**Quimper Unitarian Universalist Fellowship**

**Board of Trustees, rescheduled regular meeting**

**Minutes October 27, 2022 6pm**

**Meeting by Zoom**

Video recording of the meeting:

<https://youtu.be/VlwgHHQFWMA>

**Land Acknowledgement:**

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, Jesse Wild, David Covert, Bruce Zalneraitis, Frances Loubere, Liesl Slabaugh, David Rymph, Rob Wamstad, Roseanna Almaee. Absent, Kate Kinney.

**Observers:** Christina Tweed, Jenell De Mateo, John Collins, Sandy Tweed, Laurie Riley, Share Dewees, Mary Tucker, Joanna Sanders, Julia Cochrane.

**Meeting Called to Order** 6:08

Spiritual Practice and Opening

 **Chalice Lighting**: Leadership Meeting Reading, by Gina Whitaker

 **Check-in**: What’s on your mind right now?

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:** Roseanna Almaee moved to approve the agenda as amended; seconded by Jesse Wild; approved.

1. **Consent Agenda**
	1. Approval of draft minutes of Sept 21 Board meeting.

**Motion**: Bruce Zalneraitis moved to approve the consent agenda; seconded by David Covert; no objection; so moved.

**3.0 Standing R****eports** 6:20

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

**Wisdom Council Budget**

**Motion:** Liesl Slabaugh moved to approve the service agreement with Markus Goetch to conduct the Wisdom Council Process at QUUF in the amount of $2500; Seconded by Jesse Wild; approved unanimously.

* 1. **Minister’s Report. See** [**Attachment B**](#AttachmentB)
	2. **Treasurer’s Report. See** [**Attachment C**](#AttachmentC)

**Approval of Treasurer’s Report**

**Motion:** Bruce Zalneraitis moved to approve the Treasurer’s report as submitted; seconded by Roseanna Almaee; no objection; approved.

**Motion:** Roseanna Almaee moved to charge the cost of a replacement stove for the QUUF kitchen from the maintenance reserve fund in the amount of $2,368.40**;** seconded by David Covert; eight votes for, one abstention, motion passed.

1. **Trustees’ Reports** 6:35
	1. **Nominating Committee. Jesse Wild**

The candidates for the open position on the Nominating Committee will be discussed and a vote will take place in executive session of this meeting.

Preparation is underway for selection of candidates for elected positions on Board, Nominating and Endowments committees for the Church year 2023-2024 and the congregational vote in June.

1. **Task Force and Committee Reports** 18:40
	1. **Governance Task Force. See** [**Attachment D**](#AttachmentD)**. Frances Loubere.**

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

**Governance Task Force Supplemental Board Report – 10-27-22**

**Break** 7:08, recording off.

**Reconvene** 7:13, recording on.

**Governance Task Force** cont.

**Motion:** Frances Loubere moved “To direct the Governance Task Force, with Board Leadership, and with input from others as appropriate, to review all existing QUUF policies, to propose new ones for Board consideration, to propose amendments to existing policies, and to prioritize immediate needs.” Seconded by Roseanna Almaee. Approved unanimously.

**Motion:** Frances Loubere moved to adopt the following

Proposed Program Alignment Policy for 2022-23.

“As a religious community, all programming at QUUF will be in alignment with our mission, our by-laws, our covenant, our operations manual and our policies. As a member of the Unitarian Universalist Association, we covenant to affirm and promote all of the Principles of the UUA Bylaws, Article II. If programming is perceived to be out of alignment, the Program Council will initially address the concern if it involves ministry teams, or the Board if it involves Board committees/task forces, or the Congregation if it involves congregational committees. The concern will be forwarded to the Board if a conflict ensues.” Roseanna Almaee seconded the motion.

**Motion:** Rob Wamstad moved to postpone decision on the above motion to allow for further discussion and rewording by the Task Force and Board. Seconded by Bruce Zalneraitis. Postponement was approved.

* 1. **Healthy Community Team, HCT Charter – Frances Loubere, Liesl Slabaugh, Laurie Riley**

See page 19 for HCT Charter.

**Motion:** Frances Loubere made a motion to adopt the Healthy Community Team Charter; seconded by Liesl Slabaugh; approved unanimously.

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

Seven letters to the Board were received in response to the monthly board report of 17 October. Publication was not requested for those letters. No letters were received in responses to the monthly board report of 24 October.

