**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**Minutes**

**May 18, 2022 6:00pm**

**via Zoom**

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:** Sherry Modrow, Penny Ridderbusch, David Covert, Karl Bach, Frances Loubere, Virginia Nixon, Cecilia Flickinger, Liesl Slabaugh, Kate Kinney.

**Observers:** Christina Tweed (tech), Jenell Mateo (admin), Julia Cochran, Kathy Stevenson, Share Dewees, Sandy Tweed, John Collins.

**Meeting Called to Order by Sherry Modrow** 6:00

**Chalice Lighting**

**Opening words:** The secret to change is to focus all of your energy not on fighting the old, but on building the new. *Socrates*

**Check-in –** Briefly: How are you feeling at this moment in this space?

Opening Announcements or acknowledgements 6:10

Protocol for observers during virtual meetings:

* All non-board members will be muted and video turned off
* Observers may be asked to respond to a question (*e.g.,* parliamentarian for a question on process)
* Invited observers with items on the Agenda may be asked to join when that agenda item is being discussed
1. **Consent Agenda**
	1. Approval of Minutes of the April 20, 29, May 5 meetings
	2. Appointment of 2022 General Assembly delegates
	See Request from Denominational Affairs, attachment 1.

**Motion:** Liesl Slabaugh moved to approve the consent agenda. The motion was seconded by Virginia Nixon. The motion was approved.

1. **Approve Meeting Agenda**

**Motion:** Liesl Slabaugh moved to approve the Board meeting agenda. The motion was seconded by Virginia Nixon. The motion was approved.

1. **Standing Reports**

President’s Report (none submitted)

Minister’s Report. See attachment 1.

**4. Treasurer’s reports**

April financial statements, budget and proposed expenditures were presented.

**Motion:**  David Covert moved to approve the April 2022 financial statements indicating an excess expense/income amount of $4,334.07 and a total liabilities and net assets in the amount of $2,591,668.46; the motion was seconded by Karl Bach. The motion was approved.

**Motion:**  Penny Ridderbusch moved that the severance payments and COBRA health insurance to be paid in the 2022-23 year for Kate Lore be expensed in the 2021-22 year.  The estimated amount of these payments is $59,283.  The Board authorizes that funds be transferred from our Operating Reserve to cover this expense.  The motion was seconded by Liesl Slabaugh.  The motion was approved, unanimously.

**Motion:** Karl Bach moved to accept the 2022/2023 operating budget with a deficit of $28,000. The motion was seconded by Liesl Slabaugh. Yes votes 7, No vote 1. The motion was approved.

**Motion:** Penny Ridderbusch moved that the capital expenditure budget of $7500 for video equipment and a computer be approved. The motion was seconded by Karl Bach. The motion was approved.

**Pledge update**

**2022-23 Operating Budget**

**5. Trustees' Reports**

 **Nominating Committee Report – Virginia Nixon**

Basically our work is done for the year. Report has been submitted. See attachment 2.

 **Report on Membership – David Covert, Jenell DeMatteo, QUUF Admin.**

As of Feb. 1, we had 439 members. Currently after the membership re-commitment drive, we have 408 for a total decease of 31. 15 have become inactive/terminated; 16 have terminated completely.

25 (of 408 members) have not responded to multiple re-commitment requests, so will not be able to vote at the Annual Meeting. We have subsequently sent those 25 folks letters asking them to renew or terminate by a certain date in June.

This leaves us in the UUA GEO Index 4, mid-level range.

The 408-member number does NOT include friends, pledging friends, Guest of Records which would incorporate all we serve at QUUF.

**6. Task Force and Committee Reports**

 **Governance Task Force, Frances Loubere, Karl Bach**

Three policies on meeting protocol as developed by the GTF were presented, discussed and voted. These were in regard to open vs. closed meetings, posting notice of meetings and virtual meetings. See attachment 3 and QUUF Operations Manual for complete text of these policies.

**Motion:** Virginia Nixon moved to adopt the three meeting policies and enter them in the QUUF Operations Manual effective immediately. Karl Bach seconded the motion. No objections, motion approved.

**Break 7:40 to 7:50**

**Widening the Circle Task Force** - **Cecilia Flickinger**

Diane Haas submitted a Widening The Circle report to the Board. It is included below as attachment 4. Nothing further to report.

