**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**Meeting Agenda for September 25, 2025 4-6:00 PM**

**RE 2/3 and Via Zoom**

Meeting ID: 912 1619 4835 – Passcode: Board

<https://zoom.us/j/91216194835?pwd=SUM4cVZYZUtpVXFydWxiQUE2dlpMQT09>

**QUUF MISSION**: **We join hearts and minds**

**To learn, to serve, to nurture justice**

**Holding love at the center of all we are and all we do.**

**Our Vision statement: A courageously inclusive, multigenerational,**

**spiritual community in a joyfully interconnected world.**

**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.

**Meeting Called to Order 4:00**

**Spiritual Practice and Opening**

 **Chalice Lighting/Opening Words** – Don

 **Check-in** – How are we doing personally and as Board members?

Protocol for observers during virtual or hybrid 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 Observer-Dean Carr**

**Opening Announcements or Acknowledgements 4:15**

* Note change in meeting dates for November/December due to holidays
* Diane Haas retiring from the position of Program Council chair as of March 2026
* Board Basics offerings through the Pacific Western Region of the UUA Next session September 27 (this Saturday) at 1:00. Must register.
* Dean: auction Who would take the lead on a basket from the Board?
* Celebration! First session of Congregation 101: How to Make QUUF Even Better

**Review and Approve Meeting Agenda**

**Consent Agenda**

* Approval of Minutes for August.

**Standing R****eports**

* **President’s Report – See** [**Attachment A**](#AttachmentA)
* **Minister’s Report – See** [**Attachment B**](#AttachmentB)
* **Treasurer’s Report: –** See **[Attachment C](#AttachmentC)**

**Motion to Approve the restated Balance Sheet for July 2025**:

The Finance committee recommends to the Board for their approval the July 2025 Restated Consolidated Balance Sheet reflecting Total Net Assets of $2,133,301.89.

**Board Motion:** The Board approves the July 2025 Restated Consolidated Balance Sheet reflecting Total Net Assets of $2,133,301.89.

**Motion to Approve the final End of Year Financials for Fiscal Year 2025**:

The Finance committee recommends to the Board for their approval the EOY 2025 Consolidated Balance Sheet reflecting Total Net Assets of $2,062,414.70 and the End of Fiscal Year 2025 Income and Expense statement reflecting Total expenses of $572,252.94 and Total Income of $569,502.29 for the year.

**Board Motion**: The Board approves the EOY 2025 Consolidated Balance Sheet reflecting Total Net Assets of $2,062,414.70 and the End of Fiscal Year 2025 Income and Expense statement reflecting Total expenses of $572,252.94 and Total Income of $569,502.29 for the year.

**Motion to Approve the attached Financials from August 31, 2025:**

The Finance committee recommends to the Board for their approval the August 2025 Consolidated Balance Sheet reflecting **Total Net Assets of $2,133,494.16** and the August 2025 Operating Fund Income and Expense Statement reflecting Year to Date **Income of $71,806.18.**

**Board motion:** The Board approves the August 2025 Consolidated Balance Sheet reflecting **Total Net Assets of $2,133,494.16** and the August 2025 Operating Fund Income and Expense Statement reflecting Year to Date **Income of $71,806.18.**

NOTE: from now on, the Board will be receiving the Treasurer’s Dashboard and the Notes to the Balance Sheet monthly. Quarterly the Board will receive a consolidated Balance Sheet.

**At our next Study Session on October 14, Larry will be doing a training on how to read and interpret financials.**

**Discussion: Second Ask**

Share strategies for reaching out to specific populations within QUUF, feedback from Sarah, Robin, Larry. MBR re: financial status

**Trustees’ Reports – Congregational Committees**

* **Endowments – Julia C.**
* **Nominating Committee – see** [**Attachment D**](#AttachmentD) **– Gary F. (no report)**

**Program Council Report – see** [**Attachment E**](#AttachmentE)

**Board Task Force and Committee Reports**

* **Communications Subcommittee – see** [**Attachment F**](#AttachmentF) **– Joanna S.**
* **Governance Committee – see** [**Attachment G**](#AttachmentG) **– Bill**
* **Denominational Affairs – see** [**Attachment H**](#AttachmentH) **– Julia C.**
* **Personnel Committee – see** [**Attachment I**](#AttachmentI) **– Roseanna A. (no report)**

**BREAK 5:05-5:10**

**Recording of Board Meeting 5:10-5:15**

**Board Goals Discussion 5:15-5:50**

* Review 2025-2026 Board Goals (see attachment to Peg’s email)
* Small groups report out draft goals: Finance, Engagement, Governance

**Check Out** – How did we do relationally? Is there gratitude to be expressed or are amends to be made? How can we be better with each other? Suggestions for next meeting.

