**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**Meeting Agenda Sept 27, 2023 6:00 pm**

**RE 2/3 and Via Zoom**

Recording link: <https://youtu.be/1AkIx5Bracg>

Board members attending: Roseanna Almaee, Rev. Linda Hart, Sarah Hull, Larry Morrell, Liesl Slabaugh, Mary Tyburski, Elizabeth Walker, Sarah Walker, Bruce Zalneraitis, Jesse Wild (attending remotely)

Tech specialist: Christina Tweed (attending remotely)

Visitor to give report: David Covert

Observing remotely: David Alvarez, John Collins, Jenell De Matteo, Share DeWees, Diane Haas, Frances Loubere

Timekeeper and process observer: Liesl

Meeting Called to Order 6 pm

Opening**:** Land acknowledgement. Reading and Chalice Lighting

Check-ins

Board members shared their reactions from the Forward, Introduction, and Chapter 1 of *Transforming Conflict* by Tarasa Cooley. We plan to discuss a chapter at each study session and meeting. At our next study session: chapter 2.

Welcome to new Board member Mary Tyburski!

**Approval of Meeting Agenda.** Motion: Roseanna. Approved.

**Consent Agenda.**

Approval of Minutes of August 23, 2023, meeting

Approval of Minutes of September 7, 2023, special meeting.

Appointment of Mary Tyburski to fill the Board Trustee position vacated by the resignation of David Rymph. Term of the appointment is for the balance of the church fiscal year.

Appointment of additional member to Bylaws Committee: Rosemary Adang, joining existing members John Collins, David Alvarez and Larry Morrell.

**Motion to approve all of these**: Roseanna. Approved.

**Standing R****eports**

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

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

Linda asked for approval for changing her vacation time, taking short times away in January and February 2024 (approximately Jan. 14-17 and Feb. 9-19) instead of a longer time away in January. She plans to be here for the scheduled congregational meeting February 6. **Motion to approve:** Roseanna. Approved.

**Treasurer’s Report –** See **[Attachment C](#AttachmentC).**

Bruce: On November 8, the Board will have a study session for learning how to read financial reports. Deb Carroll will help. The goal is for the Board to be better able to extract what is critical to the Fellowship and to communicate our financial state to the fellowship.

The Finance Committee has decided that we should go ahead and set up the line of credit soon, in case of need. The Board has already approved this.

**Motion to approve Treasurer’s Report**: Larry. Approved.

We now have 241 households who have pledged for 2023-24. We still have 40 memberships outstanding. Membership numbers are lower this year. But the percentage of members who have not pledged has dropped (compared to previous years, which was about 30%), since some of those who did not pledge in the past have dropped their membership. Linda: In most congregations, 7% do not fill their pledges. Our percentage has been 5%.

**Other Reports:**

**Facilities and Safety Emergency Exit Proposal** [**Attachment M**](#AttachmentM)**.**

David Covert came to the meeting to explain this proposal to install an emergency exit through the skylight in the loft, with a ladder. Estimated cost $3,283. Finance committee has approved the cost, out of our maintenance reserve.

**Motion to approve**: Liesl. Approved.

**Bylaws Committee – see** [**Attachment I**](#AttachmentI) **–** Larry is in process of collecting things that need to be addressed.

Additional member of the Bylaws Committee is Rosemary Adang. Motion approved, above.

**Communications committee – See** [**Attachment L**](#AttachmentL) **– Elizabeth Walker**

**Governance Task Force – See** [**Attachment D**](#AttachmentD) **– Sarah Hull**

**Proposed Policy on Membership** – [**Attachment D.1**](#AttachmentD1)

**Motion to approve the posting of this pending policy**: Larry. Approved.

Discussion of how to introduce this policy to the congregation:Put announcements in the Monday Board Rep

ort and Friday Update for the next few weeks. If needed, have Board members available to answer questions after Sunday service. Mary will organize this as needed.

**Proposed Policies from Facilities and Oversight and Safety Team (FOST)** – [**Attachment D.2**](#AttachmentD2)

The proposed FOST policy has several components. After discussion, the Board thinks the following ones are ready to be posted as Pending Policies:

a. Physical Environment Policy  
b. Emergency and Crisis Management Policy  
c. Child and Youth Protection Policy  
d. Certain Behaviors are Discouraged Policy  
e. Firearms, Illegal Drugs, Intoxication and Smoking/Vaping Policy

**Motion to post the above five to the website as Pending Policies:** Jesse. Approved.

We ask Frances and the GTF members of the Board to post these to the website for comments from the congregation.

The Board thinks that the following components are not ready to be posted and sends them back to FOST for more clarity:

a. Personal Safety and Disruptive Behaviors Policy  
b. Consequences for Disruptive Behavior(s) Policy

We want to know how other congregations approach these kinds of problems. Linda reports that the Tahoma UU had a policy that called for an ad hoc small group to investigate a report of a disruptive person. This group was appointed by the president of the Board and the Minister, who together selected people to help resolve this specific problem. She will ask her colleagues how other congregations handle this.

We hope that we can see revised versions of these proposed policies at our next Board meeting.

**Widening the Circle – See** [**Attachment E**](#AttachmentE) **– Roseanna**

Approval of WTC Charter. Moved by Roseanna. Approved.

**Program Council Report – See** [**Attachment J**](#AttachmentJ)

Approval of PC Charter, with one small change: Under number 2, “Chosen by the minister and approved by the board.” Linda will relay this to the PC. Motion to approve, subject to this amendment: Larry. Approved.

Approval of Growth and Learning Charter. Motion to approve: Roseanna. Approved.

**Healthy Community Team –** [**See Attachment F**](#AttachmentF) **– Jesse**

Larry: Last year HCT did a lot of gatherings, mostly around the conflict; what they are planning for this church year. Jesse responds that they are focusing on the congregation as a whole, not just the conflict. They are brainstorming how to help the congregation listen more deeply. WTC and AAT want to have collaborations with HCT.

**Denominational Affairs – see** [**Attachment G**](#AttachmentG) **– Roseanna**

Discussion of GA delegate selection, soon.

**Fundraising Coordinating Committee –** [**See Attachment H**](#AttachmentH)

Liesl: Auction is in planning. Forming a pledge committee. Evaluating proposals to choose what is appropriate as ministry activity vs fund raising.

Bruce and Liesl are planning a financial planning retreat for involved people, beginning of November.

**Personnel Committee – See** [**Attachment K**](#AttachmentK)

This committee needs additional members; they will do recruiting. Mary will take over as liaison.

**Board SMARTIE Goals. We will review these at our next study session.**

We are grateful to all the volunteers doing all of this work, and to Linda for all the Meet and Greet meetings!

