**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**Minutes, November 16, 2022 6pm**

**Meeting by Zoom: link to zoom video**

<https://youtu.be/no-Tbd9Cb80>

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, Kate Kinney.

**Observers:** Christina Tweed, Jenell De Mateo, John Collins, Sandy Tweed, Share DeWees, Mary Tucker, Julia Cochrane, Sherry Irwin, Joyce Francis, Deborah Carroll, Kathy Stevenson.

**Meeting Called to Order,** video recording on.6:03

Spiritual Practice and Opening

**Chalice Lighting**

**Check-in**

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 Assign process and time observer, Liesl Slabaugh

1. **Approve Meeting Agenda** 6:16

**Motion:** Roseanna Almaee made a motion to approve the agenda as amended (amendments: Widening the Circle, **Motion 5.3** and Widening the Circle Board Committee Charter**, Attachment E.**). The motion was seconded by Bruce Zalneraitis. The motion was approved.

1. **Consent Agenda** 
   1. Approval of Minutes of Oct 19 meeting.
   2. Confirm new member: Kate Simpson.

**Motion:** Roseanna Almaee made a motion to approve the consent agenda; Jesse Wild seconded the motion; the motion was approved.

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)

**Motion:** Liesl Slabaugh made a motion to accept and approve the Treasurer’s Report as submitted; Jesse Wild seconded the motion; the motion was approved.

Discussion of accounts from groups, committees, teams, that are no longer active, no longer in use will be presented for agenda at next meeting.

1. **Trustees’ Reports**
   1. **Nominating Committee – Jesse Wild:** Committee will meet on Friday 18 November to work on future nominations.
2. **Task Force and Committee Reports**
   1. **Governance Task Force (GTF)- See** [**Attachment D**](#AttachmentD) **– Frances Loubere**

Program Alignment Policy (from last Board meeting) was revisited and revamped at latest GTF meeting.

**Motion:** Frances Loubere moved and Roseanna Almaee seconded that the QUUF Board adopt the Program Alignment Policy as written in Attachment D, and direct the Governance Task Force to develop procedures for Board review. Board discussion followed. No vote was taken.

A substitute motion on Program Alignment Policy was brought to the floor:

**Substitute Motion on Program Alignment Policy**

All programs and ministries must support the church’s mission and covenant and be consistent with the Purposes and Principles of the UUA. The Senior Minister has the authority to determine the above and to determine that each program is currently within the capacity and priorities of the congregation.

**Motion:** Liesl Slabaugh moved that the QUUF Board approve the substitute Program Alignment Policy; David Rymph seconded the motion. The motion was approved.

**Motion:** Frances Loubere moved that the QUUF Board approve the Program Council Charter as written (see **Attachment D**); Roseanna Almaee seconded the motion; the motion was approved.

**Motion:** Roseanna Almaeemoved that the QUUF Board approve the Denominational Affairs Team charter as written. Frances Loubere seconded the motion; the motion was approved.

**Motion:** Frances Louberemoved that the QUUF Board approve the Denominational Affairs Team request to become a Board Committee; Roseanna Almaee seconded the motion; the vote was eight in favor, one abstention; the motion was approved.

**BREAK** Recording stopped 7:18; recording on 7:23.

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

Seven letters to the board were published since the last Board meeting; one is pending. An equal number of letters not for publication were received. These were for advice and letting the board know what people in the congregation are thinking. Several short replies to Monday Board Report were sent by members with thanks.

* 1. **Widening the Circle Committee See** [**Attachment E**](#AttachmentE)

In discussion, Larry Morell suggested amending the charter to include the word “applicable” in the first paragraph to be consistent with the sixth paragraph for better understanding.

**Motion:** Bruce Zalneraitis moved that the QUUF Board approve Widening the Circle Board Committee Charter as amended; Frances Loubereseconded the motion; the motion was approved as amended.

* 1. **Fundraising Task Force See** [**Attachment F**](#AttachmentF) **-- Liesl Slabaugh**
  2. **Ministerial Hiring Committee Report – David Rymph**

Applications by members to serve on the Ministerial Hiring Committee have been received, a dozen or so thus far. They are of integrity and high quality. A further announcement will be sent in the Weekly Update including deadlines for submission and committee meetings.

