**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**Meeting Minutes**

**October 25, 2023, 6pm – RE2 and Zoom**

<https://youtu.be/2h_Shlo41qY>

Board members present in person: Sarah Walker, Larry Morrell (process observer), Elizabeth Walker, Bruce Zalneraitis, Rev. Linda Hart, Sarah Hull, Liesl Slabaugh, Roseanna Almaee, Mary Tyburski

Board member attending virtually: Jesse Wild

Tech specialist present: Christina Tweed.

Observers attending virtually: Jenell DeMatteo, Dan Brooks, Frances Loubere, Kathy Stevenson, Share DeWees, Henry Amick

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, 6pm**

**Spiritual Practice and Chalice Lighting**

**Check-ins**

**Discussion**: Chapter 3 of *Transforming Conflict*

**Approve Meeting Agenda**:Motion to approve: Bruce. Approved.

**Consent Agenda**

* Approval of Minutes of meeting September 27, 2023
* Approval of designated signatories for the First Federal Bank Line of Credit Account effective October 6, 2023:
  + Sarah Walker, President
  + Larry Morrell, Vice-President
  + Elizabeth Walker, Secretary
  + Bruce Zalneraitis, Treasurer
* Recommendation for Rachel Schmitt (former QUUF intern) as a candidate for UU ministry.
* Approval for Fund-a-Need for 1) adding pavers from the foyer doors and the north exit of the sanctuary to San Juan Avenue to make these paths ADA approved. 2) adding a safety exit from the loft skylight for emergency egress, to support the fire code. Total costs approximately $18,000.

Motion to approve all of Consent Agenda: Mary. Approved.

**Standing R****eports**

* **President’s Report** – see[**Attachment A**](#AttachmentA)
* **Minister’s Report** –Catching up from family medical leave. New member orientation, with 9 excited potential members.
* **Treasurer’s Report** –see **[Attachment C](#AttachmentC).**

Motion to approve Treasurer’s Report: Bruce. Approved.

* Additional financial business:
  + Many people in the congregation have concerns about our financial state. We need to educate and reassure them. The Fundraising Committee will have a retreat next month, and we ask for a Monday Board Report to let the congregation know what comes out of that. The SMARTIE financial goals are multi-year to help us get on track. We are moving in the right direction.
  + Recommendation to increase our Bookkeeper’s weekly hours from 10 to up to 15, as needed. Cost will be up to $5000 for the fiscal year. This will come out of our music coordinator budget (currently unfilled), but will only use part of it. Motion to approve: Liesl. Approved.

**Committee Reports:**

**Nominating Committee** – see [**Attachment I**](#AttachmentI)

Some Board members had questions about the mission of the Nominating Committee, as stated in the proposed charter. This should be discussed by the Bylaws Committee: What is the process of overseeing Congregation Committees (Nom Com and Endowments)?

**Governance Task Force** – see [**Attachment D**](#AttachmentD)

* Approval for 5 pending FOST Health and Safety policies. These have been posted for a month, with no comments, other than general approval.
* Physical Environment Policy.
* Emergency and Crisis Management Policy.
* Child and Youth Protection Policy.
* Certain Behaviors are Discouraged Policy.
* Firearms, Illegal Drugs, Intoxication and Smoking/Vaping Policy.

Motion to approve all of above FOST policies: Larry. Approved.

* Pending Membership Policy. This has been edited several times. The Communication Subcommittee will clean up the latest version and bring it back to the Board for approval. When approved, this will be reposted as a pending policy for congregational comments.
* The Destructive Persons Policy is still being worked on by GTF and also the Executive Team.

**Widening the Circle** – see [**Attachment E**](#AttachmentE)

**Program Council Report** – see [**Attachment J**](#AttachmentJ)

**Healthy Community Team** – see [**See Attachment F**](#AttachmentF)

**Denominational Affairs** – see [**Attachment G**](#AttachmentG)

Discussion of procedures for selecting delegates to UUA’s General Assembly. Current chair and co-chair have asked if one or both can be automatically chosen as delegates. The Board is in agreement that the person doing the training for delegates should themselves be a delegate, but the Minister, if they go to GA regularly, could be the primary trainer.

