**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**Meeting Minutes Dec 14, 2022 6:00 pm**

**Meeting by Zoom: link to zoom video**

[https://youtu.be/Hv5eS71hDYo](https://urldefense.com/v3/__https%3A/youtu.be/Hv5eS71hDYo__;!!K-Hz7m0Vt54!iPupjrfhsaZT7Q-mGg9etKpkjHcAs64-PNpoMwxWE_0A_0q27yg1RIrY79AxBtDKgZcLmY9Jki0$)

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, David Rymph, Rob Wamstad, Roseanna Almaee, Kate Kinney. Excused absence, Liesl Slabaugh, joined during executive session.

**Observers:** Christina Tweed, Jenell De Mateo, John Collins, Sandy Tweed, Share DeWees, Mary Tucker, Julia Cochrane, Sherry Irwin, Kathy Stevenson, Rosemary Adang, Henry Amick.

**Meeting Called to Order.** Recording and transcription on.6:03

**Chalice Lighting**

**Reading:** Sacred Leadership. Leading for Greater Good.

**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 (Eg. 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**, Jesse Wild 6:12

1. **Approve Meeting Agenda**

**Motion:** Roseanna Almaeemoved to approve the agenda; Bruce Zalneraitis seconded the motion; no objections; motion approved.

1. **Consent Agenda**
	1. Approval of Minutes of Nov.16 Board meeting.
	2. Authorize Rev. Kinney to schedule and create ordination service for Victoria Poling in late May 2023.

**Motion:** Roseanna Almaee moved to approve the consent agenda; Frances Loubere seconded the motion; no objections; motion approved.

1. **Standing Reports**
	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:** Bruce Zalneraitis moved to approve the treasurer’s November 2022 report; David Covert seconded the motion; unanimous with 9 voting Board members; motion was approved electronically, 19 Dec. 2022.

**Motion:** Larry Morrell moved to approve the Proposed Policy on Closing Temporary (Temporarily Restricted) Funds, see Attachment C; Roseanna Almaee seconded the motion; unanimous; motion approved.

1. **Trustees’ Reports** 6:30
	1. **Nominating Committee**

Jesse Wild reported that Julia Cochrane and Share DeWees as the co-chairs of the nominating committee agreed to start writing the committee report.

There will be four vacancies for positions on the Board for the committee to nominate for next church year to be filled. Of those four positions 3 will be for three year terms, one of them will be for a one year term.

* 1. **Endowments**

Bruce Zalneraitis, board representative on the Endowments Committee, reported that a meeting was planned, then rescheduled for near future due to travel.

1. **Task Force and Committee Reports** 6:33
	1. **Governance Task Force- See** [**Attachment D**](#AttachmentD) **– Frances Loubere.**

**Motion:** Frances Loubere moved that the QUUF Board approve the Information for Program Council Chair and Leads, see Attachment D; Roseanna Almaee seconded the motion; unanimous vote; motion approved.

**Motion:** Frances Loubere moved that the QUUF Board adopt the Alignment Policy with procedures as amended and written, see Attachment D; Roseanna Almaee seconded the motion; discussion followed with decision to postpone the motion to allow for adjustment of wording regarding policy and procedure; to be moved at a later meeting as an amended motion.

**Motion:** Larry Morrell moved to postpone the motion on adoption of the Alignment Policy; Bruce Zalneraitis seconded the motion; motion to postpone passed.

**Motion:** Frances Loubere moved that the QUUF Board adopt the Membership Policy as written, see Attachment D; Jesse Wild seconded the motion; in discussion an amendment to this motion was proposed. Motion was put on hold.

**Motion:** Frances Loubere moved that the text of the Membership Policy for the above motion be amended as noted in Attachment D; Bruce Zalneraitis seconded the motion to amend; motion was approved.

**Motion:** Frances Loubere moved that the QUUF Board adopt the Membership Policy as amended; Bruce Zalneraitis seconded the motion; motion approved.

**Motion:** Frances Loubere moved that the QUUF Board approve the Social and Environmental Justice Council Charter as written, see Attachment D; Roseanna Almaee seconded the motion; motion approved unanimously.