* 1. **Widening the Circle Task Force – Diane Haas. See** [**Attachment E**](#AttachmentE)**.**

Action was requested to change the Widening the Circle Task Force to a Widening the Circle Board Committee.

**Motion:** Bruce Zalneraitis moved to approve that organizational change; Jesse Wild seconded the motion; approved, seven yea, one opposed, one abstention.

* 1. **Fundraising Task Force – Liesl Slabaugh. See**  [**Attachment F**](#AttachmentF)
1. **Other Motions** 7:37

**QUUF Auction item. Larry Morrell, Liesl Slabaugh.**

The Finance committee would like to propose the following Fund-a-Need item for this year’s auction.

**Restore the Reserves!** with a $29,000 goal for Operating Reserves to replenish our reserves for 2022, 2023 church year budget.

**Motion:** Liesl Slabaugh moved to approve the **“Restore the Reserves!”** Fund-a-Need item in the 2022 QUUF Auction; Seconded by Roseanne Almaee; eight yea, motion carries.

**6.0 Executive Session** Recording off7:50

**Motion:** Roseanna Almaee moved to open Board executive session to consider candidates for the open position on the QUUF Nominating Committee; seconded by Bruce Zalneraitis; no objection, so moved.

**8.0 Return to Regular Session** Recording on8:25

 In the executive session Mike Morrissey was elected to serve on the Nominating Committee for the remainder of the 2022, 2023 calendar year.

**Motion:** Liesl Slabaugh moved to adjourn the regular Board meeting; seconded by Bruce Zalneraitis; so moved.

**Extinguishing the Chalice**

**ADJOURN** Recording off 8:29

**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 – October 19, 2022**

1. Study Session on focused on Board and Congregational Goals for 22-23 church year.

Goals discussed and revised.

1. Welcome new board members: Rob Wamstad and Roseanna Almaee
2. Wisdom Council process scheduled for October 28 and 29. Need a coordinating team to arrange the logistics.
	1. QUUF staff provided member names selected randomly from the member roster. Contacts being made to confirm 12 members can participate.
	2. Registration underway for all-congregational gathering on Saturday, Oct 29.
	3. Markus Goetsch will facilitate the meetings.
	4. Desired Outcome: long term goals for QUUF.
3. Ministerial Hiring Committee – Board members Larry Morell, Jesse Wilde, and David Rymph to create a process to recruit, vet and communicate the selection of the hiring committee and describe its work.
4. Pending
	1. Alternate decision-making systems (Discernment, majority rule, gradients of agreement)

Respectfully,

Larry Morrell, President

QUUF Board of Trustees

**Budget Agreement for Wisdom Council Facilitator.**

I need board approval for the vendor conducting our Wisdom Council process.

Markus Goetch’s normal fee is $2,000/day plus travel when working with a large group.

He has reduced his rate since we are a non-profit to $2500 for both days and waived the travel expenses.

Budget Impact: We have $5,000 remaining in the board consulting budget for this church year and have put Marcia’s contract on hold.

Motion: \_\_\_\_\_\_\_\_\_\_\_moves to approve the service agreement with Markus Goetch to conduct the Wisdom Council Process in the amount of $2500.

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**Attachment B**

**Monthly Minister’s Board Report**

**October 2022 --Kate Kinney**

**New Members**: New members classes were moved to November to accommodate schedules. One new membership gathering took place to check up on how folks are doing and to answer questions.

**Sunday Services:** Usher and greeter trainingplace. Training forcoffee hour hosts is taking place, especially for transition to cooler weather and gathering inside.

**Pastoral Care.** The QUUF community has been divided into neighborhood groups with one pastoral care for each area. Pastoral care members are calling each household to introduce themselves and to set up gatherings as needed.

**Memorial:** Many people gathered to create a loving memorial for Karen Page. The family has donated much of Karen’s art to QUUF. Some of it can be used for the auction.