Also, there are broader questions of who should choose the delegates – perhaps the congregation? Or DAC, in consultation with the Minister? We need to look at the whole process of DAC and choosing the delegates. DAC could put forth a proposal of how to choose delegates and train them. Roseanna will take this back to DAC for discussion and proposals.

**Fundraising Coordinating Committee** – see [**Attachment H**](#AttachmentH)

**Personnel Committee** – see [**Attachment K**](#AttachmentK)

**By-Laws Committee** – see [**Attachment L**](#AttachmentL)

**Work in progress:**

Sarah W wants an active plan for a healthy Fellowship community, combining the actions of the Board, HCT, and the Developmental Ministry goals. We’ll consider inviting HCT people to the December Board study session to make plans for this.

We also need to finalize the Board’s Healthy Community SMARTIE goals and strategies for Healthy Community. Sarah W., Jesse, and Linda will work on this, possibly with someone from HCT.

**Plan for upcoming Monday Board Reports:**

* Report on our reading of the *Transforming Conflict* book. Elizabeth
* Report on the spirituality of giving. Someone from the Stewardship Team.
* Why are we doing this new governance structure? Larry
* Report on the Fundraising Retreat. Bruce
* Report on the financial state of the Fellowship, with a projection for the upcoming years. Bruce
* Topic on diversity. Roseanna
* Reposting of the Membership Policy, pointing out that we do listen to congregational comments. Elizabeth

Elizabeth, Jesse, and Sarah W will coordinate the schedule for these.

A reminder that our November 8 study session will include a workshop on reading our financial reports.

Next Board meeting on November 15.

**Closing words, extinguishing the Chalice:**

**ADJOURN 8:20.**

**Attachment** **A**

**QUUF Board of Trustees**

**President’s report – October 25, 2023**

1. Monitored Letters to the Board regarding the posted Pending safety and membership policies – noting the suggestions for more welcoming language related to the membership policy.
2. October 24 attended the 4th Principle (and Tomato Soup Group) potluck meeting which included the opportunity for that affinity group to interact with Linda Hart.
3. Submitted initial signatory document to First Federal Bank related to QUUF’s line of credit.
4. Prepared the agenda and presided the October 13 study session including a focus on the SMARTIE goals and Communication Sub Committee practices.
5. Attended meeting to refine the materials in preparation for new Member Orientation sessions October 21, 28.
6. Scheduled attendance as of this writing:

* Participation in the Newcomer orientations October 21 and 28
* Harvest Festival – multi generational event October 21
* Stewardship strategies meeting October 22
* Executive Team Scheduled for October 23 – to work on our charter and create procedures related to the Disruptive persons Policy

Pending:

Ongoing communication and educational efforts to help the fellowship understand governance policies and processes