 7:22

* 1. **Denominational Affairs – see** [**Attachment G**](#AttachmentG) **– Roseanna Almaee**

**Motion:** Roseanna Almaee moved to adopt the policy and procedure proposed by the Denominational Affairs committee on selection of delegates to General Assembly, see Attachment G; Frances Loubere seconded the motion; motion approved.

* 1. **Communications Subcommittee – David Covert**

One letter to the Board published since November Board meeting. Author thanked us for following through. One letter is pending a reply from the author on minor editing.

* 1. **Widening the Circle – See** [**Attachment E**](#AttachmentE) **– Frances Loubere and Roseanna Almaee**
	2. **Healthy Community Team – See** [**Attachment F**](#AttachmentF) **– Liesl Slabaugh**

**BREAK** 7:28 recording off. 7:33. recording on.

1. **Agenda Items**
	1. **Planning for Board in-person gathering in January**

The January Regular Board meeting will be held on Wednesday January 18, 2023 at 6pm in person at QUUF. It will be a hybrid meeting on Zoom for observers to join. It will be preceded by a Board potluck dinner and informal discussions. Follow QUUF calendar for location and details.

* 1. **Executive session**

**Motion:** Roseanna Almeaa moved to enter executive session; Bruce Zalneraitis seconded the motion; motion approved.

**Executive session started** Recording off 7:37

**Return from executive session**. Recording on 8:12

The Board of Trustees announces the members of the QUUF Ministerial Hiring Committee as selected in the executive session. The bylaws require a five-member committee with at least one board member.

The committee members are:

Debra Bouchard, Dean Carr, Brian Rogers, Sarah Walker, and David Rymph (Trustee). In addition, Annemarie Mende is an alternate and Linda Spratt, Chair of the Personnel Committee, is advisor.

This will be announced to the Fellowship from the pulpit during the service on 18 December and through the December 19 Monday Board Report.

**Motion:** Bruce Zalneraitis moved to adjourn the regular Board meeting: Roseanna Almaee seconded the motion; motion approved.

**Extinguishing the Chalice**

Recording off: 8:17

**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 – Dec 14, 2022**

1. Study Session on Dec 1:
	1. Publish board goals for this year (a bit late) on website in SMARTIE goal format
	2. Update communications plans for Board (Individual meetings with 2 or more board members; Monday Board Report topics; phase out publishing letters to the board; point out the myriad communications opportunities)
2. Follow up action: Develop 5-yr goals around the areas identified to support the Dev. Minister Hiring effort
	1. Communications
	2. Identity of QUUF (Spiritually and Community)
	3. Conflict Resolution
	4. Organization/Structure
3. Ministerial Hiring Committee- 14 candidate applications received.
4. Update of board member assignments for next 6 months (see following table).
5. Intention to have **FUN**: Board to sponsor a Sock Hop on March 18th.
6. Pending
	1. Audit Committee (for this FY); 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**

**December Minister’s Board Report**

2022

Kate Kinney

**Membership:** New membership meetings: 12 people have participated in meetings to consider becoming new members.

**Pastoral Care:** Pastoral care members have helped with the memorial of Noel Criscuola and Richard Wojt. Pastoral Care members are considering setting up a memorial team to help with services and gatherings.

Pastoral Care Team members will participate in and help set up refreshments for the Healing Grief, Healing Community gathering.

**Executive Team:** Meeting Monthly; board and staff gathered on Dec. 7.

**Sunday Services:** Monthly meeting and have services set up through January. Discussion on the Joys and Sorrows ritual.

**Covenant Groups:** Monthly leadership gathering on Dec. 10. Some groups are faltering and are having problems with consistent gatherings. The groups are continuing to work on topics for the months. The next topic will be spirituality.

**ALPs:** Finished class on Whitman and Angelou. Lively discussions on poetry and democracy.

**Upcoming December Events:** Setting up and preparing for Winter Solstice Celebration (Dec. 21) and Labyrinth Meditations (Dec. 24 thorough Jan. 5)

**DFM**

Beau: Since our last board meeting we made five batches of cookies (spritz and chocolate chip) in RE and YRUU for the Winter Shelter, and the Holiday Craft Party was a cracking good success. We had about 60 people of all ages making window stars, decorating the tree, eating good soup, singing carols, and enjoying the fire. Every time we have a community event, I feel refreshed. It’s a good world. We are heading into the Pageant at the end of this month, and I am looking forward to the solstice service and labyrinth services as ways for folks to engage in a different way as well- I am finding that providing options beyond Sunday mornings for connection is vital. I spoke to one younger new mom and there is the need for adult community- and having more opportunities for folks to connect is important. Some of the younger parents feel like there aren’t any younger people here and that older people don’t connect with them on a peer basis. Encouraging older adults to chat with our folks in their 30s!