1. **Smartie Goal text for review and approval by motion and vote.**

**SMARTIE GOALS, November 2022**

**S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**imely, **I**nclusive, **E**quitable

**Goal statements for review and approval by motion and vote.**

**6.1. Ministerial Selection**

**6.2. Community Health**

* 1. **Governance**
  2. **Finance**

[**See Attachment G**](#AttachmentG)

**Motion**: Rosaeanna Almaee made a motion to approve the collective Smartie Goals copied below; Frances Loubere seconded the motion; the motion was approved.

**ADJOURN and extinguishing the chalice.**

**Motion**: Bruce Zalneraitis moved to adjourn; Roseanna Almaee seconded the motion; meeting adjourned @ 20:23.

Audio/Video recording off.

**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 – November 16, 2022**

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

Goals discussed and revised.

1. Wisdom Council process conducted October 28 and 29.
   1. Areas highlighted:

Communication

Organization/Structure

QUUF identity: Community and Spiritually

Conflict Resolution

Developmental Minister Process

* 1. Follow up action: Develop 5-year goals around the areas identified to support the Developmental Minister Hiring effort

1. Ministerial Hiring Committee – Board members David R (lead), Larry, Jesse, and Rob to create a process to recruit, vet, and communicate the selection of the hiring committee and describe its work.
2. Pending
   1. Alternate decision-making systems (Discernment, majority rule, gradients of agreement)

Respectfully,

Larry Morrell, President

QUUF Board of Trustees

[Return to Agenda](#Agenda)

**Attachment B**

**Minister’s Board Report**

November 2022

Kate Kinney

**Membership:** Membership Meetings have been transferred to December because of attendance issues. A small group gathered to be introduced to QUUF.

**Pastoral Care:** New community designations were mailed to all community members with their local pastoral care representative. Some groups are gathering for fellowship in neighborhood gatherings.

Sarah Seltzer spoke at our monthly meeting about death and dying. The pastoral care team decided to sponsor a Port Townsend gathering for those who are grieving during the holidays. The gathering will be December 19 at 5:30. Local groups who deal with grief and hospice will be invited.

**Executive Team:** Meeting Monthly; board and staff gathered on November 9.

**Sunday Services:** New folks are being trained as assistants to serve at the Sunday service. Folks agreed that Melody Moberg was liked by the community as a monthly speaker. Resumed folk group for Sunday music.

**Covenant Groups:** Individuals from each group gathered and discussion revolved around reformulating the way questions were written for the various groups. One covenant group (out of 5 or 6) used the UUA curriculum around Article 2 as a tool for discussion.

**Education:** Beau’s program: Coming of Age started with 13 mentor and youth pairs who are (so far) getting along swimmingly, we sent one high school youth and advisor up to Vancouver, Canada for Youth Con this past week, and had a sweet (literally!) time having Halloween in RE as well as pumpkin carving on October 30. We are looking forward to making cookies for the winter shelter later this month as well as our annual Holiday Craft Party coming back for the first time since 2019! Working on getting parent feedback on what brings and keeps folks at QUUF – from an initial survey with the RE Committee those who are not attending were split 50/50 – half of them are not attending because of the long time of not having in-person RE on Sunday mornings, and it falling off of their family calendars (and frustration that the rest of their activities had resumed in person many months (even years) before we did, which made it feel less welcoming), and the other half not attending because of the conflict around 8th principle/social justice, feeling like this space is not living up to our values, and also a place of conflict is not what they are seeking during their spiritual time. We continue to focus on parent connection with one another as well as larger family events, to increase participation within QUUF programs. In good news we had two preschool-aged families come to visit this month and return, which has been great fun!

[Return to Agenda](#Agenda)

**Attachment C**

**Treasurer’s Report to the Board  
November 12, 2022**

The information below summarizes highlights from October 2022.

**Income**:

Current Year Pledge Income at the end of October was $189,570 which is $35,112 below the same period for last year. Total income at the end of October is $205,464 which is $24,097 below the same period for last year and 36.9% of the annual budget.

**Expenses**:

Total expenses for October are $43,827 which is $633 less than last year for the same period.

The expenses to date are $184,160 which are $9,474 more than the same period last year and 31.5% of the annual budget.

At the end of October our Operating Reserve is at $46,747.