Respectfully,

Sarah Walker, President

QUUF Board of Trustees

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Updated:10-22-23 |  |  |  |  |  |  |  |  |  |  |
|  | Sarah W. | Larry M. | Elizabeth W. | Bruce Z | Roseanna | Sarah H | Mary T. | Liesl S | Jesse W. | Linda H. |
| Number of Assignments | 2 | 4 | 4 | 3 | 2 | 2 | 1 | 1 | 2 | 1 |
| **Officers** |  |  |  |  |  |  |  |  |  |  |
| President | X |  |  |  |  |  |  |  |  |  |
| Vice President |  | X |  |  |  |  |  |  |  |  |
| Secretary |  |  | X |  |  |  |  |  |  |  |
| Treasurer |  |  |  | X |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Executive Team\* | X | X | X |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Standing Committees** |  |  |  |  |  |  |  |  |  |  |
| Finance (1) |  |  |  | X |  |  |  |  |  |  |
| Endowments (1) |  |  |  | X |  |  |  |  |  |  |
| Nominating (2) |  |  | X |  |  |  |  |  |  |  |
| Personnel |  |  |  |  |  |  | X |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Board Committees/Task Forces** |  |  |  |  |  |  |  |  |  |  |
| Communications |  | X | X |  |  | X |  |  | X | X |
| Governance Task Force |  |  |  |  | ½ | X |  |  | ½ |  |
| Widening the Circle Committee |  |  |  |  | X |  |  |  |  |  |
| Healthy Community Team |  |  |  |  |  |  |  |  | X |  |
| Denominational Affairs |  |  |  |  | X |  |  |  |  |  |
| Bylaws Review/Revision |  | X |  |  |  |  |  |  |  |  |
| Fundraising Coordinating Committee |  |  |  |  |  |  |  | X |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Pending Committees/Task Forces** |  |  |  |  |  |  |  |  |  |  |
| Long Range Planning (5-Yr plan) |  | zz |  |  |  |  |  |  |  |  |
| Leadership Dev. Program |  | zz | zz |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| (1) Treasurer member per bylaws |  |  |  |  |  |  |  |  |  |  |
| (2) Elected from Board as voting member |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Key** | Expressed interest | | | | | | | | | |
| X | Assignment | | | | | | | | | |
| zz | Not yet formed; requires board action | | | | | | | | | |
| \* | Executive team needs definition and charter | | | | | | | | | |

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**Attachment C**

**Treasurer’s Report to the Board**

October 18, 2023

The information below summarizes highlights from September 2023 and represents the first quarter of the new FY23-24 Fellowship year.

**Income**:

Current Pledge Income for September of FY23-24 was $28,232 which is $3,131 below the same period for last year. Total overall income for the month was $31,819 which is $3,094 below the same period for last year. The total income for the first three months of FY23-24 is $155,642 which is $19,254 less than last year and 31.4% of the annual budget of $496,020.

**Expenses**:

The expenses for September are $46,664 which is $854 less than last year for the same period. The total expenses for the first three months of FY23-24 are $145,949 and $5,616 greater than last year.

Total net income for the first three months of FY23-24 is $9.693 and $24,871 lower than last year for the same period.

At the end of the three month of the fiscal year our reserves are as follows:

**Operating Reserve** $49,688

**Maintenance Reserve** $113,218

**Capital Reserve** $13,479

**Total** $225,340

(This is the total the Board approved, but the Treasurer later corrected this to $176,385.)

Balance Sheet as of September 30, 2023:

**Assets**:

Total Cash: $158,712

Investments: $263,912

Overall Total Current Assets: $422,624

Temp. Restricted Funds: $180,135

Permanently Restricted Funds: $ 17,150

**Liabilities**:

Current Liabilities: $20,634 Prior Year: $70,454

Long-term Liabilities: $236,633 Prior Year: $256,541

Total Net Assets: This year: $2,395,200 Prior Year: $2,120,914

Annual Pledges Made: $403,692

Pledges Received by 9/30/23: $141,124

Balance Remaining: $262,568

Annual Pledge Budget: $399,000

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**Attachment D**

**Governance Task Force Board Report**

**October 18, 2023**

**Submitted by Frances Loubere**

**Meeting Schedule:** First and third Wednesdays 10-Noon. Remote attendance is with advance notice.

**Members:** Roseanna Almaee (Board Rep.), David Alvarez, Phil Burwell, John Collins, Julia Cochrane (Scribe), Jenell DeMatteo (QUUF Administrator), Diane Haas (PC liaison), Sarah Hull (Board Rep.), Frances Loubere (Chair), Christina Tweed (QUUF Tech), Anne Weaver, Jesse Wild (Board Rep).

We welcomed back Phil who has been on medical leave since March.

**Policies**

**Membership Policy Amendment:** This was approved at the September Board meeting as a pending policy for Congregational review. We discussed additions to this policy based on input from congregants.

**Facilities Oversight and Safety Policies**: The Board approved five of the seven FOST Policies at their September meeting for congregational review. GTF has worked on amended wording for a **Destructive Behaviors Policy**. This draft has been reviewed by the Executive team and the Healthy Community Team. GTF will review this in conjunction with the already drafted Grievance Policy with a plan to forward to the Board for their November meeting.

