**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**Meeting Minutes October 20, 6:00 pm**

**Meeting by Zoom – Recording at** <https://youtu.be/1JF4SnwhwkU>

*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, Zoom recording on** 6:05

**Spiritual Practice and Opening**

 **Chalice Lighting**

 **Reading** by Frances Loubere

**Attending:** BoT members: Larry Morrell, Sherry Modrow, David Covert, Penny Ridderbusch, Karl Bach, Frances Loubere, Virginia Nixon, Liesl Slabaugh, Cecilia Flickinger, Kate Lore, Kate Kinney.

Presenters and observers: John Collins, Kathy Stevenson, Mary Tucker, Julia Cochrane, Sandy Tweed, Christina Tweed.

**Opening announcements or acknowledgements** 6:10

Karl Bach designated as process and time observer

1. **Approve Meeting** **Agenda:**  So moved by Liesl Slabaugh, seconded by Kate Kinney, no objections, approved.
2. **Consent Agenda**

Approval of Minutes of the September 15, 2021, meeting.

Committee Chair Appointments – Pursuant to bylaws Art VIII, Sect 1(B), the board appoints the committee chairs listed in [**ATTACHMENT A**](#ATTACHMENT_A).

Endowments Committee Appointment – Pursuant to Bylaws Art VI § 4. VACANCIES – the board appoints **Sigrid Cummings to the Endowments Committee** for the balance of the 2021-2022 Church Year.

Moved by Liesl Slabaugh that the three items above be accepted without change, seconded by Sherry Modrow, no objections, so moved.

1. **Standing Reports**
	1. **President’s Report** regarding ALPs sabbatical, 2022 semester, congregational communication, BoT study sessions, draft of board policies.  **See** [**ATTACHMENT B**](#ATTACHMENT_B)and[**ATTACHMENT C**](#ATTACHMENT_C)**.**
	2. **Minister’s Report**
	3. **Treasurer’s Report**

**Motion:** Virginia Nixon moved to approve the corrected June 2021, July 2021, and August 2021 Balance Sheets and Notes to Balance Sheets indicating net assets amounts of $ 2,185,708.55, $ 2,271,858.50, and $ 2,268,929.32, respectively. seconded by Liesl Slabaugh, no objections, the motion was approved.

**Motion:**  Penny Ridderbusch moved to approve the September 2021 financial statements indicating an excess income/expense amount of $57,854.16 and a total liabilities and net assets amount of $2,546,564.67; seconded by Karl Bach, no objections, the motion was approved.

* 1. **QUUF Capital Reserve Request:** Christina Tweed submitted a request from staff to upgrade four office computers. **See Capital Reserve Request,** [**ATTACHMENT D**](#ATTACHMENT_D)**.**

**Motion:** Virginia Nixon moved to approve the request, seconded by Sherry Modrow, no objections, the motion was approved.

* 1. **Trustees’ Reports:** Virginia Nixon reported that the Nominating Committee has not yet met; will meet the week of October 24.
1. **Task Force Reports** 6:42
	1. **Governance Task Force – Frances Loubere**

**4.1.1.** Documents from the GTF have been reviewed. **See GTF Update,** [**ATTACHMENT E**](#ATTACHMENT_E)and **Answers to Further Board Questions,** [**ATTACHMENT F**](#ATTACHMENT_F)**.**

A diagram of latest Shared Governance Model is included in attachments, [**ATTACHMENT G**](#ATTACHMENT_G)**.**

The GTF will schedule a meeting with Penny, Sherry, Virginia, and Larry after November 3.

* 1. **Open Communications Task Force – Nils Pederson**
		1. **No update:** comment from Liesl. They are in final stages of preparing report to the Board.
	2. **Policy for public comments to the Board – Larry Morrell – See** [**ATTACHMENT H**](#ATTACHMENT_H)**.**
		1. Requested Board Action:

**Motion:**  Karl Bach moved to extend the pause on in-person oral comments at Board Meetings for 60 days beyond the October date set at the July BoT meeting while the proposed policy is posted for review and comment by the membership, seconded by Penny Ridderbusch.No objections, motion approved.

* 1. **Ad Hoc Committee on Healthy Community – Liesl Slabaugh -** First meeting was held, four more are scheduled. Committee will look to bring in outside speakers and/or consultants to teach and help them. It was noted that funding will likely be available for such consulting. **See** [**ATTACHMENT I**](#ATTACHMENT_I)**.**

**BREAK – recording off for duration of break.** 7:00-7:10

1. **Agenda Item(s) – Motions, proposals, invited presentations etc.** 7:10
	1. **Safe Parking Program Proposal: Sandy Tweed. See** [**ATTACHMENT J**](#ATTACHMENT_J)for motion, proposal, details.

No approval or permit is needed from the City. After Board approval, the next step will be to reach out to QUUF neighbors, publicize and hold a neighborhood meeting to describe the program and answer questions. Public notice is scheduled for the week of Nov. 8 for a meeting on Nov. 22.

**Vote** on Safe Parking Proposal called by Larry Morrell. Vote in favor was unanimous. Approved.

The Board will review and OK a public notice, press release by email vote.

* 1. **Auction:** Online November 14 through 21. Extravaganza Event on Zoom on Saturday evening, November 20. Auction items will be in Fellowship Hall during prior days. Board members will host breakout rooms during Extravaganza Event.
	2. **Fund-a-Need Proposal:** Sandy Tweed, Safe Park Tiny Common House. **See** [**ATTACHMENT K**](#ATTACHMENT_K)for motion, proposal, details.

**Additions to proposal:** The cost of $11,400 is considered to be approximate due to the need for city and electrical permits and inspections. Any excess funds will be transferred to QUUF Capital Reserves. Fund-a-Need cost over-runs above the estimated amount will be covered by auction donations and/or by Kate Lore’s Plan B, Sunday Offerings.

**Vote** on Safe Park Tiny Common House Proposal called by Larry Morrell. Vote in favor was 8, opposed 1. Approved.

* 1. **Proposal from Antiracism Action Team - Widening the Circle Task Force.** John Collins and Kathy Stevenson. **See** [**ATTACHMENT L**](#ATTACHMENT_L)for proposal, details of this motion.