**Extinguishing the Chalice/Closing Words**

**ADJOURN 6:00**

**NEXT MEETINGS:**

Study Session: October 14

Exec: October 16

Board Meeting: October 23

**References**

**Open Questions for QUUF Vision Building**

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 8/23/2025 at Board Retreat)**

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 respect Board decisions once they are made.
4. Work to achieve the goals we collectively set.
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 UU values of pluralism, generosity, interdependence, equity, justice, and transformation, with love at the center.

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| 1. Updated: 10-11-2024
 | Sarah W. | Roseanna | Peg | Julia | Mary | Gary | Megan | Dean | Bill |  |
| Number of Assignments |  |  |  |  |  |  |  |  |  |  |
| **Officers** |   |   |   |   |   |   |   |   |   |   |
| President | X |   |   |   |   |   |   |   |   |   |
| Vice President |   | X |   |   |   |   |   |   |   |   |
| Secretary  |   |   | X | X |   |   |   |   |   |   |
| Treasurer |   |   |   |  |  X |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
| Executive Team | X | X | X |   |  X |   |   |   |   |  |
|   |   |   |   |   |   |   |   |   |   |   |
| **Standing Committees** |   |   |   |   |   |   |   |   |   |   |
| Finance –Treas required by bylaws |   |   |   |  |  X |   |  |   |   |   |
| Endowments Treas required by bylaws |   |   |   |  | X  |   |   |   |   |   |
| Nominating- Chosen by board members, and is a voting member of committee |   |   |  |   |   |  X |   |   |   |   |
| Personnel |   |  X |   |   |   |   |  |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
| **Board Committees/Task Forces** |   |   |   |   |   |   |   |   |   |   |
| Communications |   |  | X |   |   |  |   |   |  |  |
| Governance Committee |   |   |   |  X |  |  |   |   |  |   |
| RAMP |   |   |   |   | X |   |  X |   |   |   |
|  |   |   |   |   |   |   |   |   |  |   |
| **GOALS-LEADERSHIP** |   |   |   |   |  |   |   |   |   |   |
| Finance |   |  |   |   | X  |   |  X |   |   |   |
| Nominations - Governance |   |   |   |   |   |  X |   |  |   |   |
| Mission |   |   |   |   |   |   |   |  X |   |   |
| Developmental Ministry | X | X |  |  |  |  |  |  |  |  |
| Board Procedures |  |  | X | X |  |  |  |  |  |  |
| Fellowship Meeting & Annual Meeting | X | X | X | X | X | X | X | X |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Pending Committees/Task Forces** |   |   |   |   |   |   |   |   |   |   |
| Long Range Planning (5-Yr plan) – not yet formed-requires board action |   |  |   |   |   |   |   |   |   |   |
| Leadership Dev. Program – not yet formed-requires board action |   |  |  |   |   |   |   |   |   |   |
| (1) Treasurer member per bylaws |   |   |   |   |   |   |   |   |   |   |
| (2) Elected from Board Members as voting member |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
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**Attachment** **A**

