**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**Draft Minutes, Sept 21, 2022 6:00 pm**

**Meeting by Zoom**

Video recording of the meeting:

 [https://youtu.be/nAf9xmDJO0U [youtu.be]](https://youtu.be/nAf9xmDJO0U%20%5Byoutu.be%5D)

**Land Acknowledgement:**

We acknowledge that these waters, mountains, valleys and shorelines are the traditional territory of the S’Klallam and Chemakum peoples. We will work to restore and sustain their homelands and all living beings.

**Attending:** Jesse Wild, David Covert, Bruce Zalneraitis, Frances Loubere, Virginia Nixon, Liesl Slabaugh, David Rymph, Kate Kinney. Excused, Larry Morrell.

**Observers:** Christina Tweed, Jenell De Mateo, John Collins, Kathy Stevenson, Share Dewees, Mary Tucker, Julia Cochrane.

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

Spiritual Practice and Opening

 **Chalice Lighting**

 **Check-in**

The book “Transforming Conflict – The blessings of Congregational Conflict” by Terasa Cooley has many interesting ideas on the topic of congregational conflict. Check in question: What concept in the book speaks to you? (limit 2 minutes each)

Protocol for observers during virtual meetings:

* All non-board members will be muted and video turned off.
* Observers may be asked to respond to a question (e.g., parliamentarian for a question on process).
* Invited observers with items on the agenda may be asked to join when that agenda item is being discussed.

Opening Announcements. 6:20

DEI training, September 25. Discussion of this training summarized the high value of the training for Board and other members and plans for future training sessions through WTC.

Assign process and time observer, Liesl Slabaugh

1. **Approve Meeting Agenda**

Amend agenda with addition of the WTC report in section 5.4 and as final, last attachment. SMARTIE Goals added in section 6.1.

**Motion:** Bruce Zalneraitis made a motion to approve the agenda as amended; David Covert seconded the motion; no objections; approved.

1. **Consent Agenda**

Approval of minutes of Aug. 17 regular Board meeting.

**Motion:** Liesl Slabaugh made a motion to approve the minutes; Bruce Zalneraitis seconded the motion; no objections; approved.

1. **Standing R****eports**
	1. **President’s Report,** see[**Attachment A**](#AttachmentA)
	2. **Minister’s Report,** see [**Attachment B**](#AttachmentB)
	3. **Treasurer’s Report,** see [**Attachment C**](#AttachmentC) 6:45

**Motion:** David Covert made a motion to approve the treasurer’s report; Liesl Slabaugh seconded the motion; no objections; approved.

1. **Trustees’ Reports**
	1. **Fundraising**, Liesl Slabaugh

A group, task force, has been defined and formed to work on a multitude of established and other fundraising projects. A plan for board members to follow up on members pledges for year 2022, 2023 was discussed.

* 1. **Nominating Committee**, Jesse Wild

The Nominating Committee report was submitted on 17 September with names of three candidates for the one open Board position and three for the one open Nominating committee position. Summaries of interviews of candidates by the Nominating committee and recommendations by the committee were included in the report.

The discussion of the process to interview and select Board and Nominating Committee candidates by Board members was deferred to the executive session.

1. **Task Force and Committee Reports**
	1. **Governance Task Force** – see[**Attachment D**](#AttachmentD) – Frances Loubere
	2. **Communications Subcommittee** –David Covert

Three letters to the board were received in the last month; none were requested to be published. Several replies to Monday Board Report were received; generally positive to very thankful.

* 1. **Healthy Community Team** – see[**Attachment E**](#AttachmentE) – Liesl Slabaugh 7:00
	2. **WTC report** – See final attachment on the last page

 **BREAK:** recording and transcript off 7:07; recording and transcript on 7:17

1. **Agenda Item(s) – Motions, proposals, invited presentations etc.**
	1. **SMARTIE Goals** (Strategic, Measurable, Ambitious, Realistic, Time-bound, Inclusive, and Equitable)

The individual, completed drafts of SMARTIE goals for the next four to six months as developed by Board groups will be sent to the Board Secretary by 28 September; all goals will then be forwarded to all Board members.

