**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**Meeting Minutes**

**November 15, 2023 6:03 pm – RE 2/3 and Via Zoom**

**Link to Recording –** <https://youtu.be/ZCWUUxbDqew>

Board members present in person: Roseanna Almaee, Larry Morrell, Rev. Linda Hart, Sarah Hull, Liesl Slabaugh, Mary Tyburski, Sarah Walker, Jesse Wilde, Bruce Zalneraitis

Board member attending virtually: none

Board member absent: Elizabeth Walker

Tech specialist present: Christina Tweed.

Observers attending virtually: John Collins, Jennell DeMateo, Share DeWees,

Frances Loubere, Virginia Nixon, Kathy Stevenson

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.

**Meeting Called to Order: 6pm**

**Spiritual Practice and Chalice Lighting**

**Check-ins**

**Discussion**: Chapter 4 of *Transforming Conflict*

**Approve Meeting Agenda.** Motion to approve: Larry, Second: Bruce. Approved.

**Consent Agenda**

* Approval of Minutes of Meeting October 7, 2023
* Approval of Minutes of Meeting October 25, 2023

Motion to approve all of Consent Agenda: Larry, Second Sarah Hull. Approved.

**Standing R****eports**

**President’s Report** –See[**Attachment A**](#AttachmentA) – Discussion of the meaning of “Executive Team” as pertains to references in the Bylaws. Need a clear definition for bylaws update.

**Minister’s Report** – Oral report, no attachment: Attending lots of meetings and gaining better understanding of QUUF culture.

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

Motion to approve Treasurer’s Report: Mary Tyburski, Second Jesse Wilde.

Discussion of the current report, recent fundraiser, pledges and new member giving. Also, discussion on upcoming Saturday, November 18 day-long planning session for long-range goals, meeting needs 3 and 5 years from now. This Saturday meeting will have a note taker so ideas can be shared with the board and perhaps discussed at next Study Session.

Nothing to report from Endowments as they have not recently met. Board expressed gratitude to Bruce and Deb Carroll for recent Board Financial Training. Jenell provided information that now is the time for Board committees to complete documents for any funding requests for 2024-2025. These are due January 12, 2024.

**Committee Reports:**

**Endowments** – see note above in Treasurer’s Report.

**Nominating Committee** – see [**Attachment C**](#AttachmentI)

Discussion – Bylaws committee is attempting to make changes to nominating and voting for this church year and if successful, April 28, 2024 will be election deadline giving new Board members time for training with outgoing members before actual transfer of authority. More discussion under bylaws notes.

**Governance Task Force Governance Task Force** – see[**Attachment D**](#AttachmentD)

Membership Policy : Motion to approve Version Draft 2 as presented at this Board meeting: Larry Morrell, Second Bruce Zalnaritis.

Discussion of final versions of the New Membership Policy as presented (Version 1 and Version 2) with final Version Draft 2 as presented tonight being approved – see attachment. Further, the Disruptive/destructive behavior Policy is still in development and may be presented at the December 20 Board meeting.

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

Discussion of DEI training for Board members like was done last year. Suggestions to maybe do it every other year or have only new members do this. No decision made. The Board committee has vacancies and these are in process of being filled. Noted that Transgender Day of Rememberance will have brief program on Sunday during service and longer, public program on Monday, November 20 at 6pm in the sanctuary. This committee has many events and trainings for the congregation coming up.

**Program Council Report** – see [**Attachment**](#AttachmentJ) **F**

There are some vacancies and filling these are in process. No other comments or questions.

**Healthy Community Team** – see [**Attachment**](#AttachmentF) **G**

A draft of the healthy community goals is in process, which is a big discussion needing larger input.

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

See report – no further comments or questions.

**Fundraising Coordinating Committee** – see [**Attachment I**](#AttachmentH)

See report – no further comments or questions.

**Personnel Committee** – see [**Attachment J**](#AttachmentK)

The charter is in process and will be presented at the next Study session.

**By-Laws Committee**

No report provided – oral report from Larry Morrell – document coming to board members by next week and members really need to study it. Hope is that we can change election timing, present to congregation, and set up new voting procedures. Plan is to have business meeting with quorum in February to get congregation to vote on this particular change for April elections.

**Side Note:** The vacancy left by John Collins needs to be filled on the Financial Review Team. Bruce Z. will talk to Deb Carroll about finding someone for this position.