**Motion:** Virginia moved that the proposal be tabled for more information from the Team/ Task Force. No second.

**Motion:** Cecilia moved to authorize creation of a Widening the Circle Task Force as described in Attachment E, Sherry seconded.

**Vote:** Vote in favor was 7, opposed 2. Approved.

**Motion:** Sherry moved that the Task Force be charged to write their own charter, Karl seconded.

**Vote:** Vote in favor was 9, opposed 0. Unanimously approved.

**Next meeting:** November 17 via Zoom or in-person at QUUF – to be determined depending on the state of the COVID-19 risk in four weeks.

**Closing words by Kate Lore: “Much was accomplished in open and fair discussion. Be proud.”**

**Extinguishing the Chalice**

**Recording off**

**MEETING ADJOURNED AT 8:07 PM**

**ATTACHMENT A – Committee Chair Appointments**

|  |  |
| --- | --- |
| **Board Committees** | **Chair and Liaison** |
| Finance | Chair: Deborah Carroll |

|  |  |
| --- | --- |
| **Ministry Committees** | **Chair**  |
| Admin/IT Advisory | Carolyn Salmon  |
| Adult Learning Programs | Co-Chairs:Bob FrancisJoyce Francis |

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**ATTACHMENT B**

**QUUF Board of Trustees
President’s report – October 20, 2021**

1. ALP sabbatical –
Agreement reached to establish a review process for any ALPs program that receives an objection. Program Chair (P. Johnson) selecting team to create process to be in place before December 1 when the proposed ALPS programs will be published online.

Anyone with an objection will have until December 12 to raise an issue. The objection will trigger a process (outside of ALPs) to reach a conclusion (OK as is / Not appropriate / OK with modifications). This process will be incorporated into the schedule of program offerings for future terms.

* Board/Program Committee to issue a joint statement to the Fellowship that ALPs is on track to return next term.
1. Communications to/from Board – Policy drafted for board feedback and posting for QUUF member comment.
2. Board Study session discussed Board Q&A sessions to be scheduled: Oct 30 and Nov 30. The format will be questions submitted in advance or via a moderated chat for the board to respond address. Common questions the board has fielded recently will be addressed directly.
3. Communication logistics tools in works:
* A common Board Email (i.e., Board@QUUF.org) with forwarding to all current BoT members.
* Board documents (non-public) need a place for the board to access.
* A Board Web page would allow more current information to be posted by the board.
1. Draft of Board Policies for meeting notices and Executive session

Respectfully,

Larry Morrell, President

QUUF Board of Trustees

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**ATTACHMENT C**

**Draft of Initial Board Policies**

**Establishing Board Policies**

All proposed board policies are to be published in draft form for a period of 30 days to allow for member comment. The Board may take action at a subsequent Board meeting to modify, adopt or reject the proposed policy provided that any such modification does not substantially alter the original proposed policy.

**Board Meeting Notifications**

Regular and special board meetings will be announced at least 48 hours in advance on the QUUF website calendar or the Board web page. Draft agenda items will be posted in advance of any board meeting.

**Executive Sessions**

The Board may conduct executive sessions at times the board deems appropriate provided that any executive session is announced in advance with an approximate duration. All executive sessions are conducted within a board business meeting and any board actions not related to personnel, legal or other confidential matters will be voted on outside of the executive session.

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**ATTACHMENT D**

**QUUF Capital Reserve Request**

 

Date: September 30, 2021

Capital Reserve Request: 4 desktop computer upgrades for office staff.

Total Proposed Expenses: $5500

Committee/Group: Staff

Submitted by: Christina Tweed

Signature: Christina Tweed

Proposal outline:

This proposal is to upgrade the 4 desktop computers that are currently in the office at QUUF. The computers currently in place are outdated and staff and volunteers have been frustrated with how slow they run. Upgrading these computers would give staff and volunteers working in the office the ability to attend online meetings, put together documents, access email and the internet, etc.

Resources and Expenses:

Towers with sufficient RAM up to date processors and with Windows 10 Pro or (Windows 11 once it is released) currently run about $1,200/computer (plus tax). The additional money beyond the tower purchases will be used to purchase missing cables for a current monitor, to upgrade accessories such as keyboards and monitors, and purchase a webcam for both office administrator and office assistant to allow efficient use of Zoom.

Timeline:

We would like to purchase these this winter when there will be time for installation and programming by Christina.

Benefit to to QUUF Community:

Allowing staff and volunteers to work quickly and efficiently will allow them to assist congregants in a timely manner, complete job duties faster, and cut down on work stresses.

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**ATTACHMENT E**

**GTF Update for the QUUF October 2021 Board Meeting**

**Governance Task Force**

Unless additional meetings are needed, GTF will meet via Zoom on the first and third Wednesdays at 9:30 (no longer weekly). This will allow time in the intervening weeks for subcommittees to meet.

Members: Karl Bach (Board), Cynthia Becker, Julia Cochrane, Patrick Johnson, Frances Loubere (Board), Betty O’Bryan, Anne Weaver, Bruce Zalneraitis, John Collins (consultant).

**Coordinating Team:**

Cynthia and Anne from GTF met with Kate to discuss prioritizing tasks for the Coordinating Team

**Program Council Implementation Team:**

Is meeting weekly as schedules allow. Members: Patrick Johnson, Betty O’Bryan, Kathy Stevenson, Anne Weaver

Initial meetings with the **Spirit** and **Community Councils** on September 29th went well. The only groups not represented at the **Community Council** meeting were Affinity Groups and Retreats. One person volunteered to be the representative to the Program Council.

**Spirit Council** attendees expressed more variability in commitment to participating or in seeing the benefit to their particular service. It was suggested that others involved with QUUF spiritual practices be invited. The Music Committee was not represented. There is so far no volunteer to be a representative at the Program Council.

The **Social and Environmental Justice Council** met with the Program Council on October 13. This meeting was reported as “inspiring” and showing “the power of the new council model.”