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**Attachment C**

**Treasurer’s Report to the Board**

December 14, 2022

The information below summarizes highlights from November 2022. Our annual auction was held in November, and we had an excellent outcome. The numbers still need to be finalized into the proper categories and some funds related to the auction will be posted in December 2022. The auction total at 11/30/22 is $48,794 and the Fund-A-Need (operating reserves) donations collected is $18,425. The amount raised for the Operating Fund is $30,369.

**Income**:

Current Year Pledge Income at the end of November was $233,173 which is $30,897 below the same period for last year. Total income at the end of November is $285,651 which is $6,313 below the same period for last year and 51.3% of the annual budget.

**Expenses**:

Total expenses for November are $47,196 which is $233 less than last year for the same period. The expenses to date are $231,356 which are $9,2412 more than the same period last year and 39.5% of the annual budget.

At the end of November our Operating Reserve is at $46,758.

**Balance Sheet as of November 30, 2022**:

**Assets**:

Total Cash: $182,400
Investments: $293,253
Overall Total Current Assets: $475,653

Temporarily Restricted Funds: $167,980

Permanently Restricted Funds: $17,070

**Liabilities**:

Current Liabilities: $56,910 Prior Year: $40,666

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

**Total Net Assets:**

This year: $2,137,257 Prior Year: $2,288,180

*The following numbers are as of 12/09/2022:*

The current pledges to date: $492,220
The amount paid so far to date: $233,173
The amount outstanding for the year: $259,047

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

See QUUF web page for full November Treasurer’s Report.

December 9, 2022

From: Finance Committee

**Proposed Policy on Closing Temporary (Temporarily Restricted) Funds (Draft 2)**

Moneys accumulate in various “Temporary Funds” in our Financial Statements. These funds are designated to be spent on specific projects or for specific purposes. At the end of 12 consecutive months of inactivity in a Temporary Fund, the Finance Committee will attempt to contact at least two last-known participants in the fund’s program to inform them that, if there is no additional activity (deposits or expenses) in the fund in the ensuing six months, the fund will be recommended to the Board of Trustees for closure. At the end of 18 months of inactivity, the Finance Committee will recommend to the Board of Trustees that inactive funds be closed and the remaining balances in the funds will be transferred to the Committee Program Donation Account.

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**Attachment D**

**Governance Task Force Board Report**

December 9, 2022

Submitted by Frances Loubere

**Members:** Cynthia Becker, Frances Loubere (Board) – Co-Chairs, Roseanna Almaee (Board), John Collins, Julia Cochrane (Recorder), Susan Landau, Anne Weaver, Bruce Zalneraitis (Board).

This month we welcomed Roseanna and Susan as new members.

GTF meets on the second and fourth Wednesdays of the month. These meetings are in-person with “Bird” availability in RE 2&3 except when circumstances require otherwise.

**Information for Program Council Participants** (additional attachment)

Kathy Stevenson SEJC lead joined GTF to discuss and edit a draft of information for PC leads and chair, created by the current PC ministry team leads and incorporating a draft from this summer with input from five leads. Betty O’Bryan, former PC Chair and Rev. Kinney reviewed this. It is included here as an attachment. We hope for approval at the 12-14 meeting.

**Motion**

**\_\_\_\_\_\_\_ moves that the QUUF Board approve the Information for Program Council Chair and Leads.**

**Albuquerque Policy Manual Brainstorm**

John led a discussion of the Albuquerque Unitarian Church Policy Manual. This document was highlighted as an example to build on by Larry (our Board President). This discussion will continue.

**Alignment Policy Development**

The Board at the 11-16 meeting approved a Program Alignment Policy. Briefer and simpler wording, without procedures, taken from the Albuquerque Unitarian Church Policy Manual, was substituted by the Board for GTF’s draft policy.

