**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**Draft Minutes January 18, 2023 6pm**

**Hybrid Meeting**

**Video recording,** https://youtu.be/qONLzfcX95E

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

**Attending:** Larry Morrell, Jesse Wild, David Covert, Bruce Zalneraitis, Frances Loubere, Liesl Slabaugh, David Rymph, Rob Wamstad, Roseanna Almaee, Kate Kinney.

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

**Meeting Called to Order.** Recording and transcription on.6:06

**Spiritual Practice and Opening**

**Chalice Lighting**

**Reading:** Dan Hotchkiss, *Governance and Ministry*, p. 78.

**Check-in by Board members**.

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.

**Assign process and time observer**, David Rymph

1. **Approve Meeting Agenda**

**Motion:** Roseanna Almaee made the motion to approve the Meeting Agenda; Bruce Zalneraitis seconded the motion; motion was approved.

1. **Consent Agenda**
	1. Approval of minutes of regular QUUF Board December 14 meeting as amended.
	2. Approval of minutes of Dec 14 meeting
	3. Approval of new members:

The Board approves the application for membership of Gail Sandlin, Mark Condran, Lisa Condran, Kathryn Wadworth, and David Deardorff.

The application for membership of Julie Hotard is not approved by the Board, and the application may be reconsidered in a year should the applicant reapply for membership following the new members process in effect at that time.

**Motion:** Bruce Zalneraitis made the motion to approve the Consent Agenda; David Covert seconded the motion; the motion was approved unanimously by vote of hands.

1. **Standing R****eports**
	1. **President’s Report – See** [**Attachment A**](#AttachmentA)
	2. **Minister’s Report – See** [**Attachment B**](#AttachmentB)
	3. **Treasurer’s Report –** See **[Attachment C](#AttachmentC)**

**Motion:** A motion to approve the budget report was made by David Rymph; motion was seconded by Jesse Wild; motion approved.

1. **Trustees’ Reports** 6:35
	1. **Nominating Committee** – Jesse Wild

Work is proceeding on filling Program Council positions.

* 1. **Endowments** – Bruce Zalneraitis

No formal report was submitted. Bruce is working on a matrix of endowment funding for the future based on previous evaluations by Penny Ridderbusch.

1. **Task Force and Committee Reports**
	1. **Governance Task Force- See** [**Attachment D**](#AttachmentD)– Frances Loubere6:40

**Motion:** Pending Policies Policy, see attachment D.

Frances Loubere moved that the QUUF Board approve the Pending Policies Policy as written; David Rymph seconded the motion. Discussion followed regarding mechanism for input and comments from the congregation. A vote was taken; the motion passed, unanimously.

**Motion:** Frances Loubere moved to post Pending Policies Policy on the QUUF webpage for Board Policy Development and Approval in order to gather input and comments from the congregation for possible amendments to the policy for clarification and transparency in February. The motion was seconded by David Rymph. A vote was taken; the motion passed unanimously.

**Motion:** Alignment Policy

Frances Loubere moved to bring to the floor an amended, substitute version of the Alignment Policy that was adopted at the November Board meeting; Rob Wamstad seconded the motion; the motion was approved.

The amended version of the Alignment Policy as written in attachment D was presented by Frances Loubere as a substitute for the above-mentioned Alignment Policy approved in November. A vote was called on the substitute Alignment Policy. The substitute Alignment Policy was approved by unanimous vote.

**BREAK 7 to 7:10.** Recording and transcription off7:00

**Meeting resumed.** Recording and transcription on 7:10

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

Several letters to the board were received. None requested publication, for comment only. Those letters thanking the Ministerial Hiring Committee for their work and documents were forwarded to Brian Rogers. An announcement was submitted to the Weekly Update for 20 January regarding the Board Listening Sessions for 24 January through February. It included instructions for congregants and a link to the SignupGenius page.

* 1. **Widening the Circle – see** [**Attachment E**](#AttachmentE)– Frances Loubere, Roseanna Almaee.
	2. **Healthy Community Team – see** [**Attachment F**](#AttachmentF)– Liesl Slabaugh.
	3. **Denominational Affairs – see** [**Attachment G**](#AttachmentG) – Roseanna Almaee.
	4. **Board guidance on process to select General Assembly (GA) delegates**

**Motion:** David Rymph moved to approve a Board Committee for selection of GA delegates. The committee will consist of four Board members: Roseanna Almaee, Larry Morrell, Rob Wamstad, and David Covert. These board members will recruit candidates and present them to the Board for selection in executive session at the February regular board meeting. The motion was seconded by Bruce Zalneraitis. The motion was approved.