**Next Steps:** Schedule the Operations Council for a first gathering. Schedule second meetings with the Spirit and Community Councils. Schedule a meeting of the Growth and Learning Council after some resolution of the ALPS conflict. Second gatherings will focus on mission and foundational practices as well as follow-up. Continued support will be provided as councils work towards cooperation and cohesiveness.

**By-laws/Ops Manual Subcommittee:**

This subcommittee is meeting 2x a month. Members: Karl Bach (Board), John Collins, David Covert (Board), Bruce Zalneraitis

Bruce presented an index style based on the current Ops Manual which will allow for links and easy website access. This will be updated using the working version set up by Karl to make modifications to this Index.  Ultimately, the user will be able to both search by page number when working with a hard copy of the manual, and when using the online version, the user will be able to click on the HTML link for each item and be taken directly to that page in the OPS manual.

Descriptions of the Coordinating Team and Councils (approved at the last Board Meeting) have been added to the “Working Copy of the OPS Manual” and will be added to the current OPS manual.

Karl completed draft organizational charts of QUUF Shared Governance, Staff, and Lay Leadership. The Shared Governance Chart **is attached for the Board’s review**. The Lay Leadership and Staff Organizational Charts will be shared in November after getting input from the staff.

**Recommendations:** Personnel policies be kept in the Personnel Handbook and be removed from, but referenced in, the Ops Manual. Delete the Leadership Assembly, and Board liaisons to committees, from the Ops Manual. That Leadership Training come under the purview of the Program Council as part of its mission to provide growth within and between ministry councils.

**Next Steps:** Focus on policies that need to be changed or updated. Identify new policies that should be established such as policies concerning open meetings, and council/team chair selection.

**Answers to Further Board Questions:**

GTF has addressed further Board questions and comments. **See attached document.**

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**ATTACHMENT F**

**Answers to Further Board Questions about the QUUF Shared Governance Model -- Sept/Oct 2021**

Questions and comments are in black and grouped according to the person who asked them. GTF responses are in dark red.

**Questions from Virginia Nixon**

Will the board still be approving Council Chairs?

**Based on the intent of the model the Council Chairs (or Leads) will be identified by the council and approved by the Minister. During this first Phase One year the Board will approve the Council Leads - as required by the interpretation of the Bylaws. However, neither the Councils nor the Program Council are mentioned in the current bylaws, instead the language used is “committees”.**

"The Coordinating Team will focus on the following elements"..Seems that the list should add "Implement strategic goals and Board policies”, shouldn’t it?

**Note that this answer on Page 1 was in response to a question regarding the specific tasks the Coordinating Team will accomplish at their inception. Ensuring that our Programs operate under QUUF policies is included in the Coordinating Team’s mandate and would always guide their activities. At this time there are no strategic goals.** **Once the Board has worked with the members of the Fellowship to develop our strategic goals the Coordinating Team, in concert with the Program Council and the Councils, will provide guidance and leadership to the Ministry Teams as they modify their programmatic activities to support and accomplish our strategic goals.**

"In what ways can the Board assist"...Shouldn't collaboration and communication include the Program Council? It isn't listed.

**The Board does not directly collaborate or communicate with the Program Council. The Program Council Chair is a member of the Coordinating Team, which ensures the Coordinating Team is fully informed regarding all Programs. The Board will collaborate and communicate with the Coordinating Team.**

To facilitate thorough communication and information sharing (as "Shared Ministry" is planned, in my understanding), would it make sense for the Board Pres, or VP, (or just "a Board Rep"), to be specifically included as a "non-voting member" of the Program Council to sit in on meetings if they wish, in order to facilitate timely information flow?

**No. The first change in the model is that the Board does not have liaisons to teams within the Ministry structure. Information flows from the Coordinating Team to the Board through monthly reports provided by the Minister and perhaps other members of the Coordinating Team, the Program Council, or Team Leads.**

A 3-step monthly official report channeled from Program Chair to the Coordinating Team and then to the Board by way of the Minister is what seems to be set up, but that seems both cumbersome and inadequate if the Board is to still have an oversight role in goal implementation. (That role is assumed, is it not?)

**Yes, the Board has an oversight role; however, at this time there are no strategic goals and oversight will be directed at phase 1 implementation of the model. The Minister is responsible for ensuring the Fellowship’s programs are working toward accomplishing our strategic goals. It is the Board’s responsibility to hold the Minister accountable for those programs. During this first year of implementation, the communication system will be developed, and modified as needed; the plan is that it will not be cumbersome. Stay tuned!**

Or is it simply understood, and thus goes without saying, that a specific Board appointee or officer would not be excluded, and could sit in and thus communicate with the Program Council, Minister, etc. if needed for real-time clarifications? Does it matter whether Board representation in the non-voting group is stated in the Ops Manual?

Also, somewhere I think I saw that Program Council meetings would be open to member-observers. Is that correct?

**“Member-observers” are not part of the model. It would be helpful if the Program Council would be provided some time to form before having “observers”.**

Would other Councils' meetings also be open to congregants (i.e. if they wanted to learn the workings in order to decide about possibly joining...or were just curious)? If so, it seems that open doors (prior arrangement needed?) could be a wonderful step toward transparency and future leadership development.

**The question of “open door” meetings affords the Board the opportunity to develop a policy that will ensure clarity and consistency throughout the Fellowship.**

**Comments from Larry Morrell**

We should be considering these docs to be first drafts since not even all the basic questions have been asked yet. ***Such as appointment of committee chairs,*** **how the board stays informed – how frequently, what sort of information is needed in reports, what to do if reports are missing, how leadership changes are handled, i.e. how does an underperforming volunteer get replaced?**

Throughout this process we need to keep some basic goals in mind:

* 1. The board is the final authority on fellowship governance and needs mechanisms to take action when needed (i.e., **final authority to change the people or the processes.)
The model is designed to have the minister approve the Council Leads, who are chosen by the members of each Council in a democratic manner, and the members of the Coordinating Team. The team chairs would be identified by the Program Council. This requires a change in the Bylaws and Ops Manual.**
* 2. Simplicity is always favored over complexity – keep asking the question: How could we make this simpler?
* 3. Meetings need to have a specific purpose; each group and each meeting needs to answer the question:  Is this really necessary or is it duplicative of other activities?
* 4. Reports should be standardized wherever possible to make finding specific information as easy as possible (i.e. minutes, agendas, recommendations of policy changes, etc.). **There is currently no policy or procedure in place regarding standardized reporting of Program activities. All Charters, including Ministry Teams, could include a section on reporting which would indicate who will create & send agenda, who will take minutes & where those minutes will be kept, who will provide a report of activities to their Council, etc.**
* 5. Decisions need to be clearly documented, cataloged, and communicated (who needs to know this decision and who will communicate it?)
**This information should be included in the official Meeting Minutes with communication on decisions reported from by the Ministry Team Leads to their Council to determine who needs to know about the decision.**

Following the same standards wherever possible makes for easy transition from one part of the organization to another. (i.e., ***Standardized decision-making process(es), standardized agenda format and minutes; same document archival procedures for everyone; etc. Once a person is trained on “how we work,” the same processes used in all areas makes for less confusion and better transparency***.

**Comments from John Collins**

**Two parliamentary policies I would like to see clarified is the notice requirement for holding meetings, that is to give all interested parties sufficient notice of an upcoming meeting.**  Also important is to **clarify how members of committees as well as chairs are selected, and what the lines of accountability are for these selections.**  And further, clarifying **which meetings are open to QUUF members**. These issues need not be included in bylaws, but some organizations include them in bylaws.  These issues need to be trackable in some written document.  For now, our Operations Manual, which includes operating policies, is a good place to give these details.

**We suggest having the Board set policies regarding the notice requirement for holding meetings, to give sufficient notice of an upcoming meeting and which meetings are open to QUUF members as these are policies can be the same for all committees/ministry teams. In regards to clarifying how member of committees as well as chairs are selected: I think each committee (ministry team) should include that information in their Charter. To make a blanket policy for all committees/ministry teams could result in leaving out requirements or situations that are unique to a team. In regards to accountability: ministry team members are accountable to the ministry team lead, ministry team leads are accountable to their Council, Councils are accountable to the Program Council, the Program Council is accountable to the Minister and the Minister is accountable to the Board.**

**Comments/Questions from Sherry Modrow**

Coordinating Team definition of board's rules, and a current illustrative example from the May 18 Shared Governance powerpoint: The Coordinating Team informs and reports to the board both through the minister and directly on matters ministerial, programmatic, and operational.

Question - Where is the feedback loop?

The minister is both responsible and accountable for QUUF’s programs. The Board would collaborate with the Minister to identify a method of communication that ensures everyone is fully informed and feedback can flow in both directions in a timely manner. The methodology of communication envisioned by the GTF is a monthly Ministerial report given during each Board meeting. However, the Board and the Minister have the opportunity to define what method of communication will best support the work of the Fellowship. Perhaps the Board would prefer a written Ministerial report that is provided one week before the Board meeting. This would give the Board time to formulate responses and questions, which can be fielded by the Minister, and other members of the Coordinating Team, at the Board meeting. It would be up to the Board and the Minister to determine the best method of reporting on matters ministerial, programmatic and operational to ensure the Board is fully informed, feedback can be given and communication is moving freely in both directions.

The board will need to approve certain endeavors. **Yes!** When a proposed new program or activity carries fiduciary or legal impacts and/or new policies are required to set up a program, the board must receive a proposal in a timely manner from the Coordinating Team or Minister. Board study and response time must be included in estimates for start-up.

Absolutely. The Board would need to provide guidance by defining what types of programs or activities carry fiduciary or legal impacts and/or what would constitute a program that would require a new policy. The Board should consider creating and communicating a procedure for when it’s necessary for a team to make such a proposal to the board. This procedure would include information is needed by the Board before considering the proposal, how far in advance the Board needs to receive the proposal before initiating discussion, when the team can expect the Board to address the proposal, etc.

Current example: Safe Park should be on the agenda for our October board meeting. I understand the team is working diligently to get the program ready for implementation.

I hope the proposal will come to us with adequate evidence that risks to QUUF have passed scrutiny (health and safety, insurance, costs).

However, I have heard Sandy Tweed and Julia Cochrane want Safe Park to begin hosting guests by mid-October. Our board meeting will take place on Oct. 20. Meanwhile, the board will be under pressure to approve immediately, and we have received no report since Kathy Stevenson's August memo.

Thanks,

Sherry

Great examples! Unfortunately we’re at the beginning of the governance transition process when our new structure is still being implemented and the lines of communication are not fully established. In the future the Board will be informed of program issues at the initiation of the Safe Park program through the Minister’s monthly report to the Board. When proposing this type of program the Minister would most likely ask the Council Chair or the Team Leader to attend the Board meeting to review the proposal. In her monthly reports the Minister would also provide information on current and planned actions relevant to emergent issues being addressed by the Coordinating Team.

Regarding the upcoming Safe Park proposal, the Board needs to approve this type of program as its implementation definitely has legal and fiduciary implications. As such, if the Board is not satisfied with the information provided regarding health & safety, insurance, costs, or any other aspects of the program when the proposal is put forward at the October Board meeting, or you feel you need more time for discussion, you have an obligation to the Fellowship to table that proposal until the next Board meeting. For this type of program the timing included in the proposal is a suggestion until the Board provides approval.

A time-sensitive situation, such as the ALPs decision, that requires immediate action could be addressed by the Executive Team, instead of the full Board. (Of note: the Executive Team is not included in the current Bylaws, even though this team has been in place for some time). It would be helpful for the Executive Team to clarify some points on communication: when would the Board want an email (ALPs?) that is outside of regular meetings.

**Comment from Larry Morrell**

While trying to be cooperative -- “Lack of planning on your part does not constitute and emergency on mine” is a sign that I saw on a desk early in my career that stuck with me.

The board has ALWAYS been responsible for safety and security, so the team that wants this set up needs to provide the board with timely information, time for feedback, Q&A and time to resolve issues. If a board member wants to reach out to ask about it, that’s fine.