**Bylaws Review Committee Updates:** David updated us on the Bylaws Committee – a Board Committee appointed every 7 years to review the Bylaws. Suggestions have been requested from Teams and Committees.

**Program Council:** The Minister, the Growth and Learning Council, and Ad Hoc Committee to discuss Adult Ed. Programs will set dates for congregational meetings to discuss and get input into how we will structure Adult Education Programs. The Ad Hoc committee will plan this meeting.

**Glossary:** The Glossary is an ongoing project with ongoing review spearheaded by David. It will be posted on the website when ready. This is not a policy and does not need Board approval but will be linked to policies when words or terms need to be defined.

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**Attachment E**

**Widening the Circle Committee**

**Board Report, October 2023**

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Updates:

* DEI training – We previewed a 6-week curriculum on Classism which we are planning to offer. 3 weeks in November/December and 3 weeks in January: Class Aware: Class and Classism in UU Life by UU Fellowship of Ames (<https://uufames.org/class-aware-class-and-classism-in-uu-life/>)
* Also planning to have a workshop on Subtle Acts of Exclusion – dates TBD.
* Blog on appropriation.
* Continue with WTC Tidbits.

Submitted by Diane Haas

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**Attachment F**

**Healthy Community Team**

HCT Report to the Board for September/October 2023

The Healthy Community Team monitored AskHCT email.

The HCT has completed:

* Update of Charter.
* Update of website.
* Plans for the coming year.

HCT met with Rev. Linda to brainstorm activities and options as we move into the new church year and new ministry. HCT is currently working on a plan for the coming year.

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**Attachment G**

**Denominational Affairs Committee**

**Board Report Oct 2023**



**This past month we reviewed our Mission/Goals:**

* To facilitate our democratic obligation to have QUUF represented at General Assembly and other Unitarian Universalist Association (UUA) business meetings and Pacific Western Region business meetings.
* To educate and inform the congregation about the UUA, Pacific Western Region, and other entities.
* To engage with and utilize resources of the UUA.
* To inform Ministry Teams, Board Committees, Task Forces and Board of Trustees of resources available through the UUA.
* To connect with other UU Congregations in the Puget Sound region and beyond.
* To connect with other denominations in our community.
* To coordinate with minister and staff on Denominational issues and resources.

Kathy attended the Pacific Western Region Town Hall.

Kathy, Diane Haas, and Zoe Ann Lamp attending Leading from The Heart UUA seminar.

Julia attended Faith Action Network & Jefferson Interfaith Action Coalition.

**Plans towards goals:**

* Create a list of what resources QUUF uses from the UUA: board, staff, teams.
* Coordinate with Linda regarding when and how to continue discussion of Article 2.
* Brainstorm ways to connect with congregations in Jefferson County and with Puget Sound UUs.
* Better monitor information and mis-information about the UUA.

**Needs or requests of Board:**

We will re-visit the role of co-chairs and delegate status in January.

Kathy and Julia, 10-18-23

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**Attachment H**

**QUUF Fundraising Coordinating Committee (FCC)**

**Monthly Report to the QUUF Board of Trustees**

**October 18, 2023**

**Submitted by Patrick J. Johnson, Chair**

**The Mission:**

The Fundraising Coordinating Committee (FCC) coordinates all the parts of the organization that must work together smoothly in order to implement the budgeted fundraising goals. This includes coordinating and optimizing the efforts of:

* the fundraising role of the board
* the Finance committee
* the pledge campaign team
* the auction team
* the endowments committee
* a recommended new legacy giving committee
* and all non-pledge fundraising efforts

The FCC met on the following dates:

July 7, 2023

August 7, 2023

September 11, 2023

October 2, 2023

Next Meeting: November 6, 2023, 3:30 – 5pm in RE 1,2

In accordance with the QUUF bylaws and policies, all meetings are open. Meeting times, dates and locations are posted in the monthly calendar.