* 1. **Authorization of Executive Team**

**Motion** to authorize Executive Team comprising: Board President, Vice President, Minister, Administrator, Director of Family Ministry and Tech staff to act on behalf of Program Council until Program Council is staffed and functioning.

**Motion**: A motion was made by Bruce Zalneraitis to defer the above motion for further discussion with Pres. Larry Morrell; David Rymph seconded the motion; no objection; so approved.

* 1. **Creation of Wisdom Council Process organizing team**

**Motion:** Appoint Larry Morrell to create and execute a process to select at least 12 members at random to participate in Wisdom Council Process and to arrange for membership participation in follow-up meeting. Expected Outcome: Creation of 4-5 long term goals for QUUF. Virginia Nixon moved to accept the above motion; Bruce Zalneraitis seconded the motion; Six votes in favor, two abstentions; motion is passed.

* 1. **Process to appoint Ministerial Hiring Committee**

Per Bylaws Art VIII, Sect 4B: When hiring a contract minister, including an interim minister, the Ministerial Hiring Committee shall consist of five members appointed by the Board, the five members including at least one Board member.

**Motion**: Board Members: Larry Morrell, Jesse Wild, Virginia Nixon and David Rymph create and execute a process to recommend the members of the Ministerial Hiring Committee. Recommendation on the members of the hiring committee to the full board due by November board meeting.

**Amended Motion**: Board Members Larry Morrell, Jesse Wild, Virginia Nixon and David Rymph will create and execute a process to recommend the members of the Ministerial Hiring Committee. Recommendation of the process is due to the full Board for the October Board meeting. Recommendation of the members of the Ministerial Hiring Committee to the full Board is due by November Board meeting.

Liesl Slabaugh moved to accept the amended motion; Virginia Nixon seconded the motion; no objections; amended motion passed.

**7.0 Executive Session**

**Motion**: Virginia Nixon moved to close the regular Board session and open an Executive Session; seconded by Bruce Zalneraitis; no objection; approved.

Video recording and transcript off.19:51

Executive Session closed. 20:18

Summary by Jesse Wild: We discussed the nominees for open positions on both the Board and Nominating Committee. It was decided for two Board members to interview the nominees for the Board and for two other Board members to interview the nominees for the Nominating Committee.

**Extinguishing of the Chalice**

**Motion to adjourn.** David Covert moved to adjourn the regular session; Bruce Zalneraitis seconded: no objection; approved.

**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 – Sept 21, 2022**

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

Individual board members took a goal to create “SMARTIE” goal sheets to be discussed at the next board meeting.

1. Board attended the following training sessions:
	1. Aug 27: Board Training with UUA Regional staff and other boards
	2. Aug 28: Board/staff retreat
	3. Sept 18: DEI training sponsored by WTC task force
2. Larry, Jesse, David R & Virginia had a zoom introduction to the UUA team who will work with QUUF on finding and hiring a developmental minister. Process requires QUUF to have 4-to-5-year goals that the Ministerial Transition Team will use to help find applicants.
	1. Have very clear goals that the fellowship is committed to.
	2. Interview references prior to interviewing candidates.
	3. Good preparation of the congregation is essential (e.g., expect change, disruption and at least some discomfort)
	4. Process needs to be as open as possible.
	5. Hiring committee should be members seen as neutral – do not try to balance the committee with people from different “sides.”
3. Wisdom Council process scheduled for Oct 28 and 29. Need a coordinating team to arrange the logistics.
	1. Select *at random* 12-15 members for a dynamically-facilitated 1.5-day session.
	2. Convene large group – as many members as can attend – for ~2 hours to hear the results on 10/29 and start the community conversation.
	3. Markus Goetsch will facilitate the meetings.
	4. Desired Outcome: long term goals for QUUF.
4. Pending
	1. Alternate decision-making systems (Discernment, majority rule, gradients of agreement)

Respectfully,

Larry Morrell, President

QUUF Board of Trustees

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**Attachment B** **Monthly Minister’s Board Report**

September 2022

**Membership:** The New Member Outreach Team has been working hard on answering the questions of possible new members. One new member has decided not to sign our membership book because of the controversies at QUUF. New membership classes have been put off for now because of individuals not wanting to join QUUF unless there is some healing.

