GTF’s input in determining where this Committee would best fit within our governance structure. After a lively, thoughtful discussion Liesl and the GTF agreed the best fit for the nascent Fundraising Committee is under the auspices of the Board.

Cynthia Becker, Co-Chair

[Return to Agenda](#Agenda)

**Attachment E**

**HCT Report to the Board for June and July 2022**

Submitted by Beth Pope, 8/14/22

After working many hours in April and May to lay a solid foundation for our work on behalf of the Congregation, we began to see the fruits of our labors in June and July.

• We launched two HCT email addresses: HealthyCommunityTeam@quuf.org for team communications (including board liaison), and AskHCT@quuf.org for questions/requests for the team from others.

• HCT table at the Reconnection Fair.

• Developed the script for Cottage Meetings.

• initiated SignUp Genius listings both for staffing and for participating in CM’s, with announcements and links in the Weekly Update.

• Retreat for HCT members on 6/20, which helped with bonding. We also learned more about Dynamic Facilitation, Wisdom Councils, and Nils Peterson’s proposal for congregation-wide forums.

• Creation of a database for recording and sorting input from Cottage Meetings

• Facilitated as many as 3 CM’s weekly starting in mid-June. By the end of July, roughly 100 people had participated in a CM.

• Continued work on the HCT Charter.

[Return to Agenda](#Agenda)