Membership: (5-7 members specified in the charter)

1. Patrick Johnson, Chair
2. Dean Carr, at-large
3. Jenell DeMatteo, Staff
4. Liesl Slabaugh, Board Representative
5. Robin Stemen, Pledge Committee
6. Mary Tyburski, at-large
7. Finance Committee Representative TBA

Activities and Discussion:

* Define what constitutes a fundraising event.
* Develop a Fund-Raising Event application form.
* Develop Fund Raising Event Calendar to track and coordinate events.
* Develop donation policy.
* Review fundraising event applications.
* Coordinate with the Volunteer Engagement Team (VET) to delineate responsibilities regarding the recruitment of chairs and volunteers for fund raising events.
* Identify event sponsors.
* Create an environment of abundance and generosity within the Fellowship.
* Develop guidelines and provide technical assistance to maximize the revenue raised vis-à-vis staff and volunteer time and other expense.
* Assist with the recruitment of chairs for the auction, pledge campaign, book sale, and other historical fund-raising events.
* Develop ideas for new fundraising events.

See below to review approved fundraising events:

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**Attachment I**

**Nominating Committee Charter**

**10.13.2023**

**1. MISSION: What are the purpose and goals of this Congregational Committee?**

The Nominating Committee’s mission is to strengthen democracy within our congregation by competitive elections. The Committee's purpose is to verify open positions for all elected positions including the Board of Trustees, the Endowment Committee, and the Nominating Committee, as per By-laws. As needed, we will seek candidates for open seats on these committees and accept nominations through petition. We will then foster the process of helping the congregation get to know both nominated and petitioned candidates by such activities as encouraging and publishing written statements and organizing a panel allowing all candidates to speak. We will, as possible, encourage and recruit a diversity of candidates and seek out candidates with training in diversity, inclusion, and equity. As needed, the Nominating Committee will offer assistance to other recognized QUUF entities in recruiting leadership in accordance with QUUF By-Laws.

**2. MEMBERSHIP: How is membership of this Committee determined?**

The Nominating Committee is a Congregational Committee, 4 of which are elected by the Congregation as per By-laws for 3-year terms. The fifth member is a Board Trustee selected annually by the Board of Trustees. The selected person is a full voting member of the Nominating Committee.

**3. LEADERSHIP: How is/are the chair(s) selected?**

The Chair(s) of the Nominating Committee are selected by the Committee's members annually.

**4. DECISION MAKING: How does this Committee make decisions?**

Generally, Nominating Committee decisions are made by consensus and, when necessary, by vote of all five members.

**5. CONFLICTS: How does this Committee intend to manage conflicts?**

The Nominating Committee uses consensus and voting to resolve conflicts. If conflicts are not resolved by those methods, a QUUF member with mediation skills and experience may be asked for help, in accordance with QUUF Policies.

**6. MAJOR ACTIVITIES: How does this Committee advance QUUF’s Mission and Board Goals?**

The Nominating Committee helps advance QUUF’s Mission and Goals by working to assure democracy and by coordinating timely and effective nominations and elections of qualified QUUF members to the congregation's elected positions, as listed above. The Committee also advises other QUUF groups and provides resources that promote democracy, including elected vacancies. The Nominating Committee will establish annual goals in accordance with The QUUF’s Mission and Goals and Board Objectives.

Each year the Nominating Committee:

* creates a calendar for all elected positions.
* ensures the selection and election of candidates happens in a timely and democratic manor.
* provides the congregation with accurate descriptions of assigned duties and time commitments for open positions.
* notifies the QUUF congregation about current elected openings using QUUF internal communication channels.
* presents and assists qualified candidates.
* maintains an accurate record of all elected terms.
* coordinates elected candidates with direct communication to the Congregation.

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

The Nominating Committee measures success by how effective and timely QUUF competitive elections are.

**8. BUDGET: What financial resources does this Committee need from the QUUF General Fund? Are there other funds this Committee has access to or generates?**

The Nominating Committee has minimal needs for QUUF General Funds. This is usually for printed materials that can't be reproduced at QUUF. The Committee has no other funding resources. This Committee may request some budget in the future to be able to communicate more effectively with a larger congregation.