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

**Assets**:

Total Cash: $142,121

Investments: $293,240

Overall Total Current Assets: $435,360

Temporarily Restricted Funds: $168,410

Permanently Restricted Funds: $17,060

**Liabilities**:

Current Liabilities: $51,727

Long-term Liabilities: $256,541

**Total Net Assets:** This year: $2,102,148

The current pledges to date: $464,795

The amount paid so far to date: $152,006

The amount outstanding for the year: $313,284

The FY 22-23 annual budget for pledges: $488,675

See reports in separate documents

[Return to Agenda](#Agenda)

**Attachment D**

**Governance Task Force (GTF) Board Report: November 11, 2022**

Submitted by Frances Loubere

**Members:** Frances Loubere, Cynthia Becker -- Co-Chairs, Anne Weaver, Bruce Zalneraitis, John Collins, Julia Cochrane – Recorder. New member Susan Landau will join us at our 11/30 meeting.

GTF meets on the second and fourth Wednesdays of the month. These meetings are in-person with “Bird” availability in RE 2&3 except when circumstances require otherwise. Our 11/23 meeting is rescheduled for 11/30 to avoid pre-Thanksgiving Wednesday.

**Proposed Program Alignment Policy**

A draft of a Program Alignment Policy was brought to the 10/27 Board meeting. Further discussion was postponed as Board members had questions and requested more information. Questions/comments/concerns were solicited, compiled, and circulated via email. Board members were invited to our November 9 GTF meeting (one attended). We edited our first draft based on received input.

GTF notes that this policy is “aspirational” (similar to our Principles and Mission) designed to provide “infrastructure” as requested by the Board and former and current Program Council members, before recruitment begins for Program Council vacancies. Following an affirmative vote, procedures will be drafted.

**QUUF Proposed Program Alignment Policy Draft 2 – 11-9-22**

“As a religious community, all programming[[1]](#footnote-1) at QUUF will be in alignment[[2]](#footnote-2) with our mission, our by-laws, our covenant, our operations manual and our policies. As a member of the Unitarian Universalist Association, we enter into this covenant to examine, embrace and practice the seven principles of Unitarian Universalism as established by the UUA.[[3]](#footnote-3) If programming is out of alignment[[4]](#footnote-4), 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 Minister[[5]](#footnote-5) if conflict remains unresolved, and finally the Board if further resolution is necessary.”

**Motion**

\_\_\_\_\_\_\_ moves that the QUUF Board adopts the Program Alignment Policy as written and directs the Governance Task Force to develop procedures for Board review.

**Program Council Charter**

GTF endorsed the final version of the Program Council charter, which is forwarded to the Board for approval at the November 16 meeting:

11-04-22

CHARTER FOR PROGRAM COUNCIL – 2022-23

1. MISSION: To provide an organizational framework to enhance support, coordination, cooperation, collaboration, communication, recognition, appreciation and growth within and between the 5 Ministry Councils as they serve with love to fulfil our QUUF mission. Our purpose is:

* To enhance communication, coordination, and cooperation among the Ministry Teams.
* To support growth and development of Ministry Teams to fulfill QUUF strategic goals.
* To recommend policies for Board development or consideration.
* To empower, support and encourage lay leadership at QUUF.
* To encourage service at QUUF.

1. MEMBERSHIP: The Program Council is comprised of the Program Council Chair, Minister and 5 Council Leads, (Community, Spirit, Growth and Learning, Operations and Social and Environmental Justice Councils.) Council Leads are chosen by majority vote from the pool of chairs of teams within that council. If there are no volunteers from that council, those council members and current Program Council members will solicit volunteers from members at large. The Nominating Committee may be asked for assistance in filling a vacancy. The Program Council Chair is chosen by the Minister.
2. LEADERSHIP: Program Council Chair leads. The Minister oversees Program Council. Every Council has a Council Lead who:

* Convenes their council on a regular basis depending on Council goals/needs
* Represents their council at Program Council meetings & Special Meetings as they arise
* Relays pertinent communications between the Program Council and their council members
* With their teams, creates a working plan for maintaining and improving their area of QUUF life