**RE:** The group is swinging into the second month of RE of the year – so far our High School Youth Group and Middle School Pathfinders Group are going strong – good attendance, including nine folks joining on our synagogue field trip for our middle schoolers this past week! Our preschool and elementary groups are drawing smaller numbers than usual – and Beau notices that parents of all ages are not attending the services, but instead dropping kids off for RE in the mornings (or evenings, for YRUU). We have had at least one kid for each class each day, meaning that our classes have been able to run each time, but we are working on increasing attendance and engagement of parents. Our Coming of Age program, with 12 fabulous kids and 12 fabulous mentors, starts October 20 and we are looking forward to a fun year there. We had about 70 folks come out for our Harvest Festival at the beginning of the month and are looking forward to Halloween in RE and Pumpkin Carving coming up on the 30th. Working on family events to bring together many generations and increase connection among folks at QUUF.

Beau and I have talked about meeting with parents to determine why they are dropping off children and not coming to QUUF themselves.

**WILD CHURCH:**

Two QUUF members led by Katy Tylor are in week 5 of their training sessions based on a book by Victoria Loorz.

“Through my book, [*Church of the Wild: How Nature Invites Us into the Sacred*](https://www.victorialoorz.com/book), and the transformational [wild-spirituality organizations,](https://www.victorialoorz.com/the-movement) I've helped to midwife into practice ….” ~Victoria Loorz

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**Attachment C**

**Treasurer’s Report to the Board**

October 16, 2022

The information below summarizes highlights from September 2022 and the first quarter of

FY22-23.

**Income**:

Current Year Pledge Income at the end of August was $161,193, which is $22,507 below the

same period for last year. Total income at the end of August is $174,897, which is $13,183

below the same period for last year.

**Expenses**:

Total expenses for August are $47,518 which is $333 less than last year for the same period. The

expenses to date are $140,333 which are $10,107 more than the same period last year.

At the end of August our Operating Reserve is at $46,672.

**Balance Sheet as of September 30, 2022**:

**Assets**:

Total Cash: $178,527

Investments: $294,327

Overall Total Current Assets: $472,854

Temporarily Restricted Funds : $168,340

Permanently Restricted Funds: $17,050

**Liabilities**:

Current Liabilities: $70,454

Long-term Liabilities: $256,541

**Total Net Assets:** This year: $2,120,914

The current pledges to date are $464,535

See reports in separate documents

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**Attachment D**

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

The GTF (Frances Loubere/Cynthia Becker Chairs, Anne Weaver, Bruce Zalneraitis, John Collins, Julia Cochrane) continues to meet the second and fourth Wednesdays of the month. On September 28 the GTF met with several members of the Program Council and the majority of the QUUF Board. Due to the fact that most of the Board was in attendance, we will not review that meeting in detail in this report.

In response to the September 28 meeting the GTF met to discuss the Program Council and dealing with major-conflict within the Fellowship. Here are our recommendations.

1. The 2 remaining members of the Program Council should continue to meet with support from the Program Council Subcommittee of the GTF. Once they are identified, the Program Council Chair and additional PC members, representing the Councils, will join the PC meetings.

2. The Program Council Subcommittee of the GTF will help identify QUUF members for membership on the Program Council as the Community, Operations, Growth and Learning Council representatives and the Program Council Chair.

3. The Program Council Subcommittee of the GTF will work with the current members of the Program Council to complete the Program Council Charter as quickly as possible. This goal is to send this Charter to the Board for approval at November 2022 Board meeting.

4. The GTF believes it is critical for the Board to set Strategic Objectives for the Fellowship, as working toward fulfilling these objectives is a critical element of the Shared Governance Structure and the work of the Ministry Teams, Councils & Program Council.

4. At the September 28 meeting, the current and former members of the Program Council indicated that they did not feel they should be handling high-level conflicts which have the potential to alter the course of the Fellowship. The GTF agrees with this interpretation of the Governance Model. Based on the proposed Charter for the HCT, they also do not believe the HCT should be handling those types of conflicts. We believe a conflict resolution process specifically for major conflicts should be created for QUUF. We recommend the Board appoints a task force to create that process. The GTF also believes the Coordinating Team, proposed in the original Governance Model, should be involved in such a process with final decision making handled by the Board if mediation is unsuccessful. We understand that Kate is not comfortable convening a Minster Advisory Team. Instead we believe the Coordinating Team should be convened at the start of the 2023-2024 church year when our Developmental Minister begins their tenure at QUUF.