**9. MEETINGS: How often does this Committee meet? How are meetings called, and by whom and with what notice period (beyond the 3-day calendaring requirement)? How are meetings and minutes publicized?**

The Nominating Committee meets monthly, biweekly, or weekly depending on the workload of QUUF annual elections, mid-term appointment needs, and recruitment advice sought from other QUUF groups. Meetings are posted on the QUUF online Calendar. Due to the confidential nature of our work, we may need to go into executive session. Committee meeting minutes are archived on QUUF’s google drive and are available on request and names may be redacted.

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

During election season each year, information is posted on the Nominating Committee QUUF’s webpage, as well as in the QUUF Weekly Update, on Bulletin Boards, and announcements from the pulpit. We also hold candidate forums.

**11. INCLUSION AND EQUITY:** A significant part of the qualifications for membership on the Nominating Committee is DEI training, experience and a belief in the importance of “Radical Inclusion”. Our recruitment process includes deliberately recruiting and supporting candidates who have been traditionally excluded from leadership roles, including youth and young adults. [Return to Agenda](#AgendaPage2)

**Attachment J**

**Program Council**

**Report to the Minister, October 2023**

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**Program Council**

Coordination with Fundraising Coordinating Team (FCC): The Volunteer Engagement Team will recruit volunteers – a Fundraising Support Team (which is really a list of people willing to work on fundraising events). FCC will recruit a chair for each event. The chair will gather a team together (from the Fundraising Support Team and wherever). The FCC will work with the chair to establish goals for the event, best practices, etc. NOTE: There were questions within the Governance Task Force about how this fits within the Governance model. Perhaps a transitional circumstance.

The Council is reading and plans to discuss Rachel’s Report regarding young adults and parents of young children’s engagement at QUUF and implications for programming.

**Councils (and some highlights)**

**Community Council** –Debra Bouchard has fully assumed being Lead for the Community Council.

After beginning of the year sign-ups, we have 18 continuing or new Affinity Groups and 10 Covenant Groups. One is designed for parents with young children providing childcare at QUUF.

The Christmas Holiday tree and Giving program is in the works with a new chair.

**Social and Environmental Council –** Special Connections Group is a new category for organizations we are connected to but that have their own non-profit status so they can’t be a QUUF team. We are working on criteria and definitions. JCIRA and Pet Helpers are examples.

SEJC is looking at ways to approach the $4900 endowment gift for a housing project. This was the anonymous donation made when we were planning the Safe Park project that did not work out.

The Naked Lady/clothes swap sponsored by Green Sanctuary happened in October.

Meaningful movies continue.

**Spirit Council** – Production Team has discontinued. Aesthetics is collaborating with NCAG and others to work on an exhibit for People of the Global Majority (PGM) (formerly BIPOC). Joyful Noise is now part of music planning. Some changes: Worship Assistants will be called celebrants; board members will make announcements.

**Growth and Learning** – A group working on re-imagining Adult Programming is planning a congregational meeting for discussion/input and then this group will establish a mission statement, Charter, and guidelines and possibly policies for Adult Programming.

**Operations Council** – stillno lead. But David Covert has been sharing information and attending some meetings as an ‘observer’. The paving of the patio and walkway is complete. Carolyn Salmon has resigned from the Admin. and Tech. Team because of health reasons, so essentially this is now run by staff.

Submitted by Diane Haas,

Program Council Chair

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**Attachment K**

**Personnel Committee**

**October 2023 Report**

To: The Board of Trustees

* Recruited new member for Committee
* Mary Tyburski appointed Board Liaison to Committee
* Chair conducted one-on-one orientation with Board Liaison

Please Note: Our monthly Committee meeting is scheduled for 1:30pm October 19. Committee activities and results will appear in November report.

Submitted by Linda Spratt, Chair

10/19/2023

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**Attachment L****:**

**Bylaws Committee Report for October 2023**

The committee meets every two weeks and has collected ideas and issues from the Nominating Committee, a past Ministerial Search Committee, the Financial Review committee, and members of the fellowship.