**President’s Report**

**September 25, 2025**

PRESIDENT’S LOG

August 28 to September 25, 2025

* 8/28 Communication via email, phone with Larry re: financials, Board training
* 8/28 Phone meeting with Don (1 hour)
* 8/28 Emailed Sarah M. re: targeted minister possibilities, set up Zoom meeting with Sarah and Don for 9/2 at 2:00
* 8/28 Email to Frances for details on MCT
* 8/28 Call with Roseanna re: scheduling special meeting for finance training and goal setting
* 8/29 Met with Jenell to debrief Board meeting
* 8/30 Phone call with Don (2 hours) re: priorities, meeting with Sarah M., debrief
* 8/31 Conversation/email with Larry re: training Board members on reading financials
* 9/1 Planning for September meetings
* 9/2 Phone call with Gary re: music, RE committee
* 9/2 In the Interim notes from Roseanna
* 9/2 Email from Frances re: recording BOT meetings, replied, add to agenda
* 9/2 Meeting with Don and Sarah M. via Zoom (1 ½ hours)
* 9/3 Phone call with Don re: Town Hall, RE
* 9/3 Phone call with Sarah re: second ask
* 9/4 Meeting with Sarah, Anne, Lisa re: long range planning (1 ½ hours)
* 9/8 Phone call with Don, email exchange with Beau re: monthly reports and parent rep on MCT, phone call with Anne W. re MCT, agenda prep (2 hours)
* 9/8 Prepped agenda and attachments for Study Session (2 hours)
* 9/8 Phone consultation with Don re: meeting agenda (1/2 hour)
* 9/9 Board Study Session (3 hours)
* 9/10 Emailed Board re: UUA training modules, Board goal setting in small groups
* 9/10 Submitted Weekly Update form re: Sept. 21 Town Hall
* 9/10 Emails with Elizabeth Walker, Sarah M.
* 9/11 Emails with Jenell, Elizabeth, Roseanna
* 9/11 Wrote an MBR for 9/15/25 (1 hour)
* 9/13 Helped with food prep and attended part of fundraising concert
* 9/14 Ushered at Sunday service, attended Homecoming picnic
* 9/15 Attended Presidents’ Meeting via Zoom with PWR (2 hours)
* 9/17 Worked on agenda for Exec, emailed to all (2 hours)
* 9/18 Phone call with Don (1 hour)
* 9/18 Facilitated Exec Committee Meeting (3 hours)
* 9/21 Attended Zoom Town Hall (1 ½ hours)
* 9/21 Attended/helped with Vegan Potluck (3 hours)
* 9/22 Prepared president’s report and agenda for Board meeting (5 hours)
* 9/22 Met with Sarah and Joanna re: strategic planning (2 hours)

Respectfully,

Peg Hunter, President

QUUF Board of Trustees

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**Attachment B**



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**Attachment C**

**Treasurer’s Report to the Board**

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| --- | --- | --- |
|  | **August 2025****16% of the year** |  |
|  |  |  |
| **Membership Data** | **# serving** |
| 1. **Membership *individuals***
 | **274** |
| 1. **Membership *Units***
 | **208** |
| 1. **# of Friends**
 | **26** |
| 1. **# of Guest of Record**
 | **263** |
| **Total individuals serving (A+C+D)** | **563** |
|

|  |  |
| --- | --- |
| **Pledge Data** | **# Pledging** |
| **Total # of Pledges committed 25-26** | **186** |
| **# of Membership *units pledging*** | **166** |
| **# of Friend *units pledging*** | **10** |
| **# of Guest of Record *units pledging*** | **9** |