1. DECISION MAKING: We hope to develop sociocracy decision making. Until then, we use consensus, with vote if needed.
2. CONFLICTS: How does this Council intend to manage conflicts? This group will follow QUUF’s Covenant of Right Relations. If the conflict is a personal one between two members of the PC they will be encouraged to speak directly and privately with the person with whom they have conflict. If that is tried and resolution is not reached, the person/persons will consult a Minister, the Healthy Community Team, or an outside mediator. If teams are in conflict, they will present the issue to the Program Council and the decision will be made by a vote of the Program Council. If the conflict is an element of a larger congregational disagreement, Program Council will consult with the Healthy Community Team.
3. **MAJOR ACTIVITIES**: How does this Council advance QUUF’s mission and goals?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COORDINA-TION**  Provide a process that moves the currently detached Ministry teams into 5 cohesive Ministry Councils. | **COOPERA-TION**  Assist Councils/teams in working together on overlapping goals/projects. | **SUPPORT:**  Provide enhanced support, feedback and assistance to Ministry Teams and chairs. No Team feels isolated or unsupported. | **COMMUNICA-TION:**  Facilitate communication of the work of the Councils and Ministry Teams to all members of QUUF.  Conduit for communication with Board and Ministry Teams, through the minister. | **GROWTH AND DEVELOPMENT**  Enhance and develop the Council’s mission. |

1. **SUCCESS:** **How does this Council conceptualize success, and how can success be measured?** Happy and fulfilled volunteers create an environment that ministers to all congregants, and helps the community rejoice.
2. **BUDGET:** **How does this Council track the financial needs of its Ministry Teams and submit that as part of the Annual Budget process?** TBD.
3. **MEETINGS:** **How often does this Council meet? How are meetings called? How are meetings and minutes publicized?** Scheduled meetings will be monthly. (needs a qualifier) Working meetings will be as needed. Meetings will be on the calendar, and minutes will be on the website.
4. **COMMUNICATION**: **How does this Council communicate its activities and accomplishments to the QUUF membership?** The minister is the liaison between the Program Council, the Board. and the staff. Timely articles will appear in the Update and on our website.

**Motion**

\_\_\_\_\_\_\_ moves that the QUUF Board approve the Program Council Charter as written.

**Denominational Affairs Team (DAT)**

GTF endorsed the DAT charter and supports their request to become a Board committee, already discussed by GTF and forwarded by DAT to the Board. The charter will be edited if this request is approved. GTF discussed expanding membership of DAT and the work that needs to be done to educate and include given current UUA Article II revision.

**Motions**

\_\_\_\_\_\_\_\_ moves that the QUUF Board approve the Denominational Affairs Team charter.

\_\_\_\_\_\_\_\_ moves that the QUUF Board approve the Denominational Affairs Team request to become a Board Committee.

**GTF plan for Policy Revision, Creation and Approval**

We will begin by:

* Reviewing the work completed by the GTF Bylaws/Ops Manual subcommittee but not yet submitted to the Board for approval (Nov 30 meeting).
* Developing drafts for overarching Board Policy related to Program Council infrastructure and in conjunction with work already done by the ad-hoc policy committee that met several times. Ideas will be brought to the Nov 30 meeting.
* Reviewing the current Policy Manual online and noting where policies already passed are missing.

**Communication**

GTF notes that there were many comments at the Wisdom Council noting confusion about the governance model and the definition of lay leadership. Our communications subcommittee will work on this.

[Return to Agenda](#Agenda)

**Attachment E**

**Widening the Circle Committee**

**Report to the Board**

**November 11, 2022**

First we would like to thank you for making us a Committee, we are looking forward to working with the Board and Ministry Councils in promoting diversity, equity, and inclusion in our congregation. We have begun this effort by offering the Co-Creating Diversity, Equity and Inclusion in our Congregations Workshop. Tomorrow will be the last class. There were 22 people in the in -person class and 10 people took the zoom version of the workshop.

We have just updated the Charter to reflect our being a Board Committee. (see next page)

We have completed our Working Document (a google doc) and are beginning to set priorities for implementing our next steps.

We have spent quite a bit of time team building, group processing new concepts and information and discussing how best to engage with the various teams.

Best regards,

Diane Haas, Chair

Cecelia Flickinger, Kathy Stevenson, Julia Cochrane, Shawn Risley, Nancy Sendler, John Collins, Kathleen Holt. Zoe Ann Lamp will be a liaison with Endowments.

**CHARTERS FOR BOARD COMMITTEES**

**Widening the Circle Board Committee – revised 11-11-22**

1. **MISSION:** **What is the purpose and/or goals of this Board Committee?**Widening the Circle Task Force will facilitate implementation of applicable 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 and our UUA Actions of Immediate Witness.

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.”