Notices requesting further inputs are in the Weekly Update.

The list of topics being considered is the table below.

Respectfully submitted,

John Collins, David Alverez, Rosemary Adang & Larry Morrell.

List of issues to address in the bylaws – started by this committee on 9/19/23.

|  |  |  |
| --- | --- | --- |
| **Topic** | **Purpose of Change** | **Bylaws Reference** |
| 1. Membership | Clarify Rights and Responsibilities of Membership | ART III Sec. 3 – update and align with Policies |
| 1. Removal from Membership | Clarify process of calling a special meeting to appeal removal. | Change ART III Sec. 6 to “Membership: Warning, Suspension and Termination.” Add Special Meeting to be called in accordance with ART IV Sec. 2 describing requirements for calling Special Meeting (10% of membership.) |
| 1. Removal of Trustee | Clarify process: A special meeting may be called to appeal a removal following the procedures for a Special Meeting | ART VI Sec. 5 ….at a Special Meeting, which, upon written request to the Board *in accordance with ART IV Sec. 2*, shall be scheduled and held. |
| 1. Membership Roster | Sec. has oversight responsibility working with Staff to keep roster current | Change ART III Sec. 5 to read –“A roster of confirmed members will be maintained in accordance with ART VII Sec. 3C.” |
| 1. Elections decoupled from Annual Meeting | Allow elected candidates ramp-up time prior to assuming office. Elections can be more inclusive if in-person attendance is not required. No need for proxy votes. | ART IV Sec. 1 – remove elections from required Agenda at Annual Meeting. Add new Section 8 to ART IV: The Board shall set an election deadline to be no later than 60 days prior to the end of the fiscal year. |
| 1. Virtual Meetings | Only allowable if in-person meeting is illegal or unsafe and must be approved by 2/3 of board. – Simplify to only require 2/3 vote of Board | ART IV Sec 1 & 2 – delete requirements of “illegal or unsafe” and allow 2/3 vote of Board as only requirement. |
| 1. Annual Meeting Agenda | Written reports from “all committees” now required. New structure should allow councils to determine which teams require written reports. | ART IV Sec 1. Change to “all Councils, and their teams as the councils may determine and all committees reporting to the Board or the Congregation shall submit written reports.” |
| 1. Inclusion of Youth | Involve youth in governance and widen age diversity of opinions on Board | ART VI Sec. 7 – YOUTH Liaison – unchanged; board encouraged to engage with Youth activities as part of Board schedules. |
| 1. Youth as elected officials | Clarify age requirements –currently any member is eligible for any elected position. | ART VI Sec. 1: Add requirement for Officers to be at least 18 at time of assuming office. |
| 1. Congregational Meeting Notice | Specific channels of communication are no longer relevant. (e.g. Order of Service). 2 weeks vs. 10 days required for notice is inconsistent | ART IV Sec. 4 – change notice to 14 days (an integral number of weeks) and delete reference to specific vehicles. |
| 1. Unforeseen unbudgeted expenses | Cases such as a severance agreement can create a large unbudgeted expense. The board and Finance committee need flexibility without sacrificing transparency. | ART V Sec. 3: Wording TBD |
| 1. Nominating process and Committee Role | Nominating Committee reports to the Congregation | ART VIII Sec. 1A paragraph 3: “Submit to the ~~board~~ *congregation* in writing…” |
| 1. Nominating Schedule | Announcing candidates 60 days prior to elections is too far in advance according to the Nominating Committee | ART VIII Sec. 1A paragraph 3: “at least ~~sixty (60)~~ *forty (40)* days prior to ~~the Annual Meeting…~~*Elections* (per previous changes) |
| 1. Petition Candidates | Currently 25 members can nominate a petition candidate | ART VIII Sec. 1B: Change to 10% of members |
| 1. Term Limits | A portion of a term for appointed members is not accounted for. Nom Comm suggest a flat 7-consequtive-year limit. | ART VI Sec. 2; ART VIII Sec. 1A paragraph 1; ART VIII Sec. 2B – change “two consecutive terms” to “7 consecutive years” |
| 1. Ministerial Search Committee Composition and process | Elected members may not reflect congregational diversity; having a board member participate may represent a conflict of interest and is not recommended by the UUA | ART VIII Sec. 3A. Exact wording TBD:   1. Nominating committee submits a slate to the congregation for a ranked-choice-voting election 2. 4 members are elected 3. 3 members are appointed by the Board with the goal of adding diversity to the Search committee 4. The board is empowered to establish the necessary process to implement this section. |
| 1. Hiring a Contract Minister | A Called Minister is Head of Staff and should have flexibility to hire approved positions. Currently, a Ministerial Hiring Committee is required. | ART VIII Sec. 3B – Only in the case of not having a Called Minister… follow this procedure. |
| 1. Structure of the Board | Recommendation is for a seven-member board per Hotchkiss and the UUA. Currently the board is 9-elected voting members and all Ministers as non-voting members.  Annual elections create a “new” board each year making continuity challenging. | ART VI. Sections 1, 2, 3:  -Reduce the board to 6 elected by the congregation and the Treasurer appointed by the Board as the 7th voting board member.  -Change board service to a single 4-year term with elections of three Trustees every-other year allowing the board 2 years of continuity.  -The Treasurer is appointed by the board annually.  -Eliminate the position of Vice President leaving 3 officers and 4 trustees. |
| 1. Leadership Development | Qualified candidates familiar with QUUF procedures and policies have a shorter learning curve. No programs exist to prepare members for elected positions. | Possibility: Change responsibilities of Nominating Committee to prepare lay leaders in anticipation of nominating qualified members for elected positions. Coupled with a change in board structure and a 2-yr board election cycle could yield more candidates willing to serve as leaders. |