Denominational Affairs also wants you to know that the UUA Article 2 Report including their Proposed Revision of Article II Unitarian Universalist Association Bylaws and Rules was released few days ago, and we are going to have conference. We have set up meetings for February 6 at 6:30pm and on the February 9 at 10am on Zoom and in person.

* 1. **Fundraising Task Force – see** [**Attachment H**](#AttachmentH) – Liesl Slabaugh.
1. **Additional Presentations**
	1. **Ministerial Hiring Committee Report** – David Rymph.

Review of draft agreement for a Developmental Minister for submission to UUA Ministerial Transition Office.

**Motion:** Larry Morrell moved to approve the draft agreement for a Developmental Minister for submission to UUA Ministerial Transition Office; Roseanna Almaee seconded the motion; vote in favor was unanimous.

**Motion:** Larry Morrell moved to adjourn the Regular board meeting, Roseanna seconded the motion; approved.

**Meeting Adjourned** Recording and transcription off. 8:10

**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 – January 18, 2022**

1. Study Session on Jan 5:
	1. Established outline of Board Listening Sessions to be scheduled Jan-Feb

Two board members with one (with spouse/partner) member in person and online.

Scheduled via Sign-up Genius and publicized in Weekly Update and Monday Board Report.

* 1. MBR topics: Update on Ministerial Hiring Committee activities, stamping out rumors (Rumor Wranglin’); preparation for Developmental Minister; policies in work and how policy development works; Article II discernment process led by Denominational Affairs.
1. Executive Team meeting
	1. Criteria and responsibilities of membership need updating.
	2. Volunteers needed for key positions: Pledge Campaign; Auction Committee
2. Update of board member assignments – see next page.
3. Pending
	1. Audit Committee (for this fiscal year; Personnel Committee (July) chairs needed)
	2. 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**

*Minister on Study Leave in January.*

Our Christmas program was wonderful, especially the Labyrinth activity in the Sanctuary.

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**Attachment C**

**Treasurer’s Report to the Board**

January 16, 2023

The information below summarizes highlights from December 2022 and represents the halfway point in our fiscal year.

**Income**:

Current Year Pledge Income at the end of December was $288,296 which is $20,753 below the same period for last year. Total income at the end of December is $334,821 which is $6,316 below the same period for last year and 60.15% of the annual budget.

**Expenses**:

Total expenses for December are $45,159 which is $6,143 less than last year for the same period. The expenses for the fiscal year to date are $276,515 which is $3,098 more than the same period last year and 47.24% of the annual budget. At the end of December our Operating Reserve is at $50,295.

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

**Assets**:

Total Cash: $229,423

Investments: $306,763

Overall Total Current Assets: $536,186

Temporarily Restricted Funds: $174,393

Permanently Restricted Funds: $17,080

**Liabilities**:

Current Liabilities: $97,184 Prior Year: $59,141

Long-term Liabilities: $256,541 Prior Year: $280,082

**Total Net Assets:** This year: $2,157,516 Prior Year $2,305,899

*The following numbers are as of 01/14/2023:*

The current pledges to date: $497,360

The amount paid so far to date: $288,296

The amount outstanding for the year: $209,064

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

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**Attachment D**

**Governance Task Force Board Report January 2023**

The GTF continues to meet on the 2nd and 4th Wednesdays of every month at 10am in RE 2 and 3.

Members: Frances Loubere (Co-Chair), Cynthia Becker (Co-Chair), Anne Weaver, Bruce Zalneraitis, John Collins, Julia Cochrane, Susan Landau. We were thrilled to have Jesse Wild participate in two of our recent meetings.

The GTF has been focusing on creating and revising several policies integral to the health of QUUF:

1. Based on input from the Board after adoption of this policy was postponed at the December Board meeting, we have completed additional Alignment Policy revisions. We are pleased to submit this policy to the Board for your review. See below.

2. The GTF has created and finalized, a Pending Policies Policy that is also being submitted to the Board this month. See below.

3. We are currently concentrating on a Free and Responsible Expression Policy, based on the policy suggestion submitted to the Board by Gary Nelson. We hope to submit this policy at the February Board meeting.

4. We have recently begun reviewing the Policy on Policies created by a team led by Jesse Wild. We expect to include Jesse when we begin our revision process later this month.

5. We’ve started creating a Membership Directory Policy with the objective of sharing this policy with the Board in February.

6. We have begun the process of reviewing the work of last year’s Bylaws/Ops Manual subcommittee and plan to bring the current Ops Manual up to date prior to reviewing its overall organization. This task is proving to be larger than we’d anticipated.

Submitted by Cynthia Becker, January 13, 2023.

**Alignment Policy** – In the Operations Manual in the alphabetical listing of policies.

All programs and ministries must uphold QUUF’s Mission Statement and related documents, as called for in our Bylaws Article II Section 1 and also be consistent with UUA Article II Principles and Purposes. Related documents are defined as: Policies, procedures, QUUFs Right Relations Covenant, and our QUUF Guiding Principles which include our Covenant Statement, Welcoming Congregation Statement, and our Green Sanctuary Statement.