1. **MEMBERSHIP: How is membership of this Committee determined?** Thus far, people have volunteered to be on the team. We have 8 members currently. We are interested in more people joining the team. The invitation and job description is on our is on our pamphlet.
2. **LEADERSHIP: How is/are the chair(s) selected?** We first formed a study group when we received the Widening the Circle of Concern Report in 2020. The leader of the study group was a natural chair for the Task Force. On October 27, 2022 we became a Board Committee. The Chair will continue for the remainder of this year as a minimum. In the future, members of the group will select the chair and the board will affirm the selection.
3. **DECISION MAKING: How does this Committee make decisions?** By consensus (everyone invited to speak and if no one disagrees, decision is made.) If we do not come to a consensus, we will resort to majority rule or make no decision. We have also used some sociocracy techniques of making a proposal, identifying concerns or objections, then adjusting the proposal before a vote.
4. **CONFLICTS: How does this Committee intend to manage conflicts?** We will make earnest attempts to communicate, referencing our Right Relations Covenant.We will look to the Healthy Community Team for guidance if we need further assistance. Several Committee members have read *Transforming Conflict* by Teresa Cooley and *I Never Thought of it That Way* by Monica Guzman. Non-Violent Communication is a valued resource. Also, several members are now trained in Dynamic Facilitation and Wisdom Council.
5. **MAJOR ACTIVITIES: How does this Committee advance QUUF’s mission and goals? What are the major activities of this Committee?** 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/pluralistic\* 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 address LGBTQ concerns, accessibility, classism, among others. We will follow applicable recommendations of the Report of the UUA Commission on Institutional Change June 2020, *Widening the Circle of Concern*, and develop our own including the concept of Universal Design.

1. **SUCCESS: How does this Committee conceptualize success, and how can success be measured?** Success will show by increased awareness of unconscious barriers we uncover, and a willingness to be humble, learn, grow and be accountable to each other. Success will show when people feel free to openly talk about racial justice and other areas of justice. We will know we have succeeded when we are living inclusion and equity.
2. **BUDGET: What financial resources does this Committee need from the QUUF General Fund? Are there other funds this Committee has access to or generates?** We will 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. We submitted for a match of the grant for our QUUF budget, but it was denied due to financial hardship of the congregation.
3. **MEETINGS: How often does this Committee meet? How are meetings called, and by whom and with what notice period (beyond the 3 day calendaring requirement)? How are meetings and minutes publicized?** We meet twice monthly as a whole group. Subgroups will be forming to address specific areas of the congregational structure. Meetings are on the calendar and open to all QUUF members.
4. **COMMUNICATION: How does this Committee communicate its activities and accomplishments to the QUUF membership?** We have periodic articles in the Weekly Update. We have a page on the website. Monthly report to the Board.

\*Britannica’s definition of pluralism: “a situation in which people of different social classes, religions, races, etc. are together in a society but continue to have their different traditions and interests.” The ‘etc.’ for us would be differently abled, genders.

[Return to Agenda](#Agenda)

**Attachment F**

**Fundraising Task Force**

No report this meeting.

[Return to Agenda](#AgendaPage2)

**Attachment G**

**SMARTIE Goals and Statements**

**6.0 SMARTIE Goals, November 2022**

**S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**imely, **I**nclusive, **E**quitable

**Goal statements for review and approval by motion and vote (expanded below)**

**6.1. Ministerial Selection**

**6.2. Community Health**

* 1. **Governance**
  2. **Finance**

**6.1 Developmental Ministerial Search.**

**Time Bounds:** My goals between 10/01/2022 *(start date)* and 04/01/23 *(end date)* are to achieve this **Strategic** and **Ambitious** outcome:

**Hire a UUA-certified developmental minister.**

I will know success when I see it using these **Measurable** standards:

**● QUUF and UUA Transitions Office have agreed on a match between a ministerial applicant and QUUF top choices.**

**● QUUF and ministerial applicant have signed a contract.**

A **Realistic** plan to achieve this goal includes these tactics/activities (consider time, resources, capacity):

**See attached timeline /calendar below**

Thinking about **Equity and Inclusion**: Can you imagine there being any unintentional *disparate impact* along lines of power and identity? How might inequity or exclusion show up? For whom?

How could you *change the goal* to either mitigate that disparate impact or make **Equity and Inclusion** more explicit?