In an effort to ensure this type of one-on-one communication is clear and consistent it might be best for individual board members to reach out to the specific team lead or chair via email with the entire Board on copy. That would ensure all Board members are aware of both their fellow Board member’s questions and the answers received from the team lead/chair. This would enhance communication and avoid redundancy. Let’s get a system in place.

**Comments from Sherry Modrow**

I know Sandy and Julia are working hard to bring this worthwhile project to work, and my comment should in no way be read as criticism. I have been thinking for awhile about the need for clarity on the question of the Coordinating Team communicating with the board and the next step - the board being the responsible entity for certain types of decisions. The example just happens to be Safe Parking because it's going to come to us soon.

My points:

1. We need to hear from any planning group in a way that avoids handing the board a decision with too short a timeframe.

Absolutely. Now that the Coordinating Team and Program Council (and the five Councils) are in the Ops Manual they can legitimately get to work developing a communication plan.

1. The Coordinating Team's written plan needs to add a feedback loop. The board must receive proposals for and make decisions about some programs and activities (this is not a change from current policy), and the time for that to occur must be incorporated into planning for that program or activity.

Absolutely!

Ops Manual p.20 -The Board of Trustees shall establish, maintain, and communicate a culture of fiscal responsibility and accountability in all areas of Fellowship finances.

Comments on Accountability

The Board charges the Minister with the responsibility of creating and maintaining Programs that specifically work toward accomplishing our strategic goals through the functioning Program Council, Councils and Ministry Teams. The Minister will provide monthly reports to the Board to ensure the Board is fully informed regarding the Programs of the Fellowship and the progress they are making toward accomplishing our strategic goals. There will be times when the Minister will invite a Ministry Team Lead to share information directly with the Board. If the Minister fails to accomplish this there would be conversation and problem solving. The oversight is of the Minister - not the day-to-day details.

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**ATTACHMENT G**

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**ATTACHMENT H**

**Determining a policy for public comments at a QUUF Board of Trustees meeting**

October 20, 2021

Task Force created by BoT on July 1 to address the question of public comments during regular Board of Trustee meetings.

Ref: Board Minutes, July 1, 2021

Motion: Karl Bach Moved that a board task force be established to propose a method to allow for regular membership input to the Board of Trustees and that Larry Morrell chair the task force with a goal of a proposal at the August board meeting. The motion was seconded by Sherry; the motion was approved.

Motion: Virginia Nixon moved that oral comments from the membership during Board of Trustee meetings be paused for a period of 90 days from July 1 and that written comments only will be accepted and incorporated into the minutes. Comments not in alignment with our mutual covenant may be redacted in the sole judgement of the Board of Trustees. The motion was seconded by Larry Morrell; the motion was approved.

Background:

Public comments have been permitted in QUUF board meetings as a courtesy to allow a mechanism for QUUF members to address the board directly. The tradition follows the example of public comments at public commission meetings – comments are part of the record, however, a response or action by the BoT is not expected. This has allowed the members to highlight concerns, make suggestions, praise staff and other volunteers, and to request board action.

Since no vetting or preview of the comments has been conducted, the BoT and observing members hear the comments in real time relying to the commentor to follow QUUF covenants including speaking only for oneself, avoiding ad hominem attacks, etc. While the vast majority of the comments have followed the expected protocols, recent heightened tensions have resulted in comments deemed inappropriate.

The BoT has paused public oral comments from July 1 to Oct 1 to allow time to create and adopt a policy consistent with QUUF covenants, UU values and principles of good governance.

Policy considerations:

The purpose of the comment period as envisioned is to allow the BoT to hear directly from members to be connected to concerns and to allow for a wide range of inputs on board actions. Verbal and written comments have both been used previously.

In the shared governance model being adopted the BoT is responsible for annual goals, overall policy, long range planning and vision along with the mandatory fiduciary responsibilities in the bylaws and state law. Day-to-day operations responsibilities are delegated to the Ministry team lead by the senior minister with oversight and periodic evaluation by the BoT.

Since the shared governance model does not require the BoT to be involved in the details of operations, many of the comments made historically to the board would no longer be relevant.

**Therefore, the following policy provisions are recommended:**

1. The board establish a three-person Communications subcommittee comprising the Board Secretary and two other board members. This board subcommittee reviews all written comments to the board and passes on pertinent comments to the entire board monthly. This committee may summarize comments, identify themes or highlight comments of particular relevance to the board’s duties.
2. Comments to the board are to be submitted in writing and will become part of the board public record subject to the following:
	1. Comments considered out of covenant by the board Communications subcommittee will be identified to the commentor who will have the option of editing the comments.
	2. Comments out of scope of QUUF or clearly espousing views inconsistent with QUUF covenant may be excluded from the record.
	3. Comments concerning policy, vision, long range goals, evaluation processes, finances and other board responsibilities are always welcome and encouraged.
3. The BoT may, from time to time, request comments on a particular topic and may call for a special oral input session during a BoT meeting on that topic.
4. All comments are part of the public record unless excluded per b) above or due to personnel, legal or other situations requiring confidentiality

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**ATTACHMENT I**

Healthy Community Team Ad Hoc Committee

October 14, 2021 (1st meeting, via Zoom)

Present:

Liesl Slabaugh (Co-Chair)

David Rymph (Co-Chair)

Sherry Modrow (Board liaison)

Diane Haas (Right Relations Covenant Team)

Patrick Johnson (Program Council/Governance Task Force)

Martha Moyer (Pastoral Care Team)

Onzie Stevens (Open Communication Task Force)

Absent:

Kate Lore (Minister)

Notes:

1. Get-to-know-you activity: think of a conflict you have been in. What were the features of the conflict that led to resolution? What are some essential elements of a good conflict resolution process?
	* Reponses:
		1. Little problems left long enough disappear. Patience and time.
		2. Non-violent communication: identify underlying needs and values.
		3. Be clear about what the conflict is about. Needs to be a willingness of parties to resolve conflict. Sometimes conflicts are unresolveable. Less desirable is to agree to disagree.
		4. Listening and humor. With all the conflicts brought to the Right Relations team, about 4 decided to not pursue further resolution, which is OK.
		5. Communication is absolutely everything, be respectful, listen, formal and informal power structures. Most anger is based on fear.
		6. Listening, not speaking, inherent reflection time in native alaskan cultures. Step back and reflect, threads, what is standing out in the situation?
2. Background
	* How did we get here - Liesl
		1. Convergence of 2 things:
			1. Growth of QUUF led to move to Shared Governance (this is a BIG change all by itself (the Dan Hotchkiss’ book *Governance and Ministry* has been the guide)
			2. debate about anti-racism nationally and within the UUA
		2. When we started to have conflict about b) we were caught without a good structure because of:
			1. Right Relations did a great job but because of the governance transition, there was a lot of confusion about where conflict was resolved in the new governance structure and there was not a mandate, or “high level” structure for congregation-wide conflict
			2. Handout on notes from consultation with Christine Robinson
	* Governance Transition - Patrick
		1. New slide deck explaining governance transition
3. Planning our work ahead
	* Meeting schedule, consultation with Christine Robinson - Liesl
		1. Tuesday, Nov 2, 6:30-8 - no Sherry, Patrick only if necessary
		2. Tuesday, Nov 9, 6:30-8
		3. Tuesday, Nov 16, 6:30-8
		4. Tuesday, Dec 7, 6:30-8 - no Martha Moyer, no Onzie [only if necessary]
	* Charter Starter - David
		1. Discuss Purpose and Mission sections
			1. Issues to discuss in future meetings:
				1. Accountability - how to include in the charter
				2. Who initiates engagement, who brings the concern? Important. With Committee on Ministry, no one brought an issue in 10 years
				3. Survey?
				4. Who would we suggest for this team? Who can listen
				5. Overlap with RRCT, where is the overlap, who does what? Avoid duplication
				6. Is the HCT or RRCT a ministry team or a congregational team?
4. Next steps
	* via email, identify issues for discussion (biggest one is the overlap with RRCT)
	* Diane will send out the RRCT charter
	* Patrick will send the slide deck from his presentation
	* Diane will do chalice lighting at next meeting

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**ATTACHMENT J**

**QUUF Safe Park Proposal – 10-16-21**

The crisis of homelessness nationwide is also reflected in our community and only expected to get worse as the covid eviction moratorium intersects with the utter lack of affordable, available housing in our community and increasing economic disparity. Local resources and community efforts are being made to address this crisis on many levels.

* Affordable apartments are being planned.
* Peter’s Place and Pat’s place focus on one segment of the unhoused.
* The fairgrounds encampment is being moved to a permanent site on Mill Road.
* The homeless shelter in the American Legion is ongoing and plans are being explored to create a purpose-built shelter building.
* Housing Solutions Network continues to work at promoting use of existing, under used properties and support individual efforts to create ADU’s.

However, there is one segment of our unhoused population that no local effort has been made to assist. Those using the asset they have, their vehicle, to shelter in are forced nightly to search for places to park. This means balancing the risks of being in an area they are deemed a threat or merely unwanted and the police rousting them in the middle of the night against the risks of parking in hidden areas where they are themselves threatened with crime. They also have no access to sanitation unless they go to businesses with public restrooms.

Housing Solutions Network brought to our attention a model that religious institutions are using to ease the burdens this population faces. Our team feels QUUF could be instrumental in doing that for a small number of our community’s unhoused. Beginning with a simple model of providing a legitimate place to park, a portable toilet with handwashing and a garbage can, this platform would become a base to build upon as we are able to address more needs to truly hold these neighbors in the dignified care our values call for.

**Mission**

Quimper Unitarian Universalist Fellowship blesses us with many riches. In keeping with our principles, we feel it is incumbent that our gifts be shared. We wish to support members of our community who are unhoused and residing in their vehicles by providing the dignity and safety of a legitimate place to park, addressing some of their most basic physical needs and embracing them in community.

**Legal Authority**

The state of Washington has created and recently updated a statute (RCW 36.01.290) which significantly limits the burdens cities and counties can impose on religious institutions wishing to host a variety of sheltering models. We propose establishing a Safe Park program at QUUF to provide a safe, legitimate space for a few women, those identifying as a woman or women with children to park their vehicles.

**The Basic Plan**

We provide:

* Parking spaces (beginning with three and expanding to 5 or 6 as we feel ready)
* Contact information for the guests if they have questions or issues.
* Handicapped portable toilet with hand washing station.  These are larger providing room to change clothes and perhaps wash up a bit in a private space with standup headroom. Good Man Sanitation has committed to providing and servicing one at no cost.
* A garbage can
* Access to outside faucet
* WiFi (may need an extender?)
* We need to post our parking lot limiting to authorized vehicles.

This will be in the south parking lot. Initially parking would be allowed from 4pm to 9am. We may choose to switch to 24-hour use (excepting Sunday service time and occasions with large parking needs) after we assess how the program is functioning.

We will partner with a service organization (Dove House, OlyCAP or Bayside) for Intake and Case Management. Our criteria for acceptance will include:

* A criminal background check will be conducted.
* A member of our target population.
* Covid Vaccination.
* Current driver's license, insurance and registration.
* An operational passenger vehicle.
* No RVs, campers or trailers.
* Agreement to follow our Code of Conduct and Procedures.
* Agreement to continue working with Case Management for duration of stay.

An oversight team will be responsible for running the basics of the program.

* At all times one member of the oversight team will be on call to address needs as they arise.
* A single phone number will be used by each individual team member when on call.
* Guests will have that number to reach out with concerns or questions. Once up and running one individual guest may become the point person for bringing concerns to the oversight team.
* PT Police will have that number.
* When a new person becomes the “On Duty” member (likely weekly shift changes) they will reach out, via phone or in person, to introduce/reintroduce themselves, let them know they are on duty, check in on how the guest is doing and ask about needs.
* A video camera will be installed providing video of the parking area available online to the oversight team and “on duty” team member for monitoring and security.
* On a regular basis at least two members will sit down to coffee with each guest individually to check in on how they are doing and how our program is doing in fulfilling their need.
* Regular meetings of all current guests will likely be implemented at some time when covid restrictions allow.
* A logbook of operations, incidents and items of note will be maintained.
* Records of meetings and significant interactions will be maintained for each guest.