**Closing words and extinguishing the Chalice.**

**ADJOURN 8pm**

**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 – September 27, 2023**

1. Attended via zoom: August 26: Large UU Board Training facilitated by Renee Ruchotzke
2. Wrote a Monday Board Report for September 4 describing Board training and retreat activities and a welcome for Linda
3. Attended and facilitated Board retreat meeting Saturday, September 9, 9:30-3:00 and prepared and disseminated a summary of outcomes and action items for the board. These included considerations of the governance model, Important QUUF calendar events, evaluation of the previous year’s Board Goals. Our minister identified three main areas of focus derived from the Developmental Ministry goals: Trust, Denominational Affairs, Adult Learning Programs goals and practices. The board identified 3 goal areas working in support and collaboration with the Minister: Healthy Community, Financial Health, Shared Governance Model. The board split into 3 groups to construct SMARTIE goals to articulate the main board goals and suggested timelines
4. Held a special session of the board for September 7 in response to David Rymph’s resignation on September 4 to determine the process for appointing a replacement for the remainder of the year. Subsequently Mary Tyburski was approached and accepted the position.
5. In lieu of September 13 Study Session (cancelled), participated in developing the Financial Health goals with my team
6. On opening Sunday service, September 10, offered the welcome and announcements. Participated in the welcoming ceremony for 3 new members during the service. Enjoyed the pot-luck meal and opportunity for social interaction with our Fellowship
7. Completed signatory documents with Kitsap Bank

Pending:

Ongoing communication and educational efforts to help the fellowship understand governance policies and processes

Respectfully,

Sarah Walker, President

QUUF Board of Trustees

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**Attachment B**

**Monthly Minister’s Board Report**

**September 2023 by Linda Hart**

It has been a busy two months getting settled and organized here in Port Townsend and at QUUF. I have been attending meetings, having some one on one meetings and, of course, the Meet and Greet meetings.

Meet and Greet Report:

I will be beginning to sort through the large stack of notes I’ve accumulated next week while attending to Peter after his surgery. Other than keeping him company and being present as he goes through the early period of recovery, I should have some time to do some analysis, as well as compiling the information that I’ve gathered from the folks who took time to meet and greet me.

A few early notes:

* As I noted early in my listening, there is a tremendous amount of grief in every group. The grief has different sources, but much of it was simply that there is such conflict going on and a wish that we could find a way past it.
* All but three of my meetings were pleasant and positive, with people expressing hope for the future.
* On a few occasions, I had to ask participants to not continue: twice when participants weren’t responding in appropriate ways to the questions asked, and a couple of times when a participant had begun to meander somewhat aimlessly.
* I am endlessly grateful to the people who generously took the time to host the sessions so graciously and provide the welcome to the people who participated.

Worship Transition:

There have been some bumpy moments as I learn the system here that is so very different from what I had become accustomed to at Tahoma UU. As a smaller operation, I did a lot more of filling in the script, creating slides, ensuring that everything was in place. Getting comfortable with the more professional process here is taking a little time.

Feedback from people on Sundays has been enthusiastic and positive. Several people have offered gratitude for the placement of the announcements at the beginning, and there’s been lots of praise for the Time for All Ages. People have noted that they appreciate having a chance to laugh on Sundays and, while they aren’t all planned, I do make an effort to include times to laugh every week. As one poet has noted “laughter is immeasurable.”

Study Leave and Vacation:

After reviewing our contract, I would like to do a little rearranging of my study leave and vacation. It has been my custom to take both study leave and vacation in smaller doses through the year. Typically, I do take some in January, and have a collegial gathering in mid-January that I will be attending. Other than that time in January, I think it’s best for me to continue with the work we’ve started. It feels like too much lost time for me to be gone for a whole month at that point in the year.

In addition, Peter and I have hoped to have a fun getaway in the winter for the last couple of years and for one reason or another, we haven’t been able to schedule it, so I would like to take up to 10 days of vacation in February (dates to be determined) for a Caribbean escape from winter. I’ll look at other study and vacation leave as the year unfolds. My plan for the summer would be to take only four (or a bit more) total weeks away, and to be in the pulpit in August. It was a little spooky to be out of the pulpit this year.

Gratitude:

We have some significant challenges to work through this year, and while I don’t have a vision of what the future will bring, I’m very grateful for all of you who I get to work aside as we see what we can create together.

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**Attachment C**

**Treasurer’s Report to the Board**

**September 20, 2023**

The information below summarizes highlights from August 2023 and represents the second month (16.7%) of the new FY23-24 Fellowship year.

**Income**:

Current Pledge Income for August of FY23-24 was $16,326 which is $11,396 below the same period for last year. Total overall income for the month was $22,847 which is $8,832 below the same period for last year. The total income for the first two months of FY23-24 is $123,823 which is $16,160 less than last year and 25% of the annual budget of $496,020.

**Expenses**:

The expenses for August are $52,851 which is $9,666 more than last year for the same period. The total expenses for the first two months of FY23-24 are $99,286 and $6,471 greater than last year. Total net income for the first two months of FY23-24 is $24,538 and $22,631 lower than last year for the same period.

At the end of the second month of the fiscal year our reserves are as follows:

Operating Reserve $ 49,688

Maintenance Reserve $113,218

Capital Reserve $ 13,479

Total $**176,385**

**Balance Sheet as of August 31, 2023**:

**Assets**:

Total Cash: $175,034

Investments: $263,910

Overall Total Current Assets: $**438,944**

Temporarily Restricted Funds: $180,705

Permanently Restricted Funds: $17,140

**Liabilities**:

Current Liabilities: $ 21,088 Prior Year: $82,828

Long-term Liabilities: $236,633 Prior Year: $256,541

Total Net Assets: This year: $2,153,799 Prior Year $2,137,325

Annual Pledges Made: $403,692

Pledges Received by 8/31/23: $112,892

Balance Remaining: $290,800

Annual Pledge Budget: $399,000

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**Attachment D**

**Governance Task Force Board Report**

September 20, 2023Submitted by Frances Loubere

**Meeting Schedule:** First and third Wednesdays 10-Noon. Remote attendance is with advance notice.

**Members:** Roseanna Almaee (Board Rep), David Alvarez, Phil Burwell (medical leave), John Collins, Julia Cochrane (Scribe), Jenell DeMatteo (QUUF Administrator), Diane Haas (PC liaison), Sarah Hull (Board Rep), Frances Loubere (Chair), Christina Tweed (QUUF Tech), Anne Weaver, Jesse Wild (Board Rep)

We welcomed Rev. Linda and Tech Christina to our Sept. 6 meeting. We welcome Christina as a member, Sarah Hull as our new Board Rep, and Jesse Wild and Roseanna Almaee who will job-share as new Board Reps.

**Policies (see attached documents)**

**Membership Policy Amendment:** This was forwarded to the Board in early September. GTF agreed to very minor updates at our 9/20 meeting and it comes to the Board again with this Report. GTF recommends this be made a pending policy for Congregational review.

**Facilities Oversight and Safety Team Policies**: These were forwarded to the Board in early September. Based on feedback, we removed the specific reference to marijuana. We also discussed using the term “destructive” (as opposed to disruptive) behavior policy. We recommend the Board review, post this as a pending policy, and consider a possible wording change at the October meeting.

**Decision Making Model: See attached document.** We completed a QUUF Decision Making Model. This working document clarifies and educates about decision-making authority involving congregants throughout QUUF. It will be in our Operations Manual. We forward to the Board for information and comment.

**Operations Manual Updates:** The Bylaws/Ops Manual subcommittee, including David Alvarez, John Collins, Jenell DeMatteo, and Anne Weaver developed a structure for the Manual. It will include a chapter on governance. David and John also updated us on the Bylaws Committee – a Board Committee appointed every 7 years to review the Bylaws. Suggestions will be requested from Teams and Committees.

**Program Council:** There has been preliminary discussion with an ad hoc group regarding the best way to involve the congregation in a discussion about our Adult Education program. The goal is to start this up again in the spring. Fundraising efforts are on the Board and Ministry side.

**Board Smartie Goals**: Sarah Hull reviewed the Board 2023-24 goal related to governance. We discussed where GTF would be involved.

**Warnings, Suspensions and Expulsions:** This section has been removed from the former Safety and Risk Management Policy. David shared a draft of procedures. Where these will reside is still being discussed.