**Developmental Ministry Search Calendar**

**Phase 1 Discernment**  
1. Congregational Board and Leadership meet with Congregational Life (CL) Staff to discuss options for ministry and potential goals for developmental ministry by October 31.  
2. Congregational membership is included in conversation about potential developmental ministry (to improve buy-in) by November 15.  
3. Leadership, with CL Staff help, clarifies developmental goals and votes to move forward with developmental ministry by November 30.

**Phase 2 Preparing for Search**  
1. Board appoints 3-5 members of congregation for developmental search committee by December 15.  
2. Search committee contacts UUA Transitions Office to initiate search in <https://ministrysearch.uua.org> by December 15.  
3. Search committee completes application by January 15.  
4. Board establishes compensation and benefits packet, prepares initial agreement by January 31.  
5. Search Committee completes documents packet by January 31.  
6. CL staff reviews and approves application release by January 31.  
7. Application goes live on <https://ministrysearch.uua.org> by February, 1st week.  
8. CL staff reviews and approves documents packet by February 5.

**Phase 3 Applicants and Ministerial Selection Transitions Office with CL staff help release list of approved applicants to Search Committee in February**1. Search Committee interviews applicants, does reference checks,February-March.

2. Search Committee determines list of ranked yeses and submits list to Transitions Office by March 27 (Last Monday).  
3. Transitions Office informs Search Committee if yes matches or discusses options if no matches by March 30.  
4. Offer, if applicable, made by March 30.  
5. Contract signed, background check implemented, and then congregation informed, March 31-April 30.

**Phase 4 Beginning the Developmental Ministry**  
1. Minister relocates, July.  
2. Minister begins developmental ministry with congregation, August 1.  
3. Minister takes Transitional Ministry Training begins in August, year-long commitment.  
4. Start-up with CL staff, Fall.  
5. Yearly evaluation completed and assessment of goals and progress, May/June at end of each year.

Source: UUA Transitional Ministry Handbook. 08/2022

**6.2 Community Health**

**GOAL (AND SUB-GOALS)**

**Improve the overall health of our community**

**Sub Goals:**

1. Re-open QUUF, encourage participation, and support safe face-to-face services and meetings.

2. Work with and support the efforts of the Healthy Community Team (HCT).

3. Integrate Diversity, Equity and Inclusion in addition to our Mission Statement, Principles, and Covenants, as central to who we are and how we operate as a UU community.

4. Create a community where kindness, civility and curiosity are integral parts of our culture.

**MEASURABLE STANDARDS**

**Sub Goal 1** Re-open QUUF, encourage participation, and support safe face-to-face services and meetings.

1. Seek volunteer coordinator/social director(s) to coordinate joyful and informal activities. Recruit volunteers for currently vacant, essential leadership roles.

2. Initiate the Wisdom Council process in conjunction with the Healthy Community Team (also sub goal 2).

3. Collaborate with/ask for input from staff and relevant teams.

4. Use Monday Board Reports and informational pieces in Weekly Updates to communicate what and how we are doing.

**Sub Goal 2** Work with and support the efforts of the Healthy Community Team.

1. Work with the Healthy Community Team on congregational meetings/discussions, meetings between groups (such as the Board and Tomato Soup Group, or others) and to identify key areas for policy development to help clarify areas of conflict.

2. Decide (with HCT input) the status of HCT as a congregational committee.

3. Board will read *Transforming Conflict* by Terasa Cooley, work with HCT, andincorporate these ideas into Board work.

4. Continue regular (monthly) input from HCT at Board meetings.

**Sub Goal 3** Integrate Diversity, Equity and Inclusion, in addition to our Mission Statement, Principles, and Covenants, as central to who we are and how we operate as a UU community**.**

1. Complete the first Diversity Equity and Inclusion training scheduled for September. Support further scheduled training. Promote, as a Board, congregational participation in further Diversity, Equity, and Inclusion trainings. Integrate this “lens” into our ministerial search, policy development and charter development work, among other programs.

2. As recommended by the Widening the Circle Task Force, discuss appointing this as a permanent Board Committee in recognition of the central, spiritual, and long-reaching focus of this work, and the need to promote further discussion in our QUUF community.

3. Work with our various committees and teams to promote, and attend as Board members, classes and programs that relate to diversity, transforming conflict, and understanding Unitarian Universalism.