Additionally, each program shall be currently within the capacity and priorities of the congregation. Priorities of the congregation include our mission, and our annual and long-term goals. Decisions will be a matter of record.

**Procedures**

If a ministry team program is determined to be out of alignment by the Program Council, or if there is conflict between teams, initially, this will be addressed by the Program Council. The Program Council will establish a procedure for this process and may request assistance from the Healthy Community Team. If there is no resolution, the Senior Minister has authority to make a decision in consultation with QUUF leadership and/or the Healthy Community team, as deemed appropriate. If the Board determines that a Board committee or task force program is perceived to be out of alignment, or if there is conflict between groups, this will be addressed by the Board. QUUF leadership and/or the Healthy Community team may be consulted, as deemed appropriate.

If the Board or a congregational committee program is perceived by member(s) of the congregation to be out of alignment, this will be addressed as per QUUF Bylaws Article IV Section 2. QUUF leadership and/or the Healthy Community Team may be consulted, as deemed appropriate.

Any decisions by the above bodies will be made a matter of record, to include the issue, the basis for the decision, and the resolution. Decisions will be made a matter of record in the minutes of the following Board of Trustees meeting.

**Pending Policies Policy** – in a new section in the Ops Manual – Board Procedures.

The Board will not vote to enact any policy proposal at the same meeting at which the proposal is initially introduced or substantially modified. Proposed policies will be communicated to members of the congregation as pending to allow time for members of the congregation to be informed of the pending policy proposal and for the Board to receive input.

**Procedures**

Following a motion and a second to adopt a proposed policy, the Board may, if desired, have an initial discussion. At any time, a motion to postpone to the next or some other future meeting will be called by the chair. A majority vote places the policy proposal on the agenda for the specified future meeting. In the case of exceptional circumstances any member may move to waive the one meeting delay in acting on the policy, and a 2/3 vote permits the Board to vote yea or nay on the policy proposal.

Pending policies will be posted on the QUUF website on the Board Policy Development and Approval page along with information about where to send comments and the deadline for comments. <https://www.quuf.org/introduction-to-quuf/board/board-policy-development-and-approval/>

Pending policies will be linked or quoted in all Board reports up until the next Board meeting.

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**Attachment E**

**Widening the Circle Committee – Report to the Board
January 2023 Board Report**

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Here are the things we are working on:

* We will be facilitating the Mistakes and Miracles UUA Common Read. 4 sessions, 2 weeks apart in February and March. We are inviting groups from Puget Sound area UU churches to join us. \*details below.
* We are preparing for a follow-up from the previous training. Our working title is “The Power of Transformation”. It will have some UU history and then discussions regarding the ‘Common Threads’ that help congregations evolve to be multicultural, anti-racist Beloved Communities.
* We have begun to have “WTC Tidbits” in the Friday Updates. These are small, educational pieces. Our first one was defining Beloved Community. Sometimes we will simply have a video that conveys a message. The purpose is to expand our common understandings of terms and concepts related to anti-racism. From everything we have read, this is an ongoing process.
* We have initiated the forming of the Accessibility Team. This is an important aspect of welcoming and inclusion. For now, this team will be an off-shoot of WTC.

Respectfully submitted,

Diane Haas, Chair of WTC

\*Here is the blurb about the UUA Common Read from the ALPs brochure:

This is the UUA Common read this year. Using the UU study guide, we will discuss this book that is a series of stories of UU churches that are on the path of becoming anti oppressive, antiracist, and multicultural Beloved Communities. These are human stories of conflict and redemption, of setbacks and transformations, of mistakes, misgivings, and the hard-won miracles that make their work worthwhile. Common Threads are themes that run through every congregational story. These include intentionality, leadership that's diverse, committed and collaborative, education for multicultural competencies and antiracism, adaptability and entrepreneurship, a willingness to take risks and to feel uncomfortable, patience, perseverance, courage and humility. These are stories of transformation and the power of congregations to grow into the Beloved Community. Researched and written by a UU Minister and the other is a longtime UU.

These discussions will be facilitated by the Widening the Circle Committee. We are learning about best practices and resources for QUUF as we explore ways to deepen our understanding of the methods and thinking that perpetuate racism and other oppressions in ourselves and QUUF.

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**Attachment F**

**Healthy Community Team**

To the QUUF Board of Trustees:

The Healthy Community Team (HCT) feels that in order to do our work effectively, consistent *two-way* communication is essential between the Board and the HCT. Therefore, we would like to request that the Board appoint from their membership an "Enhanced Board Liaison" who would:

* Be attuned to issues arising at Board meetings and discussions that may be important for HCT, and would report such issues to the HCT.
* Attend one designated HCT meeting per month, fewer if possible, or more if there is an emergent issue.
* Be a conduit for HCT reports to the board.