 |  |  |
| **Plate YTD Budget** |  |  |
| **Total $4,093.50 $15,000** |  |  |
|

|  |  |  |
| --- | --- | --- |
| **BUDGET** | **YTD 08/25** | **Annual Budget** |
| **REVENUE** |  |  |
| **CONTRIBUTIONS** |  **$ 140,504.19**  |  **$ 420,000.00**  |
| **PROGRAM FEES** |  **$ -**  |  **$ 27,000.00**  |
| **RENTAL** |  **$ 450.00**  |  **$ 8,000.00**  |
| **FUNDRAISING** |  **$ 870.00**  |  **$ 69,000.00**  |
| **INVESTMENT** |  **$ -**  |  **$ -**  |
| **Total** |  **$ 141,824.19**  |  **$ 524,000.00**  |
|  |  |  |
| **EXPENSES** |  |  |
| **Staff Wages & Benefits** |  |  |
| ***Minister*** |  **$ 2,399.57**  |  **$ 135,378.06**  |
| ***Dir. Family Ministry*** |  **$ 15,706.11**  |  **$ 98,567.57**  |
| ***Cong. Admin.*** |  **$ 14,550.43**  |  **$ 93,730.95**  |
| ***Office Asst.*** |  **$ 4,022.02**  |  **$ 25,980.45**  |
| ***Fac. Coordinator*** |  **$ 8,253.94**  |  **$ 55,106.56**  |
| ***Tech/Bookkeeper*** |  **$ 13,158.83**  |  **$ 86,081.15**  |
|  |  |  |
| **RE & Youth Program & Childcare** |  **$ 498.62**  |  **$ 11,214.00**  |
| **Debt/Mortgage** |  **$ 4,679.72**  |  **$ 28,300.00**  |
| **Facility & Utilities** |  **$ 2,770.92**  |  **$ 28,365.00**  |
| **Office & Administration** |  **$ 2,590.94**  |  **$ 16,766.00**  |
| **Committee Activities** |  **$ 378.70**  |  **$ 15,417.00**  |
| **Program Events with fees** |  **$ -**  |  **$ 26,769.00**  |
| **Sunday Services & Music** |  **$ 1,008.21**  |  **$ 15,380.00**  |
| **UUA Annual Program Fund** |  **$ -**  |  **$ -**  |
| **Church Mutual Insurance** |  **$ -**  |  **$ 5,500.00**  |
| **Fees, city, DOR, etc.** |  **$ -**  |  **$ 50.00**  |
| **Total** |  **$ 70,018.01**  |  **$ 642,605.74**  |
| ***Difference*** |  ***$ 71,806.18***  | ***$(118,605.74)*** |

Final 2024-2025 financials show an operating deficit of $23,083.14 (vs budget of a $47,311.07 deficit.) With a reduction of the mortgage balance of $21,180.47, the result is a reduction of $2,750.65 in net assets from operations. Expenses were $31,400.66 under budget and income was $7,488.55 under budget for the year.August 2025 Financials (All)[August Balance Sheet](https://drive.google.com/file/d/1o4hOTDK5ZsA75yIn_cr_0qZeifxTWS42/view?usp=drive_link)[August Notes to Balance Sheet](https://drive.google.com/file/d/1l6Li0ykIwRU_70w_xaHmoZBqWX1Ah8V4/view?usp=drive_link)[August Income & Expense Statement](https://drive.google.com/file/d/1AHMv0IkABR0hvWop4SWseYVXUo5ixJMC/view?usp=drive_link)Restated July 2025 [Balance Sheet](https://drive.google.com/file/d/1Hj1mxTAXfVCtEQrZ9ugDDWzjEVYtC4Wb/view?usp=drive_link) and [notes](https://drive.google.com/file/d/1ALA-Jn5YNA85os29qPeGJubhKl1OR__6/view?usp=drive_link)[2025 EOY Balance Sheet](https://drive.google.com/file/d/1v1781owM6zEOKTiOqnCM_EPJdBir_HPT/view?usp=drive_link)[2025 EOY Notes to Balance Sheet](https://drive.google.com/file/d/1cd0oM9vzZgSJKiO513Bk1PG8XNzAxMZC/view?usp=drive_link)[2025 EOY Income & Expense Statement](https://drive.google.com/file/d/1V7KwFjucEhQY-pQKCkIvcrpQhu2JE44A/view?usp=drive_link)[Revised Budget](https://docs.google.com/spreadsheets/d/1EgCaAtoc6IMCzqds1TVdPZuLIQLHEYeB/edit?gid=1544213737#gid=1544213737) |  |

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**Attachment D**

**Nominating Committee Report**

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**Attachment E**

**Program Council Report**



**Program Council – Report to the Minister**

September 18, 2025

**Program Council**

The Homecoming Picnic on Sept. 14 worked out well. Betty O’Bryan offered to Lead with the help of Robin Stemen and others. We had the “Bossy Picnic” chili and cornbread, salads and fruits. And well as the ice cream sundaes. It seems a good time was had by all! 109 adults and 20+ kids were present.

We met with Rev. Don to plan for the Leadership Assembly. Date has changed to January 10 so he can be present.