**Other Agenda Items:**

**Monday Board Reports** –see [**Attachment K**](#AttachmentM)

See attachment for Board members and topics or responsibility.

**Executive Session** – no Executive Session for this meeting.

Next Study Session: Wednesday, December 13, 2023 – Chapter 5 of our book

Next Board Session: Wednesday, December 20, 2023 – Chapter 6 of our book

Closing words, extinguishing the Chalice:

**ADJOURN: 8:05pm.**

**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 15, 2023**

1. Participated in 2nd session of New member Orientation October 28.
2. Organized a meeting for November 16 including Linda Hart, Hilary Rosen (Healthy Community Team), Diane Haas (Program Council), Larry, and me to discuss coordination of Healthy Community goals and activities and share potential resources.
3. Multiple conversations related to drafting policies and applying policies.
4. Attended the Auction.

Pending:

Collaborative Documents:

* Executive Team Charter with Linda Hart
* Board Covenant with Linda Hart and Jesse, and Roseanna
* Board Goals for Healthy Community

Alternate decision-making systems (Discernment/sociocracy, majority rule, gradients of agreement)

Respectfully,

Sarah Walker, President

QUUF Board of Trustees

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| Updated:10-22-23 | Sarah W. | Larry M. | Elizabeth W. | Bruce Z | Roseanna | Sarah H | Mary T. | Liesl S | Jesse W. | Linda H. |
| Number of Assignments | 2 | 4 | 4 | 3 | 2 | 2 | 1 | 1 | 2 | 2 |
| **Officers** |  |  |  |  |  |  |  |  |  |  |
| President | X |  |  |  |  |  |  |  |  |  |
| Vice President |  | X |  |  |  |  |  |  |  |  |
| Secretary |  |  | X |  |  |  |  |  |  |  |
| Treasurer |  |  |  | X |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Executive Team\* | X | X | X |  |  |  |  |  |  | X |
|  |  |  |  |  |  |  |  |  |  |  |
| **Standing Committees** |  |  |  |  |  |  |  |  |  |  |
| Finance (1) |  |  |  | X |  |  |  |  |  |  |
| Endowments (1) |  |  |  | X |  |  |  |  |  |  |
| Nominating (2) |  |  | X |  |  |  |  |  |  |  |
| Personnel |  |  |  |  |  |  | X |  |  |  |
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| **Board Committees/Task Forces** |  |  |  |  |  |  |  |  |  |  |
| Communications |  | X | X |  |  | X |  |  | X | X |
| Governance Task Force |  |  |  |  | ½ | X |  |  | ½ |  |
| Widening the Circle Committee |  |  |  |  | X |  |  |  |  |  |
| Healthy Community Team |  |  |  |  |  |  |  |  | X |  |
| Denominational Affairs |  |  |  |  | X |  |  |  |  |  |
| Bylaws Review/Revision |  | X |  |  |  |  |  |  |  |  |
| Fundraising Coordinating Committee |  |  |  |  |  |  |  | X |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Pending Committees/Task Forces** |  |  |  |  |  |  |  |  |  |  |
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| Long Range Planning (5-Yr plan) |  | zz |  |  |  |  |  |  |  |  |
| Leadership Dev. Program |  | zz | zz |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| (1) Treasurer member per bylaws |  |  |  |  |  |  |  |  |  |  |
| (2) Elected from Board Members as voting member |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Key** |  | | | | | | | | | |
| X | Assignment | | | | | | | | | |
| zz | Not yet formed; requires board action | | | | | | | | | |

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**Attachment B**

**Treasurer’s Report to the Board**

{Paste Report here}

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**Attachment D**

**Governance Task Force Board Report**

November 9, 2023 – submitted by Frances Loubere

Meeting Schedule: First and third Wednesdays 10-Noon. Remote attendance is with advance notice. Due to the earlier November Board meeting, GTF has had only one meeting since the last report.

Members: Roseanna Almaee (Board Rep.), David Alvarez, Phil Burwell, 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).

Policies:

Jenell shared a draft of a Congregant Conflict and Grievance Policy. This combines the Grievance Policy draft last worked on in July and elements of the recently drafted Destructive Behavior Policy. After extensive discussion, a subcommittee (Frances, Phil, and Diane) agreed to further refine this draft, frame the policy in a positive way, and bring it back to the November 15 GTF meeting. Our current goal is to forward this for the December 20 Board meeting.