4. Examine Diversity, Equity, and Inclusion challenges specific to QUUF and develop a plan to address these.

**Sub Goal 4** Create a community where kindness, civility, and curiosity are integral parts of our culture.

1. Emphasize our covenant at the beginning of our services.

2. Work with the HCT to educate/re-educate, about our Covenant of Right Relations, and understand our different perceptions of our Seven Principles and Mission (also sub goal 2)

3. Dedicate some future Monday Board Reports (MBRs) to promoting community health (Diversity education, civility, etc.)

**REALISTIC PLAN TO INCLUDE THESE TACTICS/ACTIVITIES AND DATES TO COMPLETE**

Evaluate at the January Board meeting and set new completion dates for Jan-June 2023

**Sub goal 1**

**November:** Develop a plan for MBRs to include tentative topics and writers for the next few months.

Publish smartie goals and solicit feedback from congregation and staff.

Finalize Wisdom Council plan.

**November/December 2022**: GTF, with input from Board, PC and others, will develop a governance transition plan to include a plan for recruitment of PC leaders.

Develop a plan for volunteer recruitment.

**Sub Goal 2**

**November/December 2022:** Joint meeting between HCT and Board to coordinate next steps and helpful meetings. Develop a specific plan from this.

**June 2023**: Decision about status of HCT.

**Sub Goal 3**

**October 2022:** Board vote on adding Widening the Circle as a Board committee.

**November/December 2022:** A majority of Board, HCT, PC, Ministerial Selection Committee, policy writers, charter writers and others in leadership complete initial Diversity Equity and Inclusion training. Develop plans to integrate concepts. Support WTC Committee in continuing training.

**Sub Goal 4**

**September/October 2022:**

**October 2022**: Covenant and Mission on the screen at the beginning of the service.

**November/December 2022**: HCT publicize further plans for discussions and meetings.

Develop a communications plan and timeline for information related to the health of our community. Coordinate with HCT.

Board initiate meetings with congregants who feel unheard.

**THINKING ABOUT EQUITY AND INCLUSION CAN YOU IMAGINE ANY UNINTENTIONAL DISPARATE IMPACT ALONG THE LINES OF POWER AND IDENTITY? HOW MIGHT INEQUITY OR EXCLUSION SHOW UP? FOR WHOM?**

Board discusses insights from September 18 Diversity, Equity, and Inclusion Workshop in relation to all our goals (at a study session).

**HOW COULD YOU CHANGE THAT GOAL TO EITHER MITIGATE THAT DISPARATE IMPACT OR MAKE EQUITY AND INCLUSION MORE EXPLICIT?**

Be clear that we have a common understanding of what constitutes equity and inclusion and what groups might be excluded. Show curiosity. Joint meetings between HCT, Board, and groups that have felt exclusion. (TSG, Welcoming Congregation, AAT, etc., to listen.

**6.3 Governance**

**GOAL: Continue with our shared governance transition**

**MEASURABLE STANDARDS**

1. Evaluate current shared governance structure with assistance from the Governance Task Force (GTF) and Program Council (PC). Include a review of Ministry Advisory Team (MAT, formerly Coordinating Team, currently on hiatus.)
2. Develop an updated transition plan that allows governance continuity regardless of ministerial status in 2023.
3. Conduct joint meeting(s)/interviews for input/recommendations between PC (current and former members), Governance Task Force, and Board.
4. Recommend interim measures needed to temporarily support Program Council.
5. Former/current PC members in conjunction with GTF will facilitate completion of the Program Council charter, charters for ministry councils, and job descriptions for the PC Chair and council leads, for Board approval.
6. Develop Board policies, with input from GTF and PC, and other relevant teams, clarifying roles and boundaries of PC authority, a recruitment plan, a training plan, and a “communication” plan (reporting, and to the congregation).

**REALISTIC PLAN TO INCLUDE THESE TACTICS/ACTIVITIES AND COMPLETION DATES**

**September:**

1. Participate in joint meeting with GTF and PC, to gather information and recommendations for infrastructure.

**October:**

1. Incorporate congregational input (GTF) into governance transition goal.

GTF/Board conduct follow up meetings and/or communications with PC members.

2. Facilitate interim plan to support Program Council (may include the Executive Team, current Program Council, and long term lay members.)

3. Develop a timeline for document (charters, policies, job descriptions) completion.

4. October 31: Program Council Charter completed prior to November Board meeting.

**October/November:**

1. GTF/Board Policy Committee prioritizes development of drafts of Board policy relevant to governance transition**.**

2. Solicit further congregational input for these policies and documents, and from the Widening the Circle Task force (now Committee), staff, and other relevant groups.