**Communications subcommittee – David Covert, Chair**

There have been three letters to the Board this week. One was approved and published. A second is pending approval. A third was received shortly before this meeting and will be considered.

**7**. **Annual meeting agenda items**

Self-introduction of candidates – limit of 2 minutes.

Voting: Proposed Ranked Choice for contested positions.

Introduction of HCT members, charter and plans for congregational meetings.

Recognition of outgoing leadership, Board, Chairs.

8**. Disposition of Safe Park Building fund (Fund-a-need)**

 **Excerpt from Safe Park report, April 2022:** … The generosity shown by the congregation in funding our dream of a Tiny Commons House demonstrated the commitment we share for serving our unhoused neighbors. Our team wants to honor the intentions behind the generous gifts shared in the auction. For that reason, we will be recommending to the Finance Committee that donors are given three options: Direct their donation to the Winter Welcoming Center to support an organization providing a space with a mission similar to the commons we planned, the QUUF Ministerial Discretionary Fund to help individuals facing crisis often centered around housing or to request the return of their donation.

**Motion:** Virginia Nixon moved to close the regular Board session and open Executive session. The motion was seconded by Karl Bach. Approved.

**Executive Session.** Recording off.8:00

Executive session ended, returned to regular session by motion.

**Motion:** Liesl Slabaugh moved to end regular session of Board Meeting. Motion seconded by Virginia Nixon. Approved

**Extinguishing the Chalice:** We extinguish this flame but not the light of truth, the warmth of community, the fire of commitment, or the power of transformation. These we carry in our hearts until we are together again.

**Closing Words** By [Cynthia Landrum](https://www.uua.org/offices/people/cynthia-landrum)

We leave this gathered community,
But we don’t leave our connection,
Our concerns, our care for each other.
Our service to each other, to the world, and to our faith continues.
Until we are together again, friends,
Be strong, be well, be true, be loving.

**ADJOURN** 8:25

**Attachment 1.** Denominational Affairs. Appointment of 2022 General Assembly delegates

To QUUF Board of Trustees

From: Denominational Affairs Team

May 13, 2022

At your April 20th meeting you approved 4 QUUF members who applied to be delegates for GA 2022. Since then we have received these additional application:

Maria Mendes

John Collins

Shawn Risley

Jesse Wild

Roseanna Almaee

**Alternates**

Henry Amick

Mike Morrissey

We ask that these delegates be certified.

Once you have certified these people, Jenell will be in communication with the UUA to set up their credentials.

**Already certified:**Diane Haas

Julia Cochrane

Moe Wolf

Kathy Stevenson

Please let us know if there is anything else you need from us.

Kathy Stevenson and Julia Cochrane, co-chairs

**Attachment 2.** **Ministers Report**

**Minister’s Report**

**May 2022 --Kate Kinney**

**New Members**. We welcomed 8 new members on May 15th. They are folks with diverse and wonderful backgrounds. And special thanks to Rosemary Adang and Alice Clive for walking through the newcomer’s process with them.

**Kate Lore’s resignation.** Staff has gathered several times to work on issues concerning Kate’s move. What an amazing group of people! All affirmed her need to heal. All are ready to take on what is needed and are ready to do so. Staff gathered for the first time in person for weekly meetings. The staff, for efficiency, is moving to an all staff gathering on Tuesday mornings and then regathers as an executive staff meeting.

Staff has worked diligently on finding ways to say thank you to Kate. Several of the activities are published in the Friday Update of May 13th.

**Community Gatherings.** There have been several gatherings to process Kate’s leaving. Several were organized around social justice groups. There was also a good gathering of members at the Sunday coffee hour. And two groups gathered on 5/17 to process what they were experiencing. Discussion was heart felt and thoughtful. Several of the discussions talked about ways to do written thank you greetings at the Reconnections Fair.

**Cottage Gatherings.** HTC is continuing plans for small group gatherings for this summer.

**Sunday Services.** This wonderful group is working hard to set up the services for the summer. Things are looking good and almost complete. An extra person will be added beyond the music, preacher, and worship assistant to assure the completion of the service.

**Pastoral Care.** Members are following up on any needs that they heard during the all fellowship telephone calls. Meal trains are operative.