**Finances:**

Initial cost of this basic plan will include the installation of video camera and the service plan allowing online viewing for monitoring purposes. It will also require a phone plan for the oversight team and guest contacts. A Google number may work at no cost. An extender will be needed for the WiFi which will necessitate electrical work on one of the nearest parking lot lights. We do not anticipate any need for direct QUUF funding from the budget. We do ask that QUUF manage a separate fund for monies we raise for this program.

**Future Enhancements**

Individual teams may propose, implement and staff enhancements to the basic program. Examples of such enhancements are:

* Providing times for guests to access our showers and indoor restrooms. We feel this is a priority and will be pursuing it as quickly as possible.
* Building and installing a “Tiny Commons” building with a table, chairs, refrigerator, microwave, pantry, and wall heater that guests have unlimited access to.
* Scheduling and serving weekly meals for the guests.

Any future enhancements would be proposed through the SEJC to the appropriate teams in our fellowship (program council, board, staff). Those bringing the proposal would follow all steps required before implementing and running the proposed program enhancement.

**Our Process for Development**

Our team has met several times to research and study existing models, assessed our abilities and resources, connected with various institutions and authorities, created a focused mission and now proposed our plan for implementation.

We have met with SEJC and have their full support. The Board has been advised of our efforts and indicated support as well. Meetings with Staff, Facilities and Safety and Risk were held and the input gained informed our program design.

We will begin sharing our proposal with the congregation on October 8th. This process will include a notice in the Update, an information page on the website, a blog post, an announcement in the Sunday service followed by two Q and A Zoom meetings in the following week.

Input from the congregation will be considered and we will finalize our proposal and present it to the board for consideration at the October 20 meeting.

We are required to have a public meeting prior to implementing this program. The city will take care of publicizing the meeting. We intend to create an informational handout and meeting invitation for distribution to our near neighbors.

Team members: Sandy Tweed, Dean Carr, Maria Mendes, Cynthia Becker, Carl Allen, Barbara Morey, Julia Cochrane, Kathy Stevenson, Jo Blair, Share DeWees, Kate Kinney.

**References**

Lake Washington United Methodist program and link to Annual Report: <https://lakewaumc.org/safe-parking-program/>

Washington State Legislation: <https://app.leg.wa.gov/rcw/default.aspx?cite=36.01.290>

USC 2021 Nationwide report on Safe Parks: <https://priceschool.usc.edu/wp-content/uploads/2021/06/Smart-Practices-for-Safe-Parking-USC-2021.pdf>

**Enhancement: Showers**

We propose the offer of use of our shower to the guests at our Safe Residential Park. The times and days will be decided in conjunction with our actual guests after the program is up and running. There will be a gender appropriate volunteer host in the foyer during the shower hours. Guests will enter via the outside door next to the restroom with a shower. Guests will not have access to the rest of the building during these times.

The Safe Residential Park program will maintain clean towels. A non-skid mat will be provided by this group. As QUUF re-opens, we will modify our activities as necessary. We understand the cleaning must be done by staff, though we are willing. This group will donate whatever funds are needed for the extra use of water and utilities for the showers. This proposal was written with advisement from the Facilities Team and Safety and Risk Management Team.

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**QUUF Safe Park**

Welcome! You are invited to be an honored guest of Quimper Unitarian Universalist Fellowship. Our purpose is to provide a safe place for women and women with children who are living in their cars. We have some rules and procedures for the safety and comfort of our guests, members, staff and neighbors.

Please read and initial, where indicated, each of the items below and sign the bottom indicating your agreement to follow these rules and policies.

**Program Requirements**

 Initials

|  |  |
| --- | --- |
| We require that you remain in contact and actively working with a case manager from OlyCAP, Bayside, or Dove House for the duration of your stay with us. |  |

**Code of Conduct**

Violation of these items may result in your removal from the program

 Initials

|  |  |
| --- | --- |
| Illegal drugs and firearms are never allowed on the property. |  |
| Violence, threatening behavior, or intimidation, will not be tolerated and willresult in immediate removal and loss of permission to use this program. |  |
| Behavior that creates an immediate and significant risk to health and safety can be grounds for removal and loss of permission to use this program. |  |
| Treat everyone (other guests, volunteers and fellowship members and visitors) with respect and dignity. |  |
| Disruptive behavior will be addressed and may result in removal from the program. |  |
| No outside electrical will be available for use. |  |
| No open flames, cooking or heating devices are allowed in vehicles or on QUUF property.  |  |
| Do not smoke or vape in your car or anywhere on QUUF property. Please use the area at the west end of the sidewalk on 22nd street and please dispose of butts in the container provided. |  |
| Listen to and abide by any instructions given by QUUF staff or hosts. |  |
| If you are absent for three consecutive days without notifying the On Duty Safe Park Host, you may lose your space in our program. |  |
| Keep vehicle operational including up to date driver’s license, registration, and insurance. |  |
| Children need to be supervised at all times on QUUF property. |  |

**Policies**

Below is information regarding various policies related to our Safe Park program. We ask that you follow all of these. Repeated failure to do so may result in loss of permission to use this program.

**Parking specifics:**

* No RVs, campers or trailers are allowed in the program.
* Hours available for you to park here are from 4:00pm to 9:00am. (If we stick with a limited hour program)
Or
* Unless attending service, please move your car to a remote location between 8am and 2pm on Sundays (if we move to a 24/7 model).
* If notified of a large scheduled event, please follow any request for temporarily moving your vehicle to a remote location to facilitate our members access to the building unless you are attending the event.
* There are no reserved parking spaces. One car in one spot, if possible, leave an open spot between your car and other program guest vehicles.
* Do not run your engine for extended periods of time while parked. This creates noise and pollution for other guests and our neighbors.
* Do not park in the handicapped sites unless you have a valid handicapped permit and need to use it for safely exiting and entering your vehicle.
* Vehicles may not be left unattended overnight and if left may be towed at your expense.