4. Based on the deep conflict that has affected QUUF in the recent past, the GTF recommends the following Proposed Policy as originally written by John Collins and revised by the GTF:

“As a religious community, all programming at QUUF will be in alignment with our mission, our by-laws, our covenant, our operations manual, and our policies. As a member of the Unitarian Universalist Association, we covenant to affirm and promote all of the Principles of the UUA Bylaws, Article II. If programming is perceived to be out of alignment, the concern will be initially addressed by the Program Council if it involved ministry teams, or the Board if it involves Board committees/task forces, or the Congregation if it involves other QUUF bodies. The concern will be forwarded to the Board if it a conflict ensues.”

3. The GTF is not in favor of the Executive Team Board Motion proposed at the September Board meeting for the following reasons:

1. This motion misunderstands the function of the Program Council. The Program Council is meant to be a coordinating body for QUUF programs. It was not designed as a decision-making body. The 2021-2022 Program Council generously took on the ALPs situation, although it was not within their remit.

2. We recommend the Program Council continue to meet and is repopulated as quickly as possible with assistance from the GTF Program subcommittee as mentioned above.

3. The Executive Team has not been meeting as a body and is made up entirely of Board and Staff members. Having this body take the role of the Program Council is not in line with the composition recommended in the Governance Model which is based on the involvement of lay leaders of the Congregation. There is not a single lay leader on the Executive Team and many members of this team are new to QUUF.

Respectfully submitted,

Cynthia Becker (Frances is in Sweden)

**Governance Task Force Supplemental Board Report – 10-27-22**

The GTF (Frances Loubere/Cynthia Becker Co-Chairs, Anne Weaver, Bruce Zalneraitis, John Collins, Julia Cochrane) continues to meet on the second and fourth Wednesdays of the month. These meetings are in-person in RE2&3 except when circumstances require otherwise.

Our November 9 meeting will be via Zoom due to member availability. Our November 23 meeting is rescheduled for November 30 to avoid pre-Thanksgiving Wednesday.

At our October 26 meeting we addressed, at the request of Larry Morrell (Board President), issues that need immediate attention and are relevant for tonight’s Board meeting. These include:

* The “gap” in our current governance structure and how to proceed. This has to do with conflict resolution in light of the upcoming ALPs semester deadline, and given that questions are coming from staff and the ALPs committee.
* The need for a way to review and create policy. This is highlighted by the recently submitted free expression policy petition.
* We also addressed ways to support our Program Council as it re-forms and as we create “infrastructure”. We approved a draft Program Council charter that will be brought to the November Board meeting. GTF will be available as it was previously to assist current Program Council members in their work.

GTF reiterates this recommendation summarized and edited from our October 11 Board Report:

GTF is not in favor of the Executive Team Board Motion proposed at the September Board meeting for the following reasons:
1. This motion misunderstands the function of the Program Council. The Program Council was designed as a coordinating body for QUUF programs not as a decision-making body for high-level conflict. The 2021-2022 Program Council generously took on the ALPs situation, although it was not within their remit.
2. We recommend the Program Council continues to meet and is repopulated as quickly as possible with assistance from the GTF.

3. The Executive Team is made up of Board and Staff members. Having this body take the role of the Program Council is not in line with the composition recommended in the Governance Model, which is based on the involvement of lay leaders of the Congregation.

We propose that the Board immediately approve the following “Programming Alignment” policy authored by John Collins and endorsed unanimously by GTF at our October 3 meeting, and again (with a small edit) at our October 26 meeting.

**Proposed Program Alignment Policy for 2022-23:**

**“As a religious community, all programming at QUUF will be in alignment with our mission, our by-laws, our covenant, our operations manual and our policies. As a member of the Unitarian Universalist Association, we covenant to affirm and promote all of the Principles of the UUA Bylaws, Article II. If programming is perceived to be out of alignment, the Program Council will initially address the concern if it involves ministry teams, or the Board if it involves Board committees/task forces, or the Congregation if it involves congregational committees. The concern will be forwarded to the Board if a conflict ensues.”**

Note: This is not a “conflict resolution” policy. It is designed to provide structure for those making decisions about programs that may be questioned. If decisions need to be made about the upcoming ALPs semester, this will currently end up with the Minister (who is on the Program Council now that the MAT is on hiatus) and then with the Board. If a Coordinating Team/Ministry Advisory Team (the originally conceived next step for concerns) is revived in 2023, this policy will be amended.