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**Attachment D.1**

**Membership Policy**

**Adopted December 14, 2022**

<https://www.quuf.org/pdfs/Governance/Policy-Membership.pdf>

**Amended Membership Policy GTF Recommendations 9-20-23**

**Rules regarding membership eligibility, rights, and responsibilities are stated in this policy and the QUUF Bylaws.** <https://www.quuf.org/pdfs/Governance/ByLaws2306.pdf>

**Prospective New Members**

**Listed below are the six steps that must be completed in this sequence to become a QUUF member.**

**1. All prospective new QUUF members shall complete a New Member Orientation Program before consideration by the Board for membership. Prospective new members with prior UU experience may first consult with a QUUF Minister and the Newcomer Outreach Team chair to determine their level of participation in this program.**

**2. After completion of the New Member Orientation Program, prospective new members shall complete and sign the Member Enrollment Form and any other membership forms.**

**The wording on the Member Enrollment Form shall read as follows:**

**\_\_\_\_Yes. I wish to become a member of Quimper Unitarian Universalist Fellowship. I affirm that I am in sympathy with the program and purpose of the Fellowship meaning I will uphold the QUUF Mission, Bylaws, and related documents adopted by the Fellowship.**

3. Following this, every prospective new member shall attend a meeting, including a QUUF Minister and a member of the Newcomer Outreach Team, prior to Board approval. The Minister and Newcomer Outreach Team shall provide information and recommendations to the Board.

**4. Membership is approved by a majority vote of the Board.**

**5. Membership begins when each prospective member signs the membership book.**

**6. The congregation shall recognize new members.**

**Renewing Members**

**1. The Membership Year is July 1-June 30.**

**2. All renewing members shall re-confirm membership annually, in writing, by completing and signing the Member Renewal Form.**

**The wording on the Member Renewal Form shall read as follows:**

**\_\_\_\_ Yes. I wish to continue as a member of Quimper Unitarian Universalist Fellowship. I confirm that I am in sympathy with the program and purpose of the Fellowship meaning I will uphold the QUUF Mission, Bylaws, and related documents adopted by the Fellowship.**

**\_\_\_\_ No. Please discontinue my membership at QUUF effective July 1.**

**\_\_\_\_ Take me/us off mailing lists and updates.**

**\_\_\_\_ Make me/us a Guest of Record to receive mailings and updates.**

**3. Member Renewal Forms for the upcoming membership year shall be distributed at, or mailed directly following, the Annual Meeting with a deadline of June 30 for renewal of membership.**

**4. There shall be follow-up and a 15-day grace period until July 15 before members are removed from the roster of confirmed members and informed about the reactivation process.**

**5. Members who miss this deadline may reactivate membership by completing a Member Renewal Form by December 31.**

**Former Members who Wish to Reactivate Membership**

**1. Former members who have been gone for less than six months shall complete a Member Renewal Form.**

**2. Former members who have been gone for more than six months but less than three years shall, prior to completing a Member Renewal Form, attend a meeting including a QUUF Minister and a member of the Newcomer Outreach Team, who shall make a recommendation to the Board.**

**3. Former members who have been gone for three years or more shall attend a meeting including a QUUF Minister and the Newcomer Outreach Team Chair to determine their level of participation in the New Member Orientation Program.**

**All Members**

**1. Members shall be eligible and encouraged to participate in the Fellowship governance structure, to vote on congregational issues as stipulated in the Bylaws, serve in elected office, serve on committees, councils and teams, access membership benefits, and receive QUUF communications.**

**2. As participants in a voluntary organization, all QUUF members are encouraged, as they are able, to contribute time, effort, and financial resources to help sustain the health of the Fellowship.**

**Definitions that will be in the Glossary:**

**IN SYMPATHY**: For purposes of the **BYLAWS** this phrase is defined to mean that a prospective member or member of **QUUF** is philosophically aligned with the spiritual and religious principles (for example, the Seven principles) and practices of the Unitarian Universalist community known as **QUUF**. Members affirming that they are in sympathy with the program and purpose of the Fellowship are affirming that they will uphold the QUUF Mission, Bylaws, and **related documents** adopted by the Fellowship.

**RELATED DOCUMENTS:** For purposes of the **BYLAWS** this phrase includes the following documents: Related Documents: QUUF's Mission, Covenants, Bylaws, Guiding Principles, Policies and Procedures.

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**Attachment D.2**

**Facilities Oversight and Safety Team (FOST) Policies – 9/20/23**

**Physical Environment Policy**

* QUUF will maintain the premises according to state, city, and county codes.
* FOST will regularly perform a Risk Survey to insure our personal and physical safety.
* FOST will regularly review for completeness the insurance policies applicable to QUUF.
* QUUF will perform annual walk through/evaluation/inspection of facility to create a 1/3/5-year maintenance schedule that include, but not limited to security, building interiors, cleaning, grounds utilities, heating and cooling, lighting, and fire sprinkler system.

**Emergency and Crisis Management Policy**

FOST is responsible for establishing procedures for emergency situations which include but not limited to fire, intruder, tsunami, earthquake, first aid (minor and moderate), cardiac emergency, and performing annual drills with the congregation.

**Child and youth protection Policy**

* The Director of Family Ministry (DFM) will develop written procedures for:

a. Establish supervision ratios of children to adults for different age ranges including childcare.

b. Establish supervision ratios of children to adults when off campus

c. Mandatory reporting

d. Alcohol use during youth/adult events

e. Registration information on all youth participating in QUUF programs including emergency contact, medical concerns, photo/video release, allergies.

* The DFM will develop written procedures to screen and train adults working with youth (short or long-term) that include:

a. Annual background check, through the WA State Criminal Background system

b. Provide training for religious education teachers, youth advisors and mentors in child development, program/curriculum implementation, appropriate discipline, first aid and mandatory child abuse reporting.

c. All volunteers working with children must fill out an application, be interviewed and have 2 written references before placement.

* The DFM will establish written procedures for transporting children, screening drivers, and safety protocols which include:

a. complete a Driver Agreement including rules of the road and safety protocols for transporting youth

b. Proof of Liability Insurance showing that they carry at least the minimum amount of liability insurance required by the State of Washington on the vehicle they will be driving.

c. QUUF will obtain a driving abstract for volunteer drivers through the Washington State D. O. L.

* The DFM will establish written procedures for youth activities off-site including overnights that will include: emergency procedures, health/emergency information, and behavior protocols.

a. The DFM will establish written procedures for working and communicating with parents and inclusion of QUUF activities.

b. The DFM will retain records on youth until the age of 18 years, volunteer screening and records.

**Personal Safety and Disruptive Behaviors Policy**

***IN THE EVENT OF THREATENING INTERPERSONAL BEHAVIOR THAT MAY LEAD TO BODILY HARM, CALL 911 IMMEDIATELY!***

OUR COMMITMENT:

All those who use QUUF facilities shall treat one another with respect and care and with good faith adherence to the principles and documents described in the **PREAMBLE** to this Manual.

QUUF and the Facilities Oversight and Safety Team (“FOST”) are committed to assuring that the Fellowship, its facilities and grounds, and the interactions and activities it houses are healthy and safe.

Concern for the congregation’s health and well being as a whole must be given priority over the privileges and inclusion of the individual. QUUF prioritizes and strives to insure the emotional and/or physical security of our members, friends, and renters.

QUUF believes in free speech, but will not tolerate hate speech.

QUUF is private property and can legally ask anyone to move off the property.

For a particular incident, conflict or dispute, the Grievance Policy and Procedure document separately adopted by the Board shall govern and control the steps to be taken.

*URL HERE*

DEFINITIONS:

“**Bullying**” is defined here in the Glossary.

“**Disruptive behavior**” is defined here in the Glossary. Or use “**Destructive behavior”** instead?