At and following our 11-30 meeting GTF amended this wording so it is more specific to QUUF and we added procedures. Because our Ops Manual reserves for the category “Procedures” those things that specify QUUF internal organizational procedures, and not governance procedures or procedures that apply to QUUF members, GTF recommends that this policy and accompanying procedures be placed in the Ops Manual alphabetical list of policies.

**Alignment Policy**

All programs and ministries must uphold QUUF’s mission, purposes, covenants, guiding principles, bylaws and policies, and be consistent with the Purposes and Principles of the UUA. The Senior Minister has the authority to determine the above and to determine that each program is currently within the capacity and priorities of the congregation**.**

**Alignment Policy 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.

If a Board committee or task force program is out of alignment, or if there is conflict between groups, this will be addressed by the Board, which has the authority to make a decision. The Board may seek assistance from the Healthy Community Team.

If a congregational committee program is out of alignment, 10 percent of eligible voting members can call a special meeting of the Fellowship to address this as per QUUF Bylaws Article IV Section 2. The Healthy Community Team may be asked to assist.

**Motion**

**\_\_\_\_\_\_\_ moves that the QUUF Board adopt the Alignment Policy with procedures as amended and written.**

**Membership Policy Development**

Basic QUUF membership requirements are stated in the Bylaws. GTF drafted, in consultation with the Newcomer Outreach Team lead, a membership policy that is consistent with the Bylaws, with the Alignment Policy and with past and current practice. This proposed addition, entitled “Membership Policy”, would be added to our existing Ops Manual in Part IV – Congregational Policies and Procedures, under Section A – Congregational Policies.

**Draft Membership Policy**

**Core requirements for, privileges of, and criteria for exclusion of membership in QUUF are stated in QUUF Bylaws, Article III, Sections 2–7.**

[**https://www.quuf.org/pdfs/Governance/ByLaws2021.pdf**](https://urldefense.com/v3/__https%3A/www.quuf.org/pdfs/Governance/ByLaws2021.pdf__;!!K-Hz7m0Vt54!kEgL83bGuns62NnUbkvUeksHrVQcnVC-zNhzvKV1WChy8PDXAQpLguuNWE7iWlUKxKRx7dkW9ej3s_LwvIw_5YY$)

**In addition, all prospective new QUUF members will complete a New Member Orientation Program before consideration by the Board for membership. After completion of the New Member Orientation Program, and as stated in our Bylaws, prospective members will complete and sign the membership application form affirming that they are in sympathy with the program and purpose of this Fellowship. Being in sympathy means they will examine, embrace, and practice the seven principles of the UUA, as well as QUUF’s mission, covenants, bylaws, guiding principles, and policies.**

\* Each prospective new member will meet individually with a QUUF Minister prior to Board approval. The minister and newcomer outreach team will provide information and recommendations to the Board.

\* Text amendment for amended Motion.

**Membership is approved by the Board, and confirmed when each prospective member signs the membership book. The congregation will recognize new members.**

**Members shall be eligible and encouraged to participate in the Fellowship governing structure, to vote on congregational issues, serve in elected office, serve on committees, use and receive all QUUF services, receive pastoral care, and receive QUUF communications.**

**As a voluntary organization, all QUUF members are encouraged, as they are able, to contribute time, effort, and resources to help sustain the health of the Fellowship**

**Motion**

**\_\_\_\_\_\_\_ moves that the QUUF Board adopt the Membership Policy as written.**

Note: **GTF plan for policy revision, creation and approval**

We will begin by:

Reviewing the work completed by the GTF Bylaws/Ops Manual subcommittee but not yet submitted to the Board for approval (Tabled until Dec 14)

Developing drafts for overarching Board Policy related to Program Council infrastructure and in conjunction with work already done by the ad-hoc policy committee that met several times. (Ongoing)

Reviewing the current Policy Manual online and noting where policies already passed are missing. (To be done).

**Information for Program Council Participants**

**DRAFT #3 11-30-22**

**Terminology**

**5 Councils**: Community, Spirit, Social and Environmental Justice (SEJC), Growth and Learning, Operations

Each council consists of **Teams** involved in the work of that council,

Team Leader is called **Chair or Co-Chair.**

Each council has a **Lead**, this person leads the council and serves on the Program Council.