We propose that the Board immediately approve the following motion:

**“To direct the Governance Task Force, with Board Leadership, and with input from others as appropriate, to review all existing QUUF policies, to propose new ones for Board consideration, to propose amendments to existing policies, and to prioritize immediate needs.”**

**Note:** This proposal is *in-lieu of* creating a separate policy task force. GTF discussed that we still need to complete the work of the Bylaws/Ops Manual subcommittee and bring changes already recommended to the Board for approval. We will build on work done over the summer by a policy subcommittee, which included Board and GTF members and our Congregational Administrator.

Recommended changes to the Bylaws will be reviewed by the Bylaws Review Committee (to be appointed by the Board in the new year) and voted on (hopefully) at the 2023 Annual Meeting.

GTF already has members with policy writing expertise and will be recruiting more. GTF will work in conjunction with Board members who have this expertise. This will continue as a function of a Board Governance Committee when formed.

The proposed free expression policy would be considered in conjunction with overall policy review and creation.

Submitted by Frances Loubere

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**Attachment E Widening the Circle Task Force**

**

To QUUF Board of Trustees

From Widening the Circle Task Force

10-7-22

We would like to formally request that this group be changed from a Board Task Force to a Board Committee. With the success of the first Diversity, Equity and Inclusion training, we are affirmed that QUUF is ready to further explore the Widening the Circle of Concern information, education and action opportunities.

At our Widening the Circle (WTC) retreat on August 31 mini retreat we developed our intention for our group:

**Our intention informed by our vision:**

* Work together to create the culture of listening, curiosity, respect, appreciation of differences, humility, self-reflection.
* Practice accepting discomfort as part of the learning/growing process.
* Practice understanding what everyone’s needs are and that they matter.

As we continue to explore and organize the wealth of information outlined in the WTC Report, we will engage the congregation with the work. This is a long-term endeavor, thus more appropriate as a committee, not a task force.

In Faith,

Diane Haas, John Collins, Share DeWees, Julia Cochrane, Kathleen Holt, Kathy Stevenson


Report to the Board
October 18, 2022
From Widening the Circle Board Task Force

1. We would like to formally request that this group be changed from a Board Task Force to a Board Committee. With the success of the first Diversity, Equity and Inclusion training, we are affirmed that QUUF is ready to further explore the Widening the Circle of Concern information, education and action opportunities. As we continue to explore and organize the wealth of information outlined in the WTC Report, we will engage the congregation with the work. This is a long-term endeavor, thus more appropriate as a committee, not a task force.
2. We have two more Co-Creating Diversity, Equity and Inclusion in our Congregations workshops planned – another one in person and one on Zoom. Chairs of all the various teams were personally invited. It is also open to the whole congregation.

We currently have 18 signed up for the in-person workshop and 7 for the Zoom. We would love to see the new board members also take this workshop.

1. As the board is considering policies, there will undoubtedly be opportunities to incorporate standards of equity and inclusivity. We would like to collaborate where applicable.
2. We would like to see a board policy that states that our QUUF programs be in alignment with our mission, Covenants and our intention to grow a more equitable and inclusive community.

Respectfully submitted,

Diane Haas, Chair of WTC

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**Attachment F Fundraising Task Force**

Report to Board

Submitted by Liesl Slabaugh, board member

10/15/22

Activities to date:

* Consulted with Susan Howlett, fundraising consultant and member of University UU
* Met with Governance Task Force
* Met with Bruce Zalnaraitis, board treasurer
* Met with Deb Carroll and Janell DeMatteo
* Recruited task force members:
	+ Deb Carroll
	+ Janell DeMatteo
	+ Brian Rogers
	+ Liesl Slabaugh
* Set following schedule of meetings:
	+ Wednesday, October 26, 4:00-5:30
	+ Tuesday, November 1, 4:00-5:30
	+ Tuesday, December 6, 4:00-5:30
* Defined goal of task force as follows:

The purpose of the fundraising task force is to craft a recommendation to the board on structural changes needed to improve effectiveness of fundraising at QUUF for implementation in the 2023-2024 church year.

These structural changes may include:

* Why fundraising should be strategic and coordinated?
* Who recruits volunteers for fundraising activities?
* Changes to the budgeting process and timing,
* Timing of the pledge drive,
* Changes to the way non-pledge fundraising is done,
* Recommended relationships between elements of the new governance structure,
* The role of the board in fundraising,
* The formation (or not) of a permanent fundraising committee. If a permanent fundraising committee is recommended, the task force will recommend a charter for this committee.