While certain Disruptive Behaviors are listed below in other Policies, those listed here are not an all-inclusive list of what might constitute a Disruptive Behavior.

“**Exclusionary Behaviors**” for the purposes of this Policy is a “Disruptive Behavior” and is defined here in the Glossary.

QUUF will not tolerate “Disruptive Behavior” by employees, congregants, attendees or guests.

Employees in violation of this policy may also be disciplined in accordance with QUUF disciplinary policies.

Any person accused of Disruptive Behavior shall be entitled to implementation of any applicable procedure described in the Grievance Policy and Procedure, URL listed above.

Any person accused of Disruptive Behavior shall be subject to the terms of the “Consequences for Disruptive Behavior(s) Policy” and any related procedures.

**Certain Behaviors are Discouraged Policy**

Certain behaviors (listed here) by anyone attending or present upon the QUUF facility are hereby discouraged. Repetition of these discouraged behaviors may rise to the level of Disruptive Behavior subject to the “Consequences for Disruptive Behavior(s) Policy.”

Food preparation

Persons bringing food to share after services or at QUUF events must be aware certain ingredients (e.g., nuts, shellfish, gluten, dairy) may cause allergic reactions in other attendees and those preparing food for sharing by others must reasonably notify those consuming this food if their food contains possible allergens.

Fragrances

Out of courtesy to others, persons should minimize the use of fragrance when coming to the QUUF premises because some persons are allergic to perfumes and other fragrances.

##### Pets and Services Animals

Dogs and other pets are allowed in QUUF structures if they are service animals for their owners or they have been invited into QUUF structures for a congregational activity or event.

Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the Americans with Disabilities Act.

Animals not qualifying as service animals are allowed on the premises at the discretion of the Minister or Congregational Administrator during business hours or the facilitator of a particular event or meeting. This permission may be revoked and the animals must be removed from the premises if a person present at the facility or attending the event or meeting requests the animal(s) not be present inside the QUUF structure.

**Consequences for Disruptive Behavior(s) Policy**

The FOST will generate and maintain procedures describing the possible consequences an offender may face or suffer after creating, initiating or repeating a Disruptive Behavior.

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**Firearms, Illegal Drugs, Intoxication and Smoking/Vaping Policy**

This policy prohibits certain activities at or upon the real property and structures that constitute the QUUF facility.

Failure to comply with these prohibitions will be considered a Disruptive Behavior subject to the Consequences for Disruptive or Behavior(s) Policy.

Firearms

It is prohibited to bring onto the QUUF premises a “firearm” or “gun” as those terms are defined in RCW 9.41.010. This prohibition does not apply to commissioned law enforcement officers.

Intoxication

Any person who attends a QUUF event or comes to QUUF premises visibly intoxicated or indicating signs of impairment shall be asked to remove themselves from the premises. This statement shall also apply to persons who become visibly intoxicated or have indications of impairment as a result of attending an event at the QUUF premises.

Any intoxicating drugs, including alcohol, served at a QUUF function shall not be served to minors.

Visible intoxication is considered a disruptive behavior.

Smoking and Vaping

Smoking, as defined below, is not allowed in any QUUF structure and is not allowed at any location within 25 feet of any structure on the QUUF premises.

Smoking is defined to mean 1) traditional means of inhaling or receiving tobacco, nicotine, marijuana, or any other substance into the human body such as cigarettes, cigars and pipes, or 2) newer means of inhaling or receiving tobacco, nicotine, marijuana or any other substance into the human body including, but not limited to, e-cigarettes or vaping.

Patches and any medicine, whether prescribed or not prescribed, utilized at the QUUF premises by a person attempting to end their use of or need for nicotine and/or tobacco shall not be considered “smoking” for purposes of this policy.

END OF DOCUMENT

Definitions that will be included in the Glossary:

**BULLYING:** repeated health-harming of one or more people by one or more perpetrators. It is a **DISRUPTIVE BEHAVIOR** that includes but is not limited to:

* Threatening, humiliating, or intimidating behaviors
* Work interference or sabotage that prevents work from getting done
* Verbal abuse
* Physical: pushing, shoving, kicking, poking, tripping; assault or threat of physical assault; damage to a person’s work area or property
* Gesture: Nonverbal gestures that can convey threatening messages
* Exclusion: Socially or physically excluding or disregarding a person in work-related activities
* Stealing: Stealing; deliberately hiding or disturbing the personal property, or related material of another person.

**DISRUPTIVE BEHAVIOR:** (or Destructive Behavior) any action, statement, decision or choice which harms, injures or diminishes the emotional and/or physical safety or security of our Minister(s), employees, congregants, guests or attendees OR interrupts, delays, mars or prevents the programs, activities, events or services held or undertaken at or about the **QUUF** facility.

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Attachment D.3

**Elements of an Anti-Oppressive Congregational**

**Policy on Destructive Behavior**

# **Why a Destructive Behavior Policy**

In the past, UUA congregational safety policies have included what were called Disruptive Behavior policies. Our faith reminds us that revelation is ongoing. In recent years, we have begun a thorough review of our policies and practices for evidence of white supremacy culture. We have learned that *disruptive behavior* is sometimes the only way institutions with ‘power-over’ are called to be more just, more welcoming, more whole. Disruptions of patterns of behavior that have left people out is *good* disruption. Disruption can lead to *good trouble*.

The essence of this policy remains the same: to support healthy and vital congregations in dealing with behavior that is antithetical to health and vitality, things like bullying, harassment, abuse, intimidation, and other behaviors that might be destructive to the common good and make others feel unsafe or unwelcome. The name Destructive Behavior Policy is more clear and accurate.

# **In the Preamble to Your Policy**

* Ground the policy in your values and mission as a community, including your commitments to safety, multicultural transformation, dismantling white supremacy culture, gender justice, LGBTQ+ inclusion, and access for people of all abilities and all ages.
* Name that understandings of ‘appropriate’ behavior are culturally-conditioned, and in a multicultural congregation, not everyone will always agree about the appropriateness of certain behaviors.
* Refer to the agreements your congregation has made around behavior, including a Covenant of Right Relations or Behavioral Covenant if you have one.
* State that the wellbeing of the community as a whole must be given priority over the privileges and inclusion of an individual whose behavior is dangerous or destructive.

**In Your Description of the General Process**

* Name that the congregation will first attempt to respond to destructive behavior by addressing it directly, with compassion and concern.
* Name designated respondents to discern what action is needed to address specific situations (e.g., minister, religious educator, Committee on [Shared] Ministry, Right Relations Team, Board).
* State the intention that those involved with the response will make an effort to understand power imbalances and cultural differences that might be at play in the situation.
* Describe a process whereby anyone can bring destructive behaviors and impacts to the attention of the designated respondents.
* Create a pathway to make recommendations to the board and minister/staff based on the learnings from each situation where the Destructive Behavior Policy is used.
* When creating a plan for what you would do in acute situations, consider what kinds of behavior would merit calling the police, and consider alternatives to calling the police. ([www.uua.org/safe/handbook/alternatives-calling-police](http://www.uua.org/safe/handbook/alternatives-calling-police))

**Example Destructive Behavior Policy**

*With gratitude to the UU Church of Berkeley CA, and the UU Church of Rockford IL whose disruptive behavior policies are used as a basis for this sample. It’s a work in progress. Comments can be sent to Sarah Gibb Millspaugh,* [*smillspaugh@uua.org*](mailto:smillspaugh@uua.org)*.*

The Unitarian Universalist Congregation of the Peaceful Hills’s (UUCPH’s) Covenant of Right Relations affirms:

*We covenant to build a religious community guided by love and sustained by respectful relationships. Believing that building healthy relationships is a spiritual practice, we aim to listen appreciatively, speak with care, express gratitude, honor our differences, and act with justice and compassion. We endeavor to communicate directly, honestly, and compassionately, particularly when we are in conflict. When we hurt one another, we will try to forgive, make amends and reconnect in a spirit of love. In celebration of the common purpose that unites us, we will do our best to abide by this covenant.*

Each Sunday we affirm our commitment to be a community of inclusion where differences are not just respected, but welcomed and engaged. We are committed to multicultural transformation, dismantling white supremacy culture, gender justice, LGBTQ+ inclusion, multigenerational community, and access for people of all abilities. Our understandings of appropriate behavior are culturally-conditioned, and members of our congregation will have different ways they define the boundaries of acceptable behavior. We expect difference, and at the same time, we are called to enforce common boundaries that protect the safety of the children, youth, and adults in our community.