**Pastoral Care:** Pastoral Care Team gathered for a new year. Several new members joined to help replace those who have retired from the group. The Pastoral Care Team has agreed to divide the fellowship into neighborhood groups so that individuals might gather in an informal manner and respond to neighbors with pastoral issues.

Two new groups are using QUUF rooms in exchange for QUUF members using their services: 1) Dying Matters Guild 2) Alzheimer’s Port Townsend Caregiver Support Group.

**Executive Team:** Meeting Monthly; board and staff gathered for a day retreat.

**Sunday Services:** All services are covered through January. A second group of people are gathering to look at occasional alternative modes for Sunday service. Reopened services in the sanctuary on 9/11.

**Wild Church:** Members of this group gathered and discussed formation of a group. Katy Taylor will be the member receiving training to help implement the program (along with Kate Kinney). This will take place later in the year. Others have signed up as helpers.

**Covenant Groups:** Individuals from each group gathered and Diane Haas volunteered to formulate the new groups for 2022-2023. It was suggested that groups could select to use the UUA curriculum around Article 2. Other groups are using questions written by group volunteers.

**Education:** RE and YRUU started as of 9/11/.

**Death:** Community member Karen Page died 9/01.

Respectfully,

Kate Kinney

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**Attachment C Treasurer’s Report to the Board**

September 21, 2022

The information below summarizes highlights from August 2022.

**Income**:

Current Year Pledge Income at the end of August was $129,830, which is $26,387 below the same period for last year. Total income at the end of August is $139,983, which is $19,527 below the same period for last year.

**Expenses**:

Total expenses for August are $42,871 which is $1,401 more than last year for the same period. The expenses to date are $92,500 which are $10,125 more than the same period last year. At the end of August our Operating Reserve is at $48,757.

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

**Assets**:

Total Cash: $201,346

Investments: $300,293

Overall Total Current Assets: $501,639

Temporarily Restricted Funds: $170,540

Permanently Restricted Funds: $17,040

**Liabilities**:

Current Liabilities: $82,513

Long-term Liabilities: $256,541

**Total Net Assets:** This year: $2,137,640

The current pledges to date are $460,235

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**Attachment D Governance Task Force (GTF) Board Report**

**September 2022**

Compiled by Frances Loubere 9-16-22

**Members:** Cynthia Becker, Co-Chair, Julia Cochrane, John Collins, Frances Loubere (Board) Co-Chair, Anne Weaver, Bruce Zalneraitis (Board)

**GTF meeting schedule**: Our meeting schedule for this year is the second and fourth Wednesday of each month at 10am in person at QUUF unless circumstances require a Zoom meeting.

**Transition work:**

This continues and will be our near future focus. Our next tasks:

* Finalize and forward recommended Bylaws/Ops Manual revisions to the Board to evaluate.
* Assist if needed with Board-appointed Bylaws (and Ops Manual) Review Committee.
* Evaluate/gather input on current governance structure in the wake of Program Council resignations, to include an evaluation of the need for a Ministry Advisory Team (formerly Coordinating Team). Set up a meeting including interested and available Government Task Force, current and former Program Council members, and Board members. Suggested for our next GTF meeting, September 28, 10-noon).
* With input from current and former Program Council (PC) members, work on infrastructure development drafts for the Program Council (continuation of Program Council Implementation Subcommittee work) to include (but not limited to) Elements of Charter guidelines for PC, Councils and Teams (Charter subcommittee of GTF). Facilitate development of PC charter to bring to the Board as soon as practical.
* Recommend interim measures (Executive Team with added input from PC, former PC and “legacy” QUUF members) to aid with our governance transition while “infrastructure development” is in progress, and while the PC is recreated.
* Continue to communicate with the Board and the congregation.
* Assist with policy development.
* Review updated website for governance information. Is it accurate? Need updating? Missing information?
* Develop a draft charter, for Board approval, for a permanent Board-appointed governance committee. GTF will dissolve when this committee is ready to begin work.