The Governance Committee suggestions: Phil has some ideas about how to present what we do at QUUF, focusing on programs not teams. PC does not plan to make changes at this time but will keep the concept in mind. Teams have missions and goals, and programs are how they put these into action. Programs change, team missions do not. Teams are charged with acting on the vision/mission. PC will try to do a better job of showcasing what teams are doing. The About QUUF brochure is being updated for 2025-26, and may help. It was not distributed widely last year.

Team placements – Accessibility Team has moved to Community Council. That council approved the change. This is a better fit, based on their current focus. Quimper Camp – is an element of the RE Team. It is not to be listed separately.

**Ongoing:**

For coordination and communication PC chair Diane attends the Governance Committee meetings and Executive Board Committee meetings as liaison from the Program Council. We provide information to RAMP for the monthly Report on Ministry.

**Councils** and some highlights

**Community Council –** Sign ups for Affinity Groups and Covenant groups began September 7 and will continue through the month. ALSO Brochure is out and signups have begun.

The Pastoral Care Team will have an ALSO workshop about aging/end of life. The Healthy community Team has revamped their description.

RE and Green Sanctuary are planning the Harvest Festival. They are planning a Movie night. RE classes are in full swing.

**Social and Environmental Justice Council –** Continued participation with ‘JIAC’ (Jefferson Interfaith Action Coalition). There are two tracks: Coordination among the churches and education within our congregation. There was a Vigil for solidarity with. immigrants on 9/1.

Housing Assistance Team is struggling to get people signed up for the shelter meals.

Looking at a Palestine program.

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**Attachment F**

**Communications Subcommittee Report**

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**Attachment G**

**Governance Committee**

**Governance Committee Quarterly Board Report: September 2025**

Submitted by Frances Loubere and Phil Burwell, Co-Chairs.

**Meeting Schedule:** First Wednesdays from 10 to noon. We held meetings in August and September and also celebrated the beginning of the Fellowship year with a potluck party.

**2025-2026 Members:** David Alvarez, Phil Burwell (Co-Chair), Julia Cochrane (Scribe), Jenell DeMatteo (QUUF Administrator), Diane Haas (PC liaison), Frances Loubere (Co-Chair), Bill Testerman (Board Rep), Christina Tweed (QUUF Tech).

Frances and Phil will continue as co-chairs this year to provide stability during times of transition.

**Governance Structure Evaluation:** At our October meeting, we will review the Governance Structure Evaluation Common Themes document. We will consider: What input is most worthwhile? How might we want to strengthen or change our approach? What do we want to focus on as a committee this year?

**Changes in our Shared Governance Structure:** The Program Council recently decided to eliminate the Growth and Learning Council and relocate two teams. We discussed the need for a Board vote when changes impact the core governance structure (removing a council). We also discussed appropriate placement of the Widening the Circle Team which is currently without an umbrella council.

GC reviewed a draft governance policy and procedure designed to help provide clarity about who makes governance structure decisions.

**Program Council:** We discussed the pros and cons of different ways of thinking about the Program Council, focusing on programs along with teams. Further discussion of this will happen in the Program Council.We discussed the need for clarity with a definition of program, who and how initiated, etc. Further discussion is needed.

**Transition:** Rev. Don Rollins attended (Zoom) our September 3 meeting. We hope to hear his governance insights and ideas at our next meeting and this will help inform our next governance evaluation steps. GC also awaits long term goals as these will likely impact governance.

**Website Updates:** We updated webpages for Shared Governance and the Governance Committee.

**Potential agenda items for 2025-26 include**: Policy review and updates, Governance Committee procedures, possible Bylaws change proposal for Treasurer requirements, possible Bylaws change proposal for Nominating Committee changes, keeping our Power Point updated and using it to educate, ongoing governance structure evaluation, and looking at our Vision and Mission in relation to governance.

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**Attachment H**

**Denominational Affairs Committee**

QUUF joined with other congregations in a series of Sunday Services that culminated with a vigil at Haller Fountain around immigration. The vigil was through the Jefferson Interfaith Action Coalition (JIAC). The Pacific Western Region offered a class in Board Basics via Zoom, which some of our Board members are registered for. Sarah Gibb Millspaugh from the PWR joined with Don for the first in a webinar series entitled Congregation 101: How to Make QUUF Even Better.

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**Attachment I**

**Personnel Committee**

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