Therefore, the following shall be the policy of UUCPH if and when destructive behavior occurs in our midst:

1. Situations involving destructive behavior will be brought to the attention of the [designated team] and the Minister. Either of these two may choose to refer the situation to the Safety Response Team. The President of the Board of Trustees will be informed whenever a concern has been raised and whenever the Safety Response Team has been engaged.
2. The Safety Response Team will seek understanding of the matter using this policy for guidance. This team will be established and in place at all times, with the names and phone numbers of team members available to all members and friends of The UUCPH. In cases of a conflict of interest, a team member must be excused from participation and replaced by a suitable alternate. Members of the team will be educated in the Policy and will become knowledgeable about available resources for adults, youth, and children. Their function, individually and collectively, will be to offer confidential support, advice, and counsel with concern for the safety of all parties involved.
3. If an immediate response is required, this will be undertaken by the Minister, if available, and/or the Chair/Leader of the group involved. This may include asking the offending person or persons to leave, or suspending the meeting or activity until such a time as it can safely be resumed. If further assistance is required, the Police Department may be called, or an alternative to calling the police may be pursued. Any time any of these actions are undertaken without the Minister being present, the Minister and the President of the Board of Trustees must be notified. All plans for follow up steps will be referred to the Safety Response Team.
4. Persons identified as behaving destructively will be responded to as individuals of dignity and worth.
5. Information concerning the alleged incident(s) that led to concern will be systematically collected from the concerned parties by delegated Safety Response Team members and documented before any action is taken.
6. The Safety Response Team will meet to assess the findings and decide on a course of action, with the following four levels of response recommended to them.
7. Level One: A Safety Response Team member or members contacts the person named as the source of the destructive behavior and informs them of the nature of the concern. The person’s viewpoint of the matter will be explored, understood (not implying *agreement* of perspective) to the satisfaction of the person behaving destructively, and documented. Safety Response Team members will then assess the situation.
8. Level Two: If the basis of the original concern is determined to be valid, this finding will be clearly communicated to the person in question and a contract for clearly defined behavior change will be negotiated. Such communication and contract will be documented.
9. Level Three: If the person in question refuses to negotiate a contract, refuses to abide by a contract or is engaging in behavior of sufficient severity, they may be excluded from the UUCPH for a specified period of time with reasons for such action, and conditions for return, clearly communicated and documented.
10. Level Four: The person in question is permanently excluded from the Church and the UUCPH premises, with steps taken as needed to enforce the integrity of this decision.
11. Should the Safety Response Team decide that exclusion or expulsion from UUCPH is necessary, they will consult the Minister and President of the Board of Trustees prior to action being taken.
12. The four levels of response recommended by this policy may be applied in the order determined by the Safety Response Team in their judgment.
13. If appropriate, the Safety Response Team may offer recommendations for professional services such as counseling or anger management.
14. All documentation developed in the course of investigating and resolving allegations of destructive behavior will be kept confidential. The President of the Board of Trustees will be responsible for determining access to such documentation and for ensuring its security.
15. To aid in evaluating the problem and determining the appropriate response, the following points will be used in assessing the nature and severity of referred problems:
    1. **Dangerousness:** Is the individual a source of threat or harm to persons or property?
    2. **Destructiveness:** How destructive is the behavior to UUCPH’s mission or functions?
    3. **Congregational Integrity:** How likely is it that the alleged behavior would make congregants and visitors – especially those who hold marginal identities – feel unsafe or unwelcome?
    4. **Causes:** Why is the destructive behavior occurring? Is it due to a conflict between an individual and others at UUCPH? Is it due to a temporary struggle with health that can be addressed?
    5. **Probability of Change:** How likely is it that the problem behavior will diminish in the future?
    6. **History:** Does this individual have a history of behaving in destructive ways in the past?

POSSIBLE REINSTATEMENT OF REMOVED INDIVIDUAL

Any request for reinstatement must be made by the member who was removed from membership. The request must contain information concerning the rationale for the reinstatement:

1. a statement of understanding of the reasons for which they were removed from membership and
2. an explanation in detail how circumstances and conditions have changed, such that a reinstatement would be justified.

The request shall go to the Board. The Board will review the request and respond within sixty days as to whether or not to reinstate the removed member. The decision of the board shall be final and not subject to further appeal.

A reinstatement request may be made no sooner than one year following the removal. In the event that a reinstatement request is not granted, any subsequent reinstatement requests may be made no sooner than one year following the member being informed of a negative decision on the previous request.

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**Attachment E**

**Widening the Circle Committee**

**Board Report September 2023**

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Updates:

* Met with Rev. Linda.
* We are looking into possibilities for continued DEI training.
* Explored how we might structure conversations on DEI topics, on hold for now.
* Completed # 11 on our charter – highlighted below **for approval** from the Board.
* Discussed appropriation and discovered that there are as many different points of view on this topic as there are people. It is complex. To be continued…
* Continue with WTC Tidbits
* Made a bulletin board to help people understand what ‘widening the circle’ is about.

**Widening the Circle Committee Charter**

Updated September 2023

1. **MISSION:** **What is the purpose and/or goals of this Board Committee?**

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 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?** People volunteer. The board will approve the Chair person.
2. **LEADERSHIP: How is/are the chair(s) selected?** We first formed a study group when we received the Report. 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.
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 are also using a Sociocracy technique of making a proposition, addressing concerns or objections, making adjustments and then voting.
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. Several members are also 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’.

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 also develop our own.

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 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.
5. **INCLUSION AND EQUITY: What are some ways this committee engages our QUUF goals of being inclusive and equitable?** The overarching purpose of Widening the Circle Committee is to expand and deepen our understanding and our practices of inclusion and equity. We will offer educational opportunities for individual learning, as well as examining our culture and systems for ways that we can widen the circle of who feels they belong at QUUF. We use ‘Common Threads’ as a touchstone for our work towards beloved community. This document is from Mistakes and Miracles by Nancy Palmer Jones and Karin Lin, and can be found on the Widening the Circle Committee’s page on QUUF’s website. Our meetings are egalitarian. Every voice is heard and invited for input.

\* Pluralism- Britannica’s def: “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’ would also be differently abled, genders.

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**Attachment F**

**Healthy Community Team**

HCT Report to the Board for August/September, 2023

The Healthy Community Team:

* Said goodbye to member Karen Wamstad (who will be traveling extensively the rest of this year)
* Participated in hosting some of the “Get to know you” conversations with Linda (the MTT asked HCT for help in hosting)
* Monitored AskHCT email
* HCT is currently working on:
  + Update of Charter
  + Update of website
  + Plans for the coming year
* Jesse Wild is our ongoing Board support and attended the Sept 5 meeting
* HCT will meet September 26 with Rev Linda to brainstorm activities and options as we move into the new church year and new ministry.