Bylaws Review Committee Update: David and John updated us on the Bylaws Review progress. They have 19 issues to consider. Suggestions have been requested from Teams and Committees.

Ops Manual subcommittee should have an organizational draft for our next meeting.

Program Council: Dates for two congregational meetings to provide information and solicit congregational feedback on reimagining Adult Programming are proposed for early January. The Lead for the Spirit Council has resigned.

Glossary: The Glossary is an ongoing project with ongoing review spearheaded by David. It will be posted on the website when ready. This is not a policy and does not need Board approval, but will be linked to policies when words or terms need to be defined.

**Version 2 Final Membership Policy as presented at this meeting was approved – see below**.

Membership Policy as amended   
version 2 of

November 15, 2023

**INTENT OF POLICY**

*The Meaning of Membership*

Our QUUF Mission states:

“We come together to

Seek our truths

Honor our diversity

Serve with love

And work for justice in the world.”

And from our Covenant: “…. In this way we will support a just and joyful community…”

When you join the QUUF community and participate in the life of this vital congregation, you will reap the benefits of and share the responsibility for supporting this welcoming Fellowship. We hope you discover and develop a meaningful relationship with the QUUF community, as a personal spiritual home and as a place to connect, engage, and grow – to belong – while contributing to the congregation and the broader community.

The meaning of membership is larger and broader than the process outlined in our Bylaws or the formal steps detailed in this policy; it is a transformational journey for all of us. Our New Member Orientation Program and opportunity to meet with our Minister will help us to get to know each other, deepen your understanding of the meaning of membership and the commitment involved, and allow your questions to be answered.

*Rules regarding membership eligibility, rights and responsibilities are stated in this policy and the QUUF Bylaws:* [www.quuf.org/pdfs/Governance/ByLaws2306.pdf](http://www.quuf.org/pdfs/Governance/ByLaws2306.pdf)

**POLICY**

**ALL MEMBERS**

Members are eligible and encouraged to:

1. Participate in the Fellowship governance structure

2. Vote on congregational issues as stipulated in the Bylaws

3. Serve in elected office

4. Serve on committees, councils, and teams

5. Access membership benefits

6. Receive QUUF communications

7. Contribute time, effort, and financial resources – as they are able – to help sustain the health of the Fellowship

**PROSPECTIVE NEW MEMBERS**

*These are the six steps to QUUF membership:*

1. Complete a New Member Orientation Program. 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. Complete and sign the Member Enrollment Form and any other membership forms.

3. Meet with a QUUF Minister and a member of the Newcomer Outreach Team.

*After you complete the above steps,*

4. The Minister and Newcomer Outreach Team will provide information and recommendations to the Board.

5. The Board will take a vote to approve membership (which requires a majority vote).

6. Once you sign the membership book after approval, the congregation will recognize you as a new member, welcoming you into mutual covenant with the rest of the community.

**RENEWING MEMBERS**

1. Reconfirm your membership annually, in writing, by completing and signing the Member Renewal Form by June 30.

2. If you do not reconfirm your membership by June 30, the office will attempt to contact you during a 15-day grace period to reconfirm your membership. If the office cannot obtain reconfirmation by July 15, you will be removed from the roster of confirmed members and informed by letter or email about the reactivation process.

3. If you have been removed from the roster of confirmed members, you may reactivate membership by completing a Member Renewal Form by December 31. (After this period, follow the procedures under “FORMER MEMBERS WHO WISH TO REACTIVATE MEMBERSHIP.)

**FORMER MEMBERS WHO WISH TO REACTIVATE MEMBERSHIP**

1. Former members who have been gone for less than six months may reestablish membership by completing and submitting a Member Renewal Form.

2. Former members who have been gone for more than 6 months but less than 3 years will follow the steps above for prospective new members, but may skip step #1 (attending an orientation).

3. Former members who have been gone for 3 years or more will follow the steps above for prospective new members; however, they may attend a meeting that includes a QUUF Minister and the Newcomer Outreach Team Chair to determine if step #1 (attending an orientation) can be skipped, or if a lower level of participation in step #1 would be appropriate.

**MEMBER ENROLLMENT FORM**

States:

“\_\_\_\_ Yes. I wish to become a member of Quimper Unitarian Universalist Fellowship. I confirm that I am in sympathy with the program and purpose of the Fellowship, meaning I agree to abide by the QUUF Mission, Covenant, Right Relations Covenant.