**Program Council Chair Job Description (**selected by the minister in consultation with PC)

* Facilitates lay leadership and represents lay leadership to the minister and board.
* With the minister and PC Leads, oversees programming at QUUF.
* With the minister & PC Leads, determines what policies are needed for the Teams to function.
* Convenes & facilitates monthly meeting of Program Council.
* Leads work sessions when necessary.
* Works with Councils to identify Council Leads.
* With the minister, provides monthly report to the Board, and Annual Meeting Report.
* Fosters an environment that encourages thorough review of all proposals for programming, and **ensures** that programs are consistent with the mission of QUUF.
* **Ensures** that PC meetings are run fairly, democratically, and respectfully and that all PC members are encouraged to participate.
* Future Hope: **May** coordinate **ministry**-assemblies for all Team leaders.
* **Assists** with **leadership and other** trainings for lay leaders

**Qualifications for Program Council Chair:**

* QUUF member
* Positive working relationship with minister
* **Positive** communication skills
* **Demonstrated experience with conflict management**
* **Skills** to convene and **facilitate** the council meetings
* Responds regularly to communications
* Understanding group dynamics and role of lay leadership
* Committed to contributing to the overall health of QUUF
* **Willingness to attend** periodic **training** including, healthy communication, conflict **management**, and diversity, equity and inclusion **training**

**Council Lead Job Description** (one for each of 5 Councils)

* Convenes their council on a regular basis depending on council goals/needs
* Represents their council at Program Council meetings & Special Meetings as they arise
* Relays pertinent communications between the Program Council and their council members
* With their teams, creates a working plan for maintaining and improving their area of QUUF life
* Facilitates and coordinates the work of their council
* Future plan: Facilitates budget building process for their council
* Coordinates annual report on the teams of their council

**Qualifications for Council Lead:**

* QUUF member
* Ability to timely communicate both to and from the Program Council
* Ability to convene and conduct the council meetings
* Responds regularly to communications
* Committed to contributing to the overall health of QUUF
* Ability to collaborate with, and support other council Leads
* Understanding group dynamics
* Understanding the role of lay leadership in coordination with staff
* Committed to contributing to the overall health of QUUF
* Attends periodic trainings including, healthy communication, conflict management, diversity, equity and inclusion

**SOCIAL AND ENVIRONMENTAL JUSTICE COUNCIL CHARTER**

**Dec 9, 2022 – completed by the SEJC Council**

1. **MISSION**: What is the purpose and/or goals of this Council?
We coordinate, educate and inspire QUUF congregants in our commitment to social and environmental awareness and action. We seek to live our core UU values within our congregation and in the larger community.
	* To initiate, facilitate and coordinate social and environmental justice activities of the congregation.
	* To provide members with meaningful opportunities to actively fulfill our UU Principles in the community.
	* To promote broader awareness of social and environmental justice issues.
	* To center the voices of people in our community who are marginalized.
	* To ensure that the fellowship understands what we do!
2. **MEMBERSHIP**: The membership of this council is composed of chairs and co-chairs of each team. In addition, there are at-large members. People wishing to join the council as members-at-large can do so after attendance at 3 meetings.

The current Teams are:

* Affordable Housing Action Group (AHAG) (includes Jefferson County Shelter
* Team, Winter Welcoming Center)
* Antiracism Action/8th Principle Team (AAT)
* Christmas Giving Team (CGT)
* Designated Offering Team (DOT)
* Green Sanctuary Environmental Action Team (GSEAT)
* Jefferson County Immigration Rights Advocates (JCIRA)
* Native Connections Action Group (NCAG)
* Pet Helpers Team (PHT)
* Quimper Animal Advocates (QAA)
* Welcoming Congregation Team (WCT)

New teams may be formed according to SEJC policies.