Hilary Rosen

360-842-6756 (Voice or Text)

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**Attachment G**

**Denominational Affairs Committee Board Report**

**September 2023**



**This past month**:

* We did not meet this month due to travels of folks.

**Work towards goals:**

* We want to coordinate with Linda regarding when and how to continue discussion of Article 2.

**Needs or requests of Board:**

We will re-visit the role of co-chairs and delegate status in December/January.

Kathy and Julia, 9-18-23

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**Attachment H**

**Fundraising Coordinating Committee**

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**Attachment I**

**Bylaws Committee**

**September 2023 Report**

Team has formed a plan to meet every two weeks with a goal of having Revised Bylaws to propose to the Board in time for consideration at the December Board meeting.

Steps:

* Collect items to be updated/addressed (from lay leadership, minister and staff)
* Categorize items, identify areas in bylaws to be impacted
* Draft revised bylaws
* Communicate proposed changes for comments and additional ideas
* Present proposed changes with rationale to Board

Members: Rosemary Adang, David Alvarez, John Collins, Larry Morrell

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**Attachment J**

**Program Council Report to the Minister**

**September 2023**

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* Updated charter below.
* Coordinated with Fundraising Coordinating Team (FCC).
* The Volunteer Engagement Team will continue to recruit volunteers for FCC. FCC will oversee the Fundraising Teams and events. These teams are being removed from the Operations Council.

**Councils –** and some highlights

**Community Council**

* Debra Bouchard will assume full Community Council position in September.
* Reina Garcia will be Affinity Group Coordinator.
* Affinity Group and Covenant Group Sign-ups occurred for 2 Sundays.
* The Homecoming Picnic happened! The feedback was positive.
* Volunteer Engagement Team (VET) created a Volunteer Engagement pamphlet hoping to encourage more volunteering in areas that are needed. This was handed out on Homecoming Sunday and is also on the website.
* Requested a ‘yellow square’ on the website for ‘Ways to Engage at QUUF’. This will be a quick link way for folks to find the volunteer engagement information, Affinity Groups and Covenant Group sign-ups.

**Social and Environmental Council**

* SEJC has started a new group called Special Connections Group for organizations we are connected to but that have their own non-profit status so they can’t be a QUUF team. We are working on criteria and definitions. JCIRA and Pet Helpers are examples.
* SEJC is looking at ways to approach the $4900 endowment gift for a housing project. This was the anonymous donation made when we were planning the Safe Park project that did not work out.

**Spirit Council**

* Meets quarterly. Rick Cote, who lead the Morning Mediations has moved out of the area and so the Morning Meditation is discontinued.

**Growth and Learning**

* Met with Linda and others invested in Adult Programming. We are planning a larger community wide event for input and then this group will establish a mission statement, Charter and guidelines for Adult Programming. We are aiming for it to start up again in January.

**Operations Council –** No lead

Fundraising Teams used to be in this Council. Now when folks volunteer for fundraising they will be sent to FCC. FCC said they will oversee the Fundraising events and associated teams and volunteers.

Submitted by Diane Haas, Program Council Chair

The two Charters below are submitted for approval from the Board. The updated parts are highlighted in blue on the PC Charter. The G and L Charter is new.

**CHARTER FOR PROGRAM COUNCIL – July 5, 2023**

1. **MISSION:** **What is the purpose and/or goals of this Council?** To provide an organizational framework among the 5 Ministry Councils as they serve with loveto fulfil our QUUF mission. Our purpose is:

* To enhance communication, collaboration, 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, recognize and encourage lay leadership in service to QUUF

1. **MEMBERSHIP:** The Program Council is composed 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 may solicit volunteers from members at large. The Program Council Chair is chosen by the Minister.
2. **LEADERSHIP:** Program Council Chair leads the Program Council. 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, including policy awareness, between the Program Council and Council Teams
* With their teams, creates a charter and supports them in their work
* Facilitates and coordinates the work of their council
* Coordinates annual reports from their teams
* Future plan: facilitates budget building process for their council

1. **DECISION MAKING:** **How does this Team make decisions?** We will use Sociocracy/Discernment Circles and gradients of agreement. Program Council Chair, Council Leads and Minister each have a vote.
2. **CONFLICTS:** **How does this Team 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 Program Council 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 the Program Council Chair and the Minister, the Healthy Community Team or an outside mediator, may be consulted. If teams are in conflict, they will present the issue to their Council Lead or Program Council Chair. If the conflict is an element of a larger congregational disagreement, Program Council will consult with the Healthy Community Team. Final decisions will follow #4, Decision Making.
3. **MAJOR ACTIVITIES**: **How does this Council advance QUUF’s mission and goals?**

**Cooperation**: Assists Councils and Teams in working together on overlapping goals and projects. Approves which Teams are placed in which council.

**Support**: Provides enhanced support, feedback and assistance to Council Leads and Ministry Teams. Assures Leads and Chairs feel supported and connected.

**Communication**: Facilitates communication of the work of the Councils and Ministry Teams to all members of QUUF. The Minister is the conduit for communication with Board and Staff regarding Councils and Teams.

**Growth and Development**: Provides leadership development and skill building opportunities for ministry teams.

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. Specifics TBD.
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. 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. Program Council Chair will submit timely articles in the Update and on our website.
5. **INCLUSION AND EQUITY: What are some of the ways the Council engages our QUUF goals of being inclusive and equitable?** We encourage members with marginalized identities to seek leadership positions. We attempt to identify features of dominant culture and ways we can ensure power is shared by making space for diverse leadership.

**Charter for the Growth and Learning Council**

1. MISSION: This Council will bring together the Teams that promote spiritual growth and learning opportunities. It will be a conduit for communication.
2. MEMBERSHIP: Team chairs from

* Atheists, Humanists and Agnostics (AHA)
* Adult Learning Programs (ALPs)
* Religious Education (RE)
* Library
* Staff Liaison: Beau Ohlgren

1. LEADERSHIP: Frank Layden (from AHA) is Council Lead.
2. DECISIONS: Discernment Circle method; a collaborative decision-making process.
3. CONFLICTS: Teams to try and work things out between themselves directly, use HCT as needed. Engage assistance from whole Council and/or Program Council and minister.
4. MAJOR TASKS AND ACTIVITIES: Facilitate communication, mediate disputes, and work together for joint activities.
5. BUDGET: Council Lead reaches out to the chairs of the Teams for budget requests and submits using the Finance Committee forms, process and timeframes.
6. MEETINGS: Meet as needed. Meetings called by Council Lead. Lead will reserve room using the church calendar which also serves as a notice of meetings. Communicate by email within the Council.
7. COMMUNICATION: Lead will solicit information (updates, concerns) from Teams prior to Program Council meetings in order to report to the Program Council.
8. INCLUSION AND EQUITY: What are some ways this council engages our QUUF goals of being inclusive and equitable?

* Offer opportunities to learn about justice issues, honor cultural diversity.
* Allow for multiple voices and shared leadership.
* Awareness of and accommodating to accessibility needs, especially use of the microphone and offering hybrid options whenever possible.
* Offer classes that accommodate working folks.

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**Attachment K**

**Personnel Committee Report – Linda Spratt**

* Committee meeting held on September 14, 2023
* Committee seeks two new members. We request Board support by referring or suggesting congregants as potential members.
* The Employee Handbook has been reorganized – not in content, but to reflect a consistent order of sections.
* Voting members and Administrator will review content of Employee Handbook before October meeting and will highlight areas for group discussion. Will include what parts pertain to the minister.
* Starting October begin review of our current Personnel forms to ensure they are up-to date.
* Comply with the request to develop a Charter for the Personnel Committee to be completed by November. We will include our existing list of Responsibilities and will take the opportunity to review them and make edits accordingly.