**November/December:**

1. Further follow-up meeting(s) and communication.

2. With assistance from current PC, and Nominating Committee, begin actively recruiting for new PC leads.

**Jan-June:**

1. Recruitment and training scheduled alongside regular meetings of current PC.

**June 2023:**

1. Two more ministry councils in place.

**THINKING ABOUT EQUITY AND INCLUSION CAN YOU IMAGINE THERE BEING ANY UNINTENTIONAL DISPARATE IMPACT ALONG THE LINES OF POWER AND IDENTITY? HOW MIGHT INEQUITY OR EXCLUSION SHOW UP? FOR WHOM?**

Some may want to put our governance structure on hold due to discomfort with change and uncertainty. “How things were” (the previous power structure) includes less emphasis on policies and accountability, and was a top down hierarchy.

It is important to incorporate diverse representation on the PC including diversity of opinion. Need to cast a wide net in gathering input, educating, and communicating. Knowledge of and commitment to Diversity Equity and Inclusion needs to be part of charters and job descriptions.

**6.4 Finance**

**SMARTIE Goal for Increasing Financial Stability Within the Fellowship**

**Submitted by Bruce Zalneraitis with input from the Finance Committee and Liesl Slabaugh**

**SPECIFIC GOAL**: Increase Funding from Our Annual Pledge Drive by 10% for FY2023-24 as Compared to FY2021-22.

Start Date 11/01/2022 End Date 06/30/2024

**Measurable Standards**:

1. Increase the percentage of individual and family members who make an annual pledge by 10%. In FY 2022 the mean pledge amount was $960 so the new goal would be $1,056.
   1. During the Pledge Drive have Cottage Meetings where members can have a chance to share their thoughts on their hopes and dreams for the Fellowship.
   2. Two months following the conclusion of the pledge drive timeframe, schedule a phone call outreach for any member who hasn’t submitted their pledge commitment. These calls will be made by Board members, members of the Pledge Team, and members of the Finance Committee.
2. The pledge period will remain in the Spring. After considering a move to the Fall timeframe we consulted with the UUA Money listserve to see if other fellowships had considered or had made such a move. Several treasurers from other fellowships responded with the recommendation to leave the pledge drive in the Spring. Problems include a mismatch between the pledge drive and the fiscal year if drive is moved to the Fall. Also, members returning from summer breaks were not keen on pledge requests as soon as they returned. In addition, the Fall is filled with other events and holidays that distract members and hamper pledge requests.
3. After the start of the pledge drive have a large visual display mounted in the Fellowship Hall showing the pledge amount progress towards the annual goal. Report this progress every week in the Weekly Update.

**Plan For Implementation**:

By 11/30/22: Include final changes on goal and measurables based on input from contributors.

By 12/15/22: Distribute final version of financial SMARTIE goal to all teams who have some responsibility in the implementation process.

Teams included: Finance Committee, HCT, Sunday Service team, Pledge Team, Staff, Board.

By 02/01/2023 Begin the Sunday Service Testimonials for at least two of the monthly Sunday services.

On 03/01/2023 Kickoff the Annual Pledge Drive

By 04/15/2023 schedule Cottage Meetings for members to share their desires for the Fellowship.

By 06/15/2023 set up a call list of those members who have not returned their pledge request. Members of the Board will each be given a list of member names to call. Confirmation of pledge status will be confirmed prior to making calls to members.

**Equity & Inclusion Considerations**

All members will be asked to contribute what they can based on their means and with the understanding that many members are on fixed incomes that may limit their level of giving. It is important to promote the programs offered by QUUF that help those in need both Townsend and Jefferson County through the generosity and volunteerism of its membership.

[Return to Agenda](#AgendaPage2)

1. Including but not limited to Social Justice, ALPS, RE, Covenant Groups, Affinity Groups, Healthy Community Team programs, Congregational Meetings, and Membership Orientations. [↑](#footnote-ref-1)
2. As defined by wording in QUUF Bylaws Article II Section 1 [↑](#footnote-ref-2)
3. Wording from QUUF Bylaws Article II Section 1 [↑](#footnote-ref-3)
4. Procedures will outline the specific process for who determines what is out of alignment. [↑](#footnote-ref-4)
5. If the Ministry Advisory Team (formerly the Coordinating Team) is reinstituted in 2023, this entity will be the next step following Program Council Involvement. [↑](#footnote-ref-5)