**Charter Sub-Committee:**

This group has completed documents for ELEMENTS FOR CHARTERS FOR COUNCILS and ELEMENTS FOR CHARTER FOR MINISTRY TEAMS. Both documents include suggested policies. These documents will be forwarded to the Board for discussion at the September 21 meeting. The subcommittee is working on a Program Council document and reviewing the PC’s partially completed charter, with input from the PC. Elements for Charters documents will also be developed for Board and Congregational committees.

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**Attachment E Healthy Community Team (HCT)**

In August and September, the Healthy Community Team worked on the following:

* Cottage Meetings were offered throughout August, until demand dropped off, for a total of 22 cottage meetings including input from approximately 30% of the congregation.
* Data from the Cottage Meetings was collected and analyzed.
* Recommendations on how the cottage meeting data might be used by the board, by the HCT, by other groups within QUUF, and by individual congregants were assembled.
* A draft report was completed for the Board (attached); a final report will be more widely distributed after final edits.
* The HCT is moving forward to its next event – a dynamically facilitated event on September 25, inviting the Board, Executive Team, and Council Leads. The event will address “How do we build a better QUUF?” We expect this event to be a positive, uplifting experience for all involved. If it goes well, we expect to offer it more widely to the congregation.
* Secured the services of Jim Rough, the founder of Dynamic Facilitation to be the mediator at the event on September 25.
* The HCT has agreed to host two more events, centered on:
1. UU Values and
2. Living in Covenant

before the end of the year. We are in the process of deciding an appropriate format.

* Met with Kate Kinney to discuss Cottage Meeting Results, next steps and ideas about HCT focus going forward

Regards,

The Healthy Community Team

**Healthy Community Team Charter**

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

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

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

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

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

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

**Placement within Governance Structure**

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

**HCT leadership:**

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

**Reporting and Notifications**

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

**How often does the HCT meet?**

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

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

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

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

**Decision-making process**:

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

**HCT Responsibilities:**

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

**Budget Impact:**

Fees for outside trainers when necessary.

**Key Metrics:**

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

How will that data be gathered and reported? Possibilities:

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

**Date Charter Approved**: August 15, 2022 Approved by Healthy Community Team.

Healthy Community Team members 2022: Beth Pope, Martha Moyer, Laurie Riley, Hilary Rosen, Joanna Sanders, Karen Wamstad.

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**WTC Task Force Report to the Board Sept. 19, 2022**

1. The task force completed our “Working Document”. Although it is actually designed to use as a format to document changes/updates as they occur. The Working Document lists the recommendations to be addressed at the Congregational level from the book, “Widening the Circle”. Under each of the recommendations are:

1) Where we/QUUF is at in relation to the issue – what is currently in place.

2) Next steps,
3) Our dreams, wishes, etc.,
4) The obstacles we face.

The Widening The Circle (WTC) Working Document will serve to track our progress over time. We are currently in the process of:

a. Identifying our priorities and

b. Discussing the best ways to engage the larger congregation, Councils and Teams.

This ‘working document’ can be found as a Google Doc. (also attached as a ‘frozen in time‘ version)

2. We just completed our first DEI workshop, Co-Creating Diversity, Equity and Inclusion in our Congregations. We will schedule another for October. We felt that this was an important beginning; it is important to have this common foundation and understanding.

3. At the end of August we had a ‘mini retreat’-4 hour session. Our process (from the work of Adrianne maree brown, Emergent Strategy) was based on the ideas that we live in a fractal universe; the whole is a mirror of the parts. Therefore, what we create in ourselves and in our relationships has an impact beyond. Embracing the idea from Grace Lee Boggs: “Transform yourself to transform the world.” And, we need to use our imaginations to practice creating a new world, different paradigm. Therefore, we asked the question, “What is our vision for our work of Widening the Circle”? And what are our intentions informed by our vision? See attached minutes from the retreat if interested in our brainstorming...

4. One of our goals is to become a permanent Board Committee rather than a task force. We see integrating the concepts and ideas (as well as specific recommendations) of Widening the Circle as a long-term process. We wonder how we can interact with the board more in the process of Widening the Circle....

Respectfully submitted, Diane Haas, chair WTC Task Force