This is slightly more than the current liaison definition; communications would be two-way rather than just HCT reporting to the Board, and this person would be more present with HCT on a regular basis.

When there are no issues of which HCT should be made aware, the enhanced liaison's presence at an HCT meeting can be brief. At or between meetings, when an emergent issue arises, the liaison would inform and include the HCT, so we can be ready to step up as needed.

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**Attachment G**

**Denominational Affairs Committee**

To: QUUF Board

From: DAC

Re: Delegates for GA

January 16, 2023

We are pleased to say that 15 people applied to be GA delegates for 2023.

One applicant withdrew her application but hopes to be considered next year.

We have 8 delegate positions. According to our Policy on selection:

3. The QUUF Board of Trustees will select the appropriate number of delegates and alternates, as assigned to QUUF by the UUA. The DAC reviews all applications submitted by the publicized due date, and submits to the Board the applications from those applicants judged qualified as follows:

1. Member of QUUF.
2. Affirmation of support for the purposes, covenants, guiding principles, bylaws and policies of QUUF.
3. Agreement to fulfill the delegate responsibilities listed above.

In reviewing the applications, we realize that there are several options in how we submit the names to you for consideration. We would like direction from you as to how to pass the names on to you:

1. You get the applications and make the determination completely on your own.
2. DAC provides all applications, with notes by the committee about each candidate’s strengths for serving as a delegate.
3. DAC gives a recommended list of 8 delegates and (2-3) alternates. This would only be a recommendation, not a decision.

Alternates: We do not know how many alternates we are allowed. We have a question in to the UUA.

We can have the names to you for this Wednesday’s board meeting if you want them. But you can also discuss your options this month and make the decision at the February meeting. We don’t think GA business will begin before March.

Thanks for navigating this new territory with us.

DAC – Kathy, Julia, John, Mary, Share, Diane, Shawn

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**Attachment H**

**Fundraising Task Force**

Report to Board

Submitted by Liesl Slabaugh, board member

January 18, 2023

* Goal of task force:

The purpose of the Fundraising Task Force is to craft a recommendation to the board on structural changes needed to improve effectiveness of fundraising at QUUF for implementation in the 2023-2024 church year.

* The problem that this task force is trying to solve is:
	+ Lack of strategy, planning, and coordination of fundraising efforts within teams and the board.
	+ Lack of connection between plans, goals, budgets and fundraisers and team activities.
	+ Poor performance of pledge drive and other fundraisers or how to optimize our fundraising efforts.
* Task force members:
	+ Deb Carroll
	+ Janell DeMatteo
	+ Brian Rogers
	+ Liesl Slabaugh
* Met 2 times and will meet at least once more with the following agendas:

Meeting #1 (Tuesday, December 6, 4-5:30pm via Zoom)

Structural Issues

* Why fundraising should be strategic and coordinated and what do we mean by strategic and coordinated?
* Is fundraising a governance activity or a ministry activity (or both)?
* Where do fundraising activities fit in the new governance structure (under finance committee, under a ministry team/council, under the board, or under multiple parts of the governance structure?)
* Changes to the budgeting process and timing (including the pledge drive)?
* Who creates and manages the calendar of fundraising activities (pledge drive, auction, book sale, rummage sale, special fundraisers)?

Meeting #2 (Tuesday, January 3, 2023 in person)

Pledge drive and non-pledge fundraising

* What is the difference between pledge drive and non-pledge fundraising?
* What is the role of the board in each of these types of fundraising?
* Changes to the way pledge drive is done?
* Changes to the way non-pledge fundraising is done?

Meeting #3 (scheduled for Tuesday January 24, 2023 in person)

Permanent Fundraising Committee

The formation (or not) of a permanent fundraising committee. If a permanent fundraising committee is recommended, the task force will recommend a charter for this committee.

* Tasks to consider:
	+ - What is the fundraising approval process? For example, team to council to program council to fundraising committee?
		- What teams should be “allowed” to fundraise? Criteria for need? Or should their need be put into the budget first and have the funding be part of the overall goal?
		- What is the criteria for approving a fundraising activity?
		- How does the Fundraising Committee work with the Finance Committee? Or does it?
		- Review of the One Pot Fund – only for on-site events or does it apply to all fundraisers? Does the one-pot fund system make sense now?
		- How to Communicate the fundraising procedures to all teams.
		- Forms associated with fundraising.
		- Create an annual plan of fundraising based on the board-approved budget.
		- Recruit volunteers for the committee as well as fundraising activities/events/roles.

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