The problem that this task force is trying to solve is:

* Lack of strategy, planning, and coordination of fundraising efforts within teams and the board.
* Lack of connection between plans, goals, budgets and fundraisers and team activities.
* Poor performance of pledge drive and other fundraisers or how optimize our fundraising efforts.

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**Attachment G**

**Healthy Community Team Charter
Created August 10, 2022**

**Purpose**:

The purpose of the Healthy Community Team is to ensure that QUUF leaders and members use diversity of opinion in positive ways, so that it results in growth rather than conflict in the community.

**Mission**:

The Healthy Community Team sponsors activities promoting inclusive and compassionate communication, and when there is perceived conflict, sponsors specific activities that promote healing.

**How our mission supports the covenant and mission of QUUF:**

The Healthy Community Team will support finding common ground and promoting collaboration as a part of our spiritual path.

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

Without the potential for compassionate resolution of conflict, the Fellowship may not be seen as a welcoming home. Without skill-building education in healthy communication, contention may arise unnecessarily in the future.

**Placement within Governance Structure:**

To be decided during 2023 after 1 year of HCT’s inception (under Board direction until then).

**HCT leadership:**

In recognition of comparable skills and abilities among our team members, HCT will rotate meeting facilitation duties and chair duties equally among members on a monthly basis, unless and until the members decide together to elect a permanent chair.

**Reporting and Notifications:**

The Healthy Community Team will report to the congregation directly through existing communication channels such as the Weekly Update and the website. Thus, all councils and other teams will be informed regularly of our activities and status.

**How often does the HCT meet?**

During times of special need, HCT will meet as often as deemed necessary. Otherwise, we will meet monthly.

**Continued next page.**

**Group Membership**:

|  |  |  |
| --- | --- | --- |
| Beth Pope  | (907) 227-3543  | eapope@gmail.com |
| Martha Moyer  | (360) 460-2528 mobile (360) 683-3874 home | mmmoyer1913@hotmail.com |
| Laurie Riley  | (360) 840-5264 | laurie@laurieriley.com |
| Hilary Rosen  | (360) 842-6756 | hilary.rosen@outlook.com |
| Joanna Sanders  | (360) 531-2461 | joanna.k.sanders@gmail.com |
| Karen Wamstad | (650) 452-4721 | kjmwamstad@gmail.com   |

If an HCT member resigns, the team may choose to invite a new member who has the skills and qualities that befit the team’s mission and goals.

**What is the length of the term of membership?**

Two-year terms will be staggered, with a required year out between terms. In order to stagger the terms for the first team, half of the initial members will have one-year terms and half will have two-year terms. The single-year terms can be renewed for another two-year term; then those members will need to take the required year out.

**Decision-making process**:

The Healthy Community Team will strive for consensus and, if after full discussion consensus is not reached, a democratic process shall be used.

**HCT Responsibilities:**

1. HCT will serve as the facilitating or advising team whenever an issue arises that requires congregation-wide open forums or congregational votes.
2. Offer regularly scheduled discussions on specific subjects relating to community-building.
3. Offer trainings in healthy communication skills.
4. Offer one-on-one mediations *when requested*.
5. Offer group-to-group mediations *when requested*.
6. Distribute to the congregation information about the activities and purpose of the team.
7. When necessary, make referrals to other professionals appropriate for the circumstances.
8. The Healthy Community Team will absorb the functions of the former Right Relations Covenant Team. Certain members of the Healthy Community Team will be trained and available for assisting with interpersonal conflict between members.
9. Partnering with existing groups in this mission: the team may refer to or consult with the Minister and the Program Council and may collaborate with various councils and teams across QUUF to engage the congregation at large in events that enhance communication, connection, and growth.
10. For conflicts involving a personal crisis, the HCT may refer to or consult with the Pastoral Care Team; for conflicts involving the minister(s), the HCT may refer to or consult with the UUA or UUMA.

**Budget Impact:** Fees for outside trainers when necessary

**Key Metrics:**

How will we know if we are successful? If QUUF as a congregation settles into a more peaceful coexistence between members, teams, and leadership entities, and remains so, or if a transition is navigated with minimal tension.

How will that data be gathered and reported? Possibilities:

* Event attendance numbers
* Event evaluations
* Congregational surveys
* Church records: tracking and reporting QUUF membership and attendance

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

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