**MEMBER RENEWAL FORM**

1. Reflects the Membership Year, which is July 1 - June 30.

2. Will be distributed at, or mailed directly following, the Annual Meeting with a deadline of June 30.

3. States:

“\_\_\_\_ 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 agree to abide by the QUUF Mission, Covenant, Right Relations Covenant.

\_\_\_\_ 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.”

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**Attachment C**

**Nominating Committee**

Report by Mike Morrissey – November 11, 2023

1. We plan to use the new QUUF Membership Policy in the application for elected positions in 2024, understanding that it may not be fully in effect by then. A signed application will be requested from all nominated and petition candidates, as was the case for our 2023 elections. If any candidate refuses or fails to sign the application, including alignment with the new Membership Policy, the Nominating Committee will notify the QUUF congregation of this. All Nominating Committee members, including John Collins and Julia Cochrane, who are both members of the By-Laws and Governance task forces, agree with this process. To do this, we would appreciate Board approval of the new Membership Policy by January 20, 2024, when the Nominating Committee will be preparing the 2024 elected position application.

2. We understand that the QUUF program year dates are being considered for change which could make elections earlier by two months. Please note that the start date of the Nominating Committee election process is January and is full of sequential steps (application update, notifications to the congregation, contacting and encouraging possible nominees, application review for nominated and petition candidates, campaigning by nominated and petition candidates, candidate forums, and elections). Given this, changes to the program year that results in changes to an earlier election calendar would be best implemented in 2025.

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**Attachment E**

**Widening the Circle Committee**

Board Report November 2023

Updates:

* DEI training – We previewed a 6-week curriculum on Classism which we are planning to offer beginning in January. We are excited to offer this curriculum that was developed by academics from a UU Church and is designed for UU churches to look at this important aspect of our culture. Class Aware: Class and Classism in UU Life – Unitarian Universalist Fellowship of Ames (uufames.org).
* Also planning to have a workshop on Subtle Acts of Exclusion which addresses all oppressions – dates TBD. This will be a continuation of our Diversity, Equity and Inclusion Workshops for everybody!
* Blog on appropriation
* Continue with WTC Tidbits

Submitted by Diane Haas

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**Attachment F**

**Program Council**

Report to the Minister – November 2023

Program Council:

* Mary Tucker, Lead for Spirit council has resigned. We now have 2 openings for Leads – Spirit Council and Operations Council. We will be trying to fill these positions.

Councils and some highlights:

Community Council:

* There are 5 women who have signed up to organize the Women’s Retreat. They will meet this month to get the ball rolling. The Retreat is scheduled for March 22-24 at Pilgrim Firs Conference Center in Port Orchard.
* Volunteer Engagement Team (VET) is doing a series for Volunteer Engagement for each Council in the Weekly Update.
* Covenant Groups (10 groups) – One new parent group that includes childcare.
* Newcomers Team – 3 more greeters trained. 2nd part of Newcomer Orientation completed. About 7 or 8 people new people.
* Events: David Covert suggested a Game Day, maybe on Jan 1 daytime.

Social and Environmental Council:

* Transgender Day of Remembrance – Sunday, 11/19.
* Green Sanctuary and Environmental Action group – co-sponsored the Harvest Festival. Over 90 attended, good pot luck, and fun for all! Also sponsored the Naked Ladies Clothing Exchange.
* Designated Offering continues.
* Native Connections Action Team sponsored a book discussion and online discussion with the authors.
* Christmas Giving Team (CGT) –new member Linda Van Derlinden is chair this year. The tree will be up the Sunday before Thanksgiving. Christina is doing the online parts.
* Antiracism Action Team (AAT) – Planning a one-time event: “Let’s Chat about Race”. This is aYouTube video which will be discussed.
* Winter welcoming Center will start up again soon.
* Winter Shelter Meals – headed up by Kathleen Holt this year. Dates: the week after Thanksgiving and 2nd week in February. Teams, committees, and Covenant Groups are encouraged to take on providing a dinner as a service project.
* Special Connection Groups (SCG) – a new group designation. See below for details.
* Spirit Council – Aesthetics Team is collaborating with NCAG and others to work on an exhibit for People of the Global Majority (PGM) (formerly BIPOC).