1. **LEADERSHIP**: Members of the current council will choose the Council lead.
2. **DECISION MAKING**:
* All Council members may vote.
* A vote requires a representative from at least 50% of the teams to weigh in.
* Items to be voted on are to be determined by the group.
* Time sensitive items can be voted on via email. Zoom or in-person meeting preferred.
* Facilitator asks the question, “Are there any objections, or anything someone cannot live with?”
* Items can be voted on at any meeting, even without prior notice.
1. **CONFLICTS:** How does this Council intend to manage conflicts?
* We talk and listen to each other.
* Team chairs or individuals can bring issues to Council meetings.
* We practice positive communication skills.
* If a problem can’t be resolved within the Council, the Council Lead will bring it to the Program Council. We will look to the Healthy Community Team for guidance.
1. **MAJOR ACTIVITIES:** How does this Council advance QUUF’s mission and goals?

The SEJC is the coordinating body for all our SEJC teams. Teams have activities that they work on independently and collaboratively with other teams and entities, both within QUUF and the larger community. The Council may initiate and coordinate fellowship wide social environmental justice activities.

1. **SUCCESS:** How does this Council conceptualize success, and how can success be measured?

A successful SEJC has active members on all teams and engagement with QUUF members at large. The work of social and environmental justice engages the full congregation and beyond our walls. This work is integral to living our Unitarian Universalist faith.

Although the impact of the activities is not easily measurable, some signs of success are:

* Each team evaluates the impact of their programs
* The work of the team is distributed among all the team members
* Incubation of new teams and groups is evident
* Results of congregational surveys and interviews
* Renewal of new participants engaging in the Teams
1. **BUDGET:** How does this Council track the financial needs of its Ministry Teams and submit that as part of the Annual Budget process?

SEJC Council has been submitting the budget as a council for many years. When we receive the budget building materials from Finance Committee, we review previous budgets and make a group decision. The Lead monitors the budget through the year, bringing to the Council special requests and financial issues.

1. **MEETINGS:** How often does this Council meet? How are meetings called? How are meetings and minutes publicized?

Meetings are monthly, listed on the calendar. Council Lead keeps track of minutes. All congregants are welcome to attend any meeting. Periodic working meetings are held, and on the calendar.

1. **COMMUNICATION:** How does this Council communicate its activities and accomplishments to the QUUF membership?

Teams try to keep their page on the QUUF website up to date. Opportunities to participate in SEJ Team events are in the Update. The Fellowship Hall bulletin board is designated for our council. We have periodic tabling and information fairs. Annual Reports are completed by each Team. Throughout the year Sunday Services offers speakers, announcements, and information about social and environmental justice topics. One Sunday is designated Social Justice Sunday.

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| **Our QUUF Mission Statement (adopted January 10, 2021)**“We come together to seek our truths,honor our diversity,serve with love,and work for justice in our world.” |

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**Attachment E**

**Widening the Circle Committee – Report to the Board
December 2022 Board Report**

**

1. We will be offering the UUA Common Read for this year, Mistakes and Miracles-Congregations on the Road to Multiculturalism through ALPs. 4 sessions in the months of February and March.

[New UU Common Read: Mistakes and Miracles | UU World Magazine](https://www.uuworld.org/articles/common-read-2022)

From the back cover:

“What calls Unitarian Universalists to create multicultural, antiracist Beloved Community? What do congregations need when they embark on this journey? What common threads run through their stories? Nancy Palmer Jones and Karin Lin share how five diverse congregations encounter frustrations and disappointments, as well has hope and wonder, once they commit to the journey. Mistakes abound. Miracles of transformation and joy emerged too. Extensively researched and thoughtfully written.” We will be using the study guide offered through USAA.

1. Chapter 4 of *Widening the Circle* is on Hospitality and Inclusion. We have identified a need for an Accessibility team to address accessibility issues on an ongoing basis (We did have one at one point in the past). Our plan is to help develop a team that will address accessibility/barriers to inclusion. The entire congregation are the stakeholders. This team ideally will involve representatives from several existing teams/circles for collaboration. For example: Operations Council – for physical barriers, Hospitality Team/greeters – to be aware of issues that may impact folks with disabilities, Technology Team – for the hearing devices, Pastoral Care Team – for awareness of special needs. We are not sure where this team will ultimately live in the structure of our Governance, but we can consider it a sub group of WTC to get it off the ground.

We are reading:

[Accessibility Guidelines for Unitarian Universalist Congregations: (uua.org)](https://www.uua.org/files/documents/equualaccess/accessibility_guidelines.pdf)

Here is an excerpt that grounds us in the UU values relevant to establishing this team.