**General:**

* Quiet Hours will be between 9:00 pm and 7:00 am. During this time refrain from creating noise that could be heard outside of your vehicle.
* Guests should not drive in and out of the property after quiet hours begin. Exceptions can be made for those guests working evening hours or those attending events or classes.
* All your items must be kept inside your vehicle. Limited provisions can be made with prior permission to accommodate space needs for sleeping in cars.
* Guests may not entertain friends or guests during quiet hours. No one other than the guest may stay overnight in your vehicle.
* Dispose of all trash in the provided garbage containers.

**Pets:**

* Your pet must remain inside your vehicle, or be leashed and under your control, at all times.
* Pets are not allowed in the building.
* Always pick up after your pet immediately and dispose of properly.
* Please ensure they have proper food, water, exercise, vaccinations and veterinary care. If you need assistance, we can connect you with our Pet Helpers program.
* If leaving your pet unattended they must not create noise that is disturbing to others.

By signing below, I acknowledge that I have been given a copy of this agreement and I agree to follow the Code of Conduct, Program Requirements and Policies. I understand I can be asked to leave at any time for any reason. I also agree to release Quimper Unitarian Universalist Fellowship, their staff and members, friends and volunteers from any liability for injury to persons and/or damage to or loss or theft of property related to participation in the QUUF Safe Park Program.

Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

QUUF Representative Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Information**

If you feel threatened, observe illegal or concerning activity or experience an emergency please call 911.

Contact the On Duty Safe Park Host with any questions or concerns by calling: \_\_\_\_\_\_\_\_\_\_\_\_\_.

If you have concerns beyond what the on-duty host can help you with please ask your case manager to contact QUUF.

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**ATTACHMENT K**

**QUUF Fund-a-Need Proposal**

**Date:** 10-15-2021

**Fund-a-Need Proposal**: Safe Park Tiny Common House

**Total Proposed Expenses:** $11,300

**Committee/Group:** Safe Park Team as a subgroup of AHAG and SEJC.

**Submitted by:** Sandy Tweed

**Signature:** Sandy Tweed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposal Outline** *(include location, need, end result)***:** We want to build and install a small (approximately 8x12) insulated building on the model of the individual units the community build project has been creating. This would have electricity and house a microwave and refrigerator, heater and table and chairs for the exclusive use of our Safe Park Guests. It would provide a means for them to store and prepare food as well as a conduit for us to provide food. It would also be a space for them get out of the cold, do homework, meet with caseworkers and charge their devices. Most important it would provide them the dignity of benefiting from our gifts in ways and at times that they determine, rather than always being limited to our choices and schedules.

**Resources and Expenses** *(Include breakdown of expenses, equipment, labor, etc.)***:**

* Building materials $4,050.
* Labor for building and miscellaneous supplies will be provided by the community build project.
* Wiring of the building estimated at $2,200.
* Heater and thermostat $250.
* Installing electricity to building $4,400.
* Appliances (microwave, tea pot, used refrigerator) $400.
* Interior cabinetry and table(s) materials and labor donated by congregant.

All prices include sales tax.

**Timeline**: Work will begin as soon as funding is in hand. Once begun the project should be finished within three months.

**Benefit to the QUUF community:** A large percentage of our congregation are committed to assisting the unhoused, both financially supporting programs as well as volunteering their time. The need for this assistance is overwhelming. Our Safe Park will provide a few basics to those using our program but our congregation desires to be generous. The Tiny Commons House is a way to satisfy that desire and to make a real difference in the lives of our guests.

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**ATTACHMENT L**

**DRAFT #2 Proposal from Antiracism Action Team - Widening the Circle Task Force**

Dear QUUF Board of Trustees,

On March 10, 2021, the Widening the Circle Study Group reported to you on our 5 month study of Widening the Circle of Concern, the Report of the UUA Commission on Institutional Change, (COIC Report) June 2020. The study group was a function of the Antiracism Action Team.

Our next step is to form a Task Force to determine how best to implement the Report on Institutional Change. We now would like to propose that we become a Task Force of the Board.

**Rationale:** The Antiracism Action Team was the starting point for the study of this document. At the time, we had no idea of the interconnectedness with the 8th Principle and the 2021 Statement of Conscience, or whether implementation was a good fit for QUUF. We believe that they are interconnected, and very much a fit for our Mission. All three entities are full congregation endeavors, as the title implies – Institutional Change. Thus, we believe they should not be ‘housed’ in a social justice team, but in the core of QUUF. In addition, they cross over between Board/Visionary and Ministry/Programming.

**Request:** We think that Widening the Circle could be a Board Committee, but it is too early in the development of our governance structure to know for sure (and not for us to decide). What we propose is that we are designated a Board Task Force, with the purpose of developing the necessary charge and documentation to be considered a Board Committee.

**Proposal:**

We have answered some questions that may help you determine the next step.

1. How does this work support the Mission of QUUF? The main objective of the COIC Report is to widen our welcoming to be more just, more loving and to live into our ideals of justice within our walls and beyond.
2. What will the Task Force (or future committee) do? We will establish ways to examine all the elements of our congregation to ensure we have no hidden barriers or unconscious biases that keep people from belonging with us in our theology and our community. We will design ways to educate, build skills and support ministry teams as together we ‘build a diverse multi-cultural Beloved Community’ (8th Principle). We will collaborate in setting long range goals and implementation strategies. While the Report primarily focuses on inclusion of BIPOC, we believe implementation will enrich us all and aid us in all our anti-oppression work and spiritual growth.
3. If we choose NOT to implement the recommendations in the Report by the Commission

Institutional Change we will be stuck in the status quo and that is unacceptable as Unitarian Universalists in this time of racial reckoning and efforts to dismantle white supremacy.

**Next Step:**

Please advise us on what else is needed in order for us to be considered a Board Task Force. We would appreciate your consideration at your October Board Meeting.

Thank you,

Diane Haas, Julia Cochrane, John Collins, Kathleen Holt, Mary Tucker,

Shawn Risley, Kathy Stevenson

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