**Attachment M**

**Communications**

**Discussion reference** from Larry Morrell: suggestions for Monday Board Reports – October, November, December 2023

Goals of MBRs

* Communicate board direction, goals. and activities.
* Lead the congregational conversation instead of reacting to complaints.
* Describe the benefits of the new governance structure and how to navigate it.
* Highlight (teach) how conflict can be constructive.
* Reinforce the efforts of Linda as she does developmental ministry work.
* Address harmful misinformation.

Themes

1. Change of governance structure – Why and how

In the previous structure, all committees reported to the board who, *in theory,* had a liaison to each committee to coordinate. In practice, each committee was autonomous and coordination happened sporadically.

The new structure allows for better coordination of programs so that we maximize the impact of efforts.

Our new model attempts to coordinate efforts beyond simply using the calendar to schedule rooms. As the councils gain their footing, cross-pollination of ideas and activities will become more common. For example, we have several new fundraising activities that are being coordinated so that fundraising is a year-round, fun-generating and community-building feature of QUUF.

2. What does *diversity* mean?

How do we demonstrate *respect for all beings*? The councils are designed to have a mixture of viewpoints so that deep discussions can happen and may involve the Healthy Community Team so that all feel heard and valued. This may (*will*) lead to *conflict.*

3. What is *conflict* and how do we deal with it?

As a lay-lead, bottoms-up denomination, it is incumbent on us, as members, to act responsibly and manage our affairs with respect and courtesy. Even though the minister is ultimately responsible for programming at QUUF, if the lay leaders can work out differences in a responsible manner, there is no need for the minister to issue edicts or have to cut the baby. Only dysfunctional organizations require intervention and QUUF members are certainly capable of sustaining a loving, welcoming, constantly changing and growing fellowship.

4. Recasting “conflict” as a learning/growing opportunity – one idea is to write a summary from “Transforming Conflict” as a series – maybe summarize a chapter for several weeks? Healthy conflict leads to new understanding and personal growth. How do we acquire necessary tools to deal with conflict without feeling threatened by new ideas

5. Membership responsibilities: stewardship.

How do take responsibility for ensuring a sustainable future for our fellowship? What does it mean to be a member of QUUF and what responsibilities come with the privileges of membership?

6. Why are we here? What is the purpose of our fellowship?

Open questions for the congregation from the 2021 board 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?