Submitted by:

Linda Spratt, Chair

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### Attachment L

**Communications Subcommittee Report 2309**

Elizabeth Walker

The committee received no letters to the board.

We wrote an announcement for the Update announcing Mary Tyburski as the new board member, and put Mary’s bio and pic on the Board webpage.

*Executive meeting 230921 thoughts on Board communications:*

Topic 1. Should we set up a comments web page so the congregation can comment on pending policies?

Elizabeth is worried that it will attract many divisive/negative comments to which we will be asked to respond and/or edit out the ugly ones. And what would such a page serve?

Suggestion: don’t set up a webpage for comments. No real advantage to doing so. Instead, set up an auto-response to anyone who makes comments, something like “Thank you for your input on this pending policy. Your comment will go directly to the Governance Task Force where it will be thoughtfully considered.”

No actual person needs to respond. This will save the Board (Communications Subcommittee) lots of time.

Elizabeth volunteers to write wording for the auto-response and ask Christina to set this up; Christina needs to know to whom the comments should be sent.

Topic 2. Problem: The Board gets too many emails. Does everyone on the Board need to get a copy of each letter sent to the Board through Boardletters? We suspect this just takes up valuable time for Board members. We suggest that just Communications Subcommittee members need to receive these, and then to decide if others on the Board need to receive.

Does the Board want to continue to get a copy of every communication the Communications Subcommittee sends, or do you want us to filter these?

Topic 3. Problem: The Board gets too many emails. The Secretary has been previously asked to consult with the Communications Subcommittee on every communication, which is a lot more work for her and delays the response considerably.

Suggested solutions: Can we authorize the Secretary or another designated person on Communications Subcommittee to respond to non-controversial communications without getting input from all 4 members of Comm Subcomm? Example: recent notice of Mary’s appointment to the Board, for Friday Update. Or a member who writes a letter to the Board saying simply, “Good job with that!” Give the Secretary or other Communications Subcommittee member (perhaps this duty could be rotated) the authority to make decisions about the level of sharing/consultation necessary.

Topic 4. Problem: Again, too many emails to the Board.

Suggested solution: Routine monthly reports of all kinds should go just to the President, not to everyone on the Board. Most of these reports we will all get in a few days as part of the meeting agenda. We don’t need them twice. If there reports that need our immediate attention, the President will send them to us.

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### Attachment M

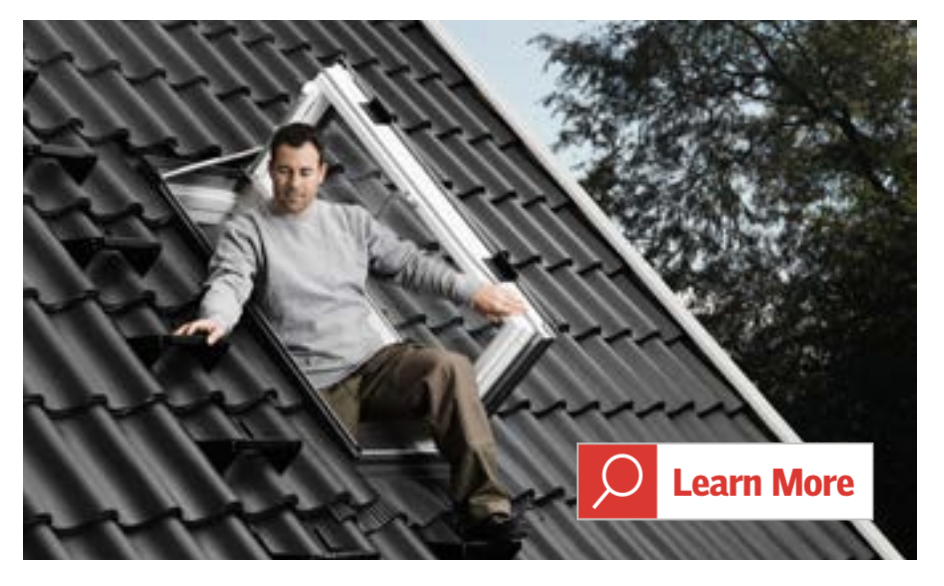
**Facilities Oversight and Safety Team (FOST)  
EMERGENCY SKYLIGHT EXIT PROPOSAL**

Proposal for installation of emergency skylight exit from the Loft from Hanley Construction revised to meet our needs and include critical details of the product and project. This version will cost about $3,283 cf. about $2,783 of the previous proposal. It includes an added set of escape ladder connection points from RE roof.

I contacted Velux, the manufacturer. I had a 30-minute consultation, questions & answers to understand details of the skylight mechanism and come to a mutually agreeable proposal from Hanley Construction. We determined there is a replacement skylight that is side opening, has a hold-open, spring-loaded assist strut and meets fire code for an emergency escape. The strut will reduce the force needed to open the skylight. It will hold it in the open position while persons are exiting and provide handhold support while climbing onto the roof. See photographs of the skylight, model number,GXU-FK06, below Dimensions are 26 by 46 inches. Our roof angle is about 20 degrees thus meets the requirements. The skylight swings open to a 90° angle to satisfy egress requirements for emergency escape.

FOST feels this is the best option for an emergency exit without major modification of the building.





Proposal as of 20 September 2023. Yet to be signed by both parties.



Email: sales@hanleyroofing.com • Website: www.hanleyroofing.com • Fax: 360-769-9688 General Contractor #: HANLEC-1034DP • PO Box 865, Port Orchard, WA 98366  
Port Orchard **360-876-0870** • Bainbridge Island **206-842-4321** • Gig Harbor **253-851-0113**

**This proposal is specifically prepared for:**

Name: Jeff Mather  
Project: WO #27321: Quimper Unitarian Universalist Fellowship

Street: 2333 San Juan Ave

City: Port Townsend Zip: 98368

Date: 09/20/2023

Phone:Cell: (360) 590-8405

Email: [smdlight@hotmail.com](mailto:smdlight@hotmail.com)

**We hereby submit this proposal for the following products and services: Job Scope:**

1. Remove existing composition roof, flashing, skylight lid and curb where new skylight is being installed. Haul debris to an authorized Waste Facility.

2. Install new deck mounted Velux egress skylight, flashing kit and shingles to area. (Match existing shingle color as close as possible)

3. Skylight is side opening GXU roof access window, model FK06. Window meets requirements for emergency escape. Swings to 90° vertical opening, includes strut with opening assist mechanism. Hinge on North side of opening.

4. Install two new anchor mounts for escape rope at designated location.

5. Clean job site of all roofing related debris upon completion of project.

6. Exclusion: No paint or stain work. Hanley Construction not responsible for any interior work needed to skylight tunnel.

Note: This repair carries no warranty. Only the above listed work is included as part of the scope of work. If additional work needs to be addressed during or after repair to solve leak issues then additional charges will apply as follows: page1image49434944

Any additional work performed to be charged at $125.00 per man hour plus materials.

**The pricing for the above listed products and services are as follows:**

**Options:**

**1. $3,283.20**

*Family owned and operated since* ***1980****.*

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**Sales Tax Not Included**

This quotation valid for thirty (30) days. Payment Terms: 15% Non-Refundable deposit due upon acceptance of proposal. Remaining balance due upon completion of project. Any unpaid balance including any applicable late fees and/or attorney fees incurred in collection will bear interest at 12% per annum until paid in full. Acquisition and cost of any and all permits is the responsibility of Customer. Hanley Construction shall not be liable to recalibrate or remount any electrical devices on roof. (Satellite dishes, antennas, etc.)