**Vision**

A welcoming environment can be viewed as the lack of barriers, or an effort to overcome barriers to full participation. A fully welcoming environment is most evident in the attitudes and actions of the congregation - from all members including the lay and professional leadership. The barriers to an individual’s participation will vary by a person’s specific disability, and specific accommodations are made on a case-by-case basis, as well as general accommodations for the benefits of all who might attend a service.

**Goal**

The goal is for the congregation to have a practice of full inclusion of each person independent of disability/ability. By ensuring full participation in church life, each person is able to bring his or her whole self, not sacrificing any part of that whole self “to fit in” or “not make a fuss.” Everyone is ensured the ability to be a full member because diversity and difference are viewed as gifts that enrich everyone.

Several immediate issues identified that could be addressed:

* Paving near the front exit of the Sanctuary in case of emergency. This would also allow for better access for coffee when it is served outside during the warm months.
* Online coffee hour for members that are homebound.
* There needs to be a way for folks to self-identify their individual accessibility needs. Perhaps as part of an annual form – like when we have asked how folks would like to volunteer at the beginning of the church year there could be a few lines for people to express accommodations that would be helpful for them.

Respectfully submitted,

Diane Haas

Chair of WTC

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**Attachment F**

**Healthy Community Team**

This is the report of HCT Activities Month of November 2022:

* Three HCT meetings Nov. 9, 19 (half day retreat), and 30.
* Ten individuals, including six QUUF members, participated in a three-day Training on Dynamic Facilitation with Markus Goetsch session (Nov. 2, 3 and 4). Scheduled, but had to postpone an 11/19 HCT Dynamic Facilitation practice session “how to get along at QUUF.” Established a Dynamic Facilitation email list and there is interest in scheduling a practice session with the larger group.
* Established Sunday after-service Conversation Circles with both a sermon discussion prompt as well as a healthy community cottage meeting discussion. Sessions in November had from 3 to 12 participants in each session and were well attended and productive when combined with a Sunday service announcement.
* Agreed upon a structure and conducted a requested mediation with three members concerning Wisdom Council wrap up
* Agreed to partner and work with Denominational Affairs Committee on a congregation-wide discussion of the Article II proposed draft in Dec.
* Decided to continue rotation of the facilitation role. Facilitator for Dec and Jan. is Laurie Riley.
* Discussed succession of HCT members with push to begin in January.

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**Attachment G**

**Denominational Affairs Committee**

**Proposed Policy on Selection of GA Delegates**

**December 9, 2022 approved by DAC 12-10-22**

The Denominational Affairs Committee (DAC) will inform QUUF members about the annual meeting of the General Assembly, and publicize the process for QUUF members to apply each year to become a QUUF delegate to GA. The goal is to have diversity in delegates including but not limited to age, gender, race, education, abilities, longevity at QUUF, and experiences.

1. The responsibilities of GA delegates include:
2. Attend GA either virtually or in person.
3. Participate in one or more planning sessions with other QUUF delegates conducted by the DAC.
4. Attend congregational discussions about GA issues that delegates will be asked to vote on.
5. Cast votes at GA on UUA policies, that in their judgment best represent the interests and preferences of QUUF members.
6. Connect with other delegates between Plenary Sessions.
7. Attend as full a schedule of workshops as able.
8. Prepare, with other delegates, a report on major actions of GA – written or oral – to share with QUUF members
9. QUUF Members indicate their interest in serving as a GA delegate by:
10. Completing, signing, and submitting an application form developed by the DAC, following a time schedule set by the DAC to assure delegates are selected in sufficient time to prepare themselves for the coming GA, and mini-assembles held prior to the annual GA.
11. The delegate application form includes an affirmation they support the purposes, covenants, guiding principles, bylaws, and policies of QUUF, and agreement to fulfill the responsibilities of a GA delegate listed above.
12. Membership in QUUF is a requirement to become a GA delegate representing QUUF.
13. 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:
14. Member of QUUF.
15. Affirmation of support for the purposes, covenants, guiding principles, bylaws and policies of QUUF.
16. Agreement to fulfill the delegate responsibilities listed above.

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