Growth and Learning Council:

An ad hoc group is working on designing, with Rev. Linda, 2 meetings scheduled for January to receive input from the congregation on re-imagining Adult Programming. The dates scheduled are: zoom: Jan 11 in the evening and in person on a Saturday, January 13 in the afternoon. We are also considering a written option where folks can respond to questions in written form.  
The general outline is as follows: The introduction will include:

* Where Adult Programming lives in our governance structure.
* A quick review of Policies that help inform guidelines for the classes.
* Aspirations for Adult Programming – to include for personal and spiritual growth.
* What it means to ‘Care’ in community, and
* An introduction to the discussion topics. The purpose of Adult Programming in a religious setting and response to the question: What do you need from Adult Programs for your personal/spiritual growth? And possibly other questions.
* An appeal for more people to join the team. The people present will break into randomly assigned small groups which will spread throughout the campus. There will be a representative from the HCT in each group (and/or another person that can help facilitate- if more are needed). They will oversee the group and take notes. This group will be meeting several more times before the meetings to work out more details.

AHA continues to meet twice a month.

Operations Council:

Atill no lead. But David Covert has been sharing information and attending some meetings as an ‘observer’. The paving of the patio and walkway is complete.

Submitted by Diane Haas,

Program Council Chair

**More information on Special Connection Groups (SCG)**

Definition: QUUF members have many connections to community nonprofits that support our values. QUUF Teams originate at QUUF, therefore, an organization with its own non-profit status and therefore leadership, cannot be a team. However, if QUUF members are part of a community non-profit, we encourage participation in our newly formed ‘Special Connection Groups.’

Mission: To formalize a connection with people who are doing justice work in our larger community, that aligns with our Social and Environmental Justice Council Mission and with Article 2 of the UUA Bylaws.

Rationale: QUUF and the Special Connection Group would benefit by a partnership with people doing work with similar values. These benefits include, but are not limited to: publicity, information exchange, volunteer recruiting, collaboration, shared resources and networking.

Criteria: 3 or more QUUF Members in active roles in a Jefferson County justice program.

However, there could be special circumstances when this may be waived, in the spirit and act of inclusion. An application would be completed and approved by the SEJ Council. Use of the facilities and publicity would be coordinated with the SEJC Lead or designee. A paragraph from each SCG would be submitted in May for our QUUF Annual Report.

To Be Considered: These groups could be eligible for a Designated Offering Sunday. Use of QUUF facilities would be possible, depending on availability. It will be essential to avoid conflicting fundraisers.

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**Attachment G**

**Healthy Community Team**

Submitted by Hilary Rosen

In October, the HCT concentrated on developing plans for the coming year. We are moving forward in three tracks listed below, all of which have different timelines.

FYI We will also be losing one of our founding members, Martha Moyer, who will step down as of December 1 due to family and health concerns. This means the HCT is down to four members and will have to be more agile as we move forward in planning, and our plan is to pull members “emeritus” in as needed throughout the year.

1. Helping promote healthy conversations within planned events throughout the year. HCT expects to be involved in the following events:

* Congregational meeting on race (Reina Garcia point person)
* Adult Programming meeting (Hilary Rosen point person 2023, Joanna Sanders 2024)
* Dynamically Facilitated Event (possible)

1. Congregational movie night – We felt a movie night would be faster, easier, possibly better attended, and with a bigger impact than a congregational read. Suggestions:

* Movie suggestion: *Who we are: A chronicle of racism in America*(Reasoning for this movie – we thought a movie evening might lay the groundwork for understanding the work our anti-racism team is doing this year. Our impression is that this movie is best for an audience who are not as familiar with the history of racism in our country. The HCT hopes to get a wide spectrum of folks attending.)
* Braver Angels discussion
* Evening of TED talk(s) on healthy conversations, or speaking across political differences (we could aim this at asking congregants to reach out to conservative friends/family and giving tips on how to keep those conversations useful and civil)

1. Training – each member of the HCT will pursue a different type of training which aligns with their interest. There may be budgetary impacts for this.

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**Attachment H**

**Denominational Affairs Committee**

Board Report for November 2023

This past month:

The release of the latest Article 2 proposal occurred this past week.

Plans towards goals:

We meet this month on November 14, so have nothing before then to report.

At the November meeting we will design a plan for re-introducing Article 2 to the congregation.