**Acceptance of Proposal:**

The above prices, specifications and conditions are satisfactory and hereby accepted. The signing of this proposal authorizes Hanley Construction Inc. to provide all materials and services as specified. In no event shall Hanley Construction be liable for consequential or incidental damages, asbestos and/or lead paint abatement, ventilation issues and mold or algae growth of any type. Signing of this proposal acknowledges that customer has received, read and accepted the “Notice to Customer” statement.

Customer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address:

2333 San Juan Ave

Port Townsend , WA 98368 USA

Date:\_\_\_\_\_\_\_\_\_

Hanley Construction Inc.

Damian Miller

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**Attachment N**

**Draft SMARTIE GOAL September 18, 2023**

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

**GOAL:**

**Complete required documents and training for our shared governance transition**

**MEASURABLE STANDARDS**

1. All necessary policies approved and posted to implement Shared Governance model.
2. Educational workshops conducted describing Shared Governance Model including roles and responsibilities for key lay leadership positions.
3. Revision to Bylaws drafted and proposed for Congregational approval.
4. Governance Committee established to monitor governance processes and provide feedback for improvements.

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

**September/October:**

1. Working with the Governance Task Force identify policies remaining to be approved to implement Shared Governance.
2. Working with Ministry and Governance Task Force, provide create a plan for education for the fellowship and key lay leaders on roles, responsibilities and authority as defined in our Shared Governance model.

**October:**

Working with Bylaws Committee, GTF, Program Council, Minister and other stakeholders, identify issues to address in revision to bylaws.

**October/November:**

Solicit further congregational input for any needed policies and revision to bylaws.

**December:**

Propose bylaws revision to Board in time for consideration and deliberation in the December board meeting.

**Jan-June:**

Working with Program Council, Governance Task Force and Healthy Community team, conduct educational sessions for membership on new governance model, roles and responsibilities.

**April**:

Complete charter and staffing for Governance Committee with plan for transition from Governance Task Force to Governance Committee.

**June 2023:**

1. Bylaws revisions necessary for Shared Governance approved by congregation.
2. Governance Task Force transition to Governance Committee

**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 all governing bodies 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.

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**Attachment O**

**Board Goals for Healthy Community**

**draft 3 2309**

Central Goal for this group:

Improve community health for QUUF, including communication between the Board and the congregation.

Group members: Jesse, Roseanna, Elizabeth

SMARTIE = Specific, Measurable, Achievable, Realistic, Timely, Inclusive, Equitable

Draft 230920

Goals:

1. *Create a healthy community where kindness, civility, curiosity, and connectedness are integral parts of our culture.*
   1. As a Board, continue to work together with respect and appreciation for each other. Work through conflicts as they arise, practicing our best conflict resolution skills.
   2. Continue to practice and educate the congregation about our Covenant of Right Relations.
   3. Encourage increased member participation in Sunday services, committee and team meetings, and other gatherings.
   4. Increase in-person attendance at Sunday service to 130 adults by May 2024. (Attendance for 2023-2024 was 75-100 people plus about 30 people online.) We assume that attendance is a loose measurement overall participation and community, and greeters already keep track of it. (Who will track this? Elizabeth, with periodic reports to the Board.)
   5. Identify a volunteer coordinator/social director to coordinate joyful and informal activities. Recruit volunteers for leadership roles that are currently vacant. (Kathy and Diane are temporary chairs of this; we are having a discussion with them on this subgoal and the role of the board.)
   6. Foster interconnectedness between groups and teams throughout the congregation. Ask HCT for help with this.
   7. Ask Board members, in rotation, to step up as Greeters for Sunday services. Who will do this? All of us, as willing and able.
   8. Ask Board members, in rotation, to serve in making announcements at Sunday services, as a way to become more connected with and visible to the congregation. Who will do this? All of us, as willing and able.
   9. Consider developing and conducting a member survey, soon and then again in a few months, to determine how people are participating in congregational life and how they feel the congregation is doing on these measures.
   10. Read and discuss together as a Board the book *Transforming Conflict.* From this, develop several action items for the Board and congregation.
   11. Consider putting forth some of the ideas from this book in Monday Board Reports.
   12. Decide whether Healthy Community Team belongs as a Board committee or a Ministerial team. Either way, continue to work with them in leading QUUF to becoming a healthier community.
   13. Develop and implement a plan to help the congregation reach out to serve the larger community and planet.
2. *Improve communication between the Board and the congregation.*
   1. Continue to Use Monday Board Reports and announcements in weekly updates to communicate what and how we are doing, possibly including meaningful ideas from the books we are reading.
   2. Conduct a State of the Fellowship meeting in February, including an understandable update of QUUF finances.
   3. Figure out how to set up accessible formats (a comments page?) for members to communicate with the Board on policy proposals and other matters and how the Board can best communicate with them as they do.
   4. Train board members in communication/listening skills. Work with HCT on this. Also learn from the *Transforming Conflict* book.
3. *Continue to promote Diversity, Equity and Inclusion teachings and practices as central to who we are and how we operate as a UU community.*
   1. Read and discuss as a Board all or parts of the UUA book *Widening the Circle,* and from those ideas make a plan for how we can make diversity, equity, and inclusion more central to QUUF. Integrate this focus and understanding into our policy development and charter development work, among other programs. Work with WTC on this.
   2. Promote Board and congregational participation in trainings in Diversity, Equity and Inclusion, as well as transforming conflict and understanding Unitarian Universalism. Work with AAT, WTC , HCT, and DAC on this.
   3. Find ways to set up online coffee hour for people who attend Sunday services on-line. Who will coordinate this?
4. *Provide support to our minister as she works on our Developmental Goals.* Ask Rev. Linda to write and discuss with us at least monthly about her progress and challenges in these goals. Ask Linda how we can support her.

We suggest evaluating our progress toward all these goals at the December study session, and revising the goals and timelines as needed.

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**Attachment P**

**Financial Health SMARTIE Goals, 2023-2024**

**Goal:** By the end of the church year, create a 3-year plan to have a balanced budget at the end of fiscal year 2025-2026.

NOTE: This goal intentionally lacks numerical specificity in terms of dollars or percentages so as to not tie the hands of the pledge team nor the strategic planning group who will work on the 3-year plan. For example, the pledge team may decide to focus on a certain group of donors rather than the overall total and develop metrics based on that group. Or the strategic planning group may decide that the movement on the budget will be flat in the first year and second years, and more dramatic in year three.

**Measurable Standards:** Improve on our budgeted deficit by the end of the current fiscal year. (The amount of the improvement will be determined by the group making the 3-year plan).

**Tactics/Activities:**

1. Hold a financial summit in October or November with the goal of designating a small group to create the 3-year plan in a series of 3-6 meetings.
2. Conduct a 6-month review in January and make any necessary adjustments in order to achieve a deficit less than budgeted.
3. Communicate better with the congregation about finances (at State of the Congregation in February, in the Monday Board reports, in the Friday Update)
4. Coordinate with the FCC on creating a pledge drive that is in alignment with this goal.
5. Recommend to the GTF that the by-laws be changed to include a stipulation that all members make a financial contribution.
6. Collaborate fully with the pledge team to involve the board in the campaign, including making leadership gifts and participating in pledge campaign activities.
7. Coordinate with the FCC to ensure that the pledge campaign includes strategies that are inclusive and equitable.

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