We will also be looking at our timeline for GA delegates.

Needs or requests of Board:

Some of us on the DAC observed the board discussion of whether co-chairs should automatically be offered delegate status. It was extremely frustrating to be observers, rather than part of the conversation. Two important points were brought up, and Roseanna felt a responsibility to speak for us, not knowing what we would say. The most important one was the realization that for the past 2 years we have not had a UU minister engaging with us around GA. 2 years ago Kate Lore was gone, and last year Kate Kinney, not being a UU minister, was not in attendance. Linda’s comment about the guidance from the minister was right on – and hadn’t been considered. We look forward to engaging with Linda for the 2024 GA, and hope to work closely with her on both Article 2 exploration and delegate selection.

Kathy and Julia, 11-7-23

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**Attachment** **I**

**Fundraising Coordinating Committee**

Submitted by Patrick Johnson

We did not meet in November so the information in my last report reflects the most current status of the FCC. Our next meeting will be December 6. We will take up the November 18 Financial retreat recommendations, review the outcome of the auction and continue our discussion of the overall fundraising strategy with a focus on new ideas including the creation of a “Culture of Abundance” building on the idea put forth by Robin. We have not received any new fundraising event requests.

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**Attachment J**

**Personnel Committee**

Submitted by Linda Spratt – November 11, 2023

* We welcomed our new voting member which makes three of us on the Committee along with our Staff representative and Board liaison.
* Soon we will begin to review personnel costs for the 2024-25 Budget.
* Congregational Administrator recommended increasing the bookkeepers's hours from 10-15 hours per week. After hearing and discussing the rationale, the request was approved and will go to the Board.
* We reviewed the list of our responsibilities and made some edits. These responsibilities will now become a part of our Charter.
* Commitment made to complete PC Charter prior to November 15.
* Reviewing the Employee Handbook by members continues.

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**Attachment K**

Tentative schedule for Monday Board Reports

Name are suggested as a way to get us started in this process. If you don’t want to do this task, feel free to trade with someone. Dates are suggested so as to avoid the need for last-minute emails.

Steps include:

1. Write a good draft. Roughly 350-450 words. Ask for help if needed. Suggest starting at least 2 weeks before publication date.
2. Send to Com Com (Elizabeth, Jesse, Sarah H, and Larry), who will work with you to polish, by Thursday, 11 days before pub.)
3. Send to all Board members by Monday, 7 days before pub.
4. Board members will send their comments or approval to all, by Wednesday, 5 days before pub.
5. Com Com will read over comments and attempt to come to a version all can approve of. Back to the Board if needed, but hopefully not.
6. When there is agreement from the Board, send to Christina, by Friday, 3 days before Monday publication. (Christina is willing to publish if it is received by Monday, but let’s try to avoid this.)
7. Publication on Monday.

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| **Topic** | **Primary author//**  **Person from Com Com who will shepherd this through the process** | **Good draft in to Com Com (Elizabeth, Sarah H, Jesse, Larry)** | **Com Com sends better draft to whole Board.** | **Board members send comments or approval to all.** | **Com Com will finalize, working with author and other Bd members as needed.**  **Send to Christina.** | **Proposed Monday**  **date of publication** |
|  |  | *Thursday, 11 days before pub.* | *Monday, 7 days before pub.* | *Wednesday, 5 days before pub.* | *Friday, 3 days before pub.* |  |
| Announcement of the membership policy, with appreciation of all who commented on the earlier version | Larry//  Larry  (Jesse---can you post this policy to the web, either as final or pending?) |  |  |  |  | Soonish. Depends on when the Bd passes this. |
| Addressing what happened at the fundraising retreat (11.18). Is this also looking ahead to the next financial years? | Bruce//  Sarah H. | 11/21. (made earlier for holiday) | 11/27. |  | 12/1 | 12/4 |
|  |  |  |  |  |  |  |
| Our current financial state, and encouraging people to come to the Feb. fellowship meeting. | Bruce//  Elizabeth |  |  |  | 1/26 | 1/29/24 |
| Report on upcoming Bylaws changes we will be voting on? |  |  |  |  |  | Mid Jan? |
| Report on the congregational meeting? |  |  |  |  |  | Feb? |
| Our reading and responses to the *Transforming Conflict* book | Elizabeth// |  |  |  |  | March? |
| Diversity topic | Roseanna// |  |  |  |  | March? |

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