**Attachment 3. Governance Task Force**

**THREE POLICIES ON MEETINGS APPROVED BY BOARD OF TRUSTEES**

At the May 18, 2022, meeting of the Board of Trustees three policies regarding meetings of committees, councils and teams were approved and have been included in the Policies section of the Operations Manual. These policies were reviewed by staff, Program Council and some ministry teams before final recommendation to the Board by the Governance Task Force. The purpose of these changes to previous policies is to update terminology regarding committees and teams, to update language reflecting present availability and use of virtual and hybrid meetings and to clarify conditions of open attendance and notification on the QUUF calendar.

OPEN/CLOSED MEETINGS

Meetings of committees, councils and teams are open to any QUUF member to attend as a guest, with the following exceptions: These entities may go into closed session to discuss legal or confidential financial issues, individuals regarding hiring, candidate for elected positions, discipline or inappropriate behavior by an individual. Guests are observers in open meetings unless invited to participate.

POSTING NOTICE OF MEETINGS

All full meetings of committees, councils and teams shall post their meetings on the QUUF calendar, preferably at least three (3) business days prior to the meeting date. Contact information shall be included.

VIRTUAL MEETINGS

 All meetings of committees, councils, teams and the Board of Trustees may be conducted using electronic or other remote access means (a virtual meeting) in whole or in part. The decision to hold a meeting virtually, in whole or in part, shall be made by the convener in consultation with members of the body. Any virtual meeting shall maintain as much as possible accessibility for all members, including closed captions.

**Attachment 4. Nominations committee report.**

Nominations Committee Report May 18, 2022

All open, electable candidate positions are filled and all nominations are now closed.

     Board… Jesse Wild, Bruce Zalneraitis, David Rymph

     Endowments…Zoe Ann Lamp (3 yr), Bruce Domazlicky (2yr)

     Nominations…Share DeWees, John Collins, Rob Wamstad (2 places open)

All candidates have been informed of their opportunity to address the congregation
at the annual meeting for a max of 2 minutes

Candidates have been invited to be present at the Nominating Committee table at the Reconnection Fair to introduce themselves and answer questions

Joyce has arranged for photos to be taken and created a display for the Reconnection Fair and has kept the Weekly Update, our documents and videos page, and the QUUF Website information current.

No plans have yet been made for training of newly elected leaders

Nominations Committee members are:

Rick Cote (term completed)

Joyce Francis (term completed)

Julia Cochrane

Lloyd Westbrook

Virginia Nixon (current Board rep)

Report by Virginia Nixon

**Attachment 3. Widening the Circle.**

****Widening the Circle (WTC) of Concern

Board Task Force

Report to the Board- May 2022

1.The WTC Task Force completed the online training offered through the UUA Institute,

[Co-Creating Diversity, Inclusion, and Equity in our Congregations 107 - UU Institute](https://uuinstitute.org/courses/co-creating-inclusion-and-equity/).

We are recommending that the Board also take this training.\* It provides an overall understanding of how Diversity, Equity and Inclusion (DEI) impacts the culture of our UU Congregations. This would be a day-long training (minimally). The format is 5-15 minute video presentations of a concept and then discussion questions. The program could be done on an individual basis, but the richness and beauty of the program is the meaningful conversations that are both reflective of our personal experiences and thought provoking as to how this information can be applied within our own Fellowship. There is a bit of technological juggling to progress from section to section in order to show the slides for the discussion. It is useful to have a facilitator for the discussion. Member(s) of the WTC Team are available to facilitate if this is desired. Cost is $15 for the program.

We will also make this recommendation to the Program Council and Teams. Another possibility is to do one workshop with everybody and break into smaller discussion groups.

We feel that it serves as a good beginning to DEI training; but does not go into specifics. The Team is considering offering this program through ALPs or as a summer educational opportunity.

2.The task force is continuing to work on our “Working Document” which we will complete by the end of the church year, I believe. The Working Document lists the recommendations to be addressed at the Congregational level from the book, Widening the Circle. Under each of the recommendations we are discussing:

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

2) Next steps,

 3) Our dreams, wishes, etc.

 4) The obstacles we face

The Widening the Circle (WTC) Working Document will serve to track our progress over time.

When we complete setting up the Working Doc we will:

1. identify our priorities and
2. discuss the best ways to engage the larger congregation, Councils and Teams.

This ‘working document’ can be found as a Google Doc

3.We are still exploring how to best use the grant that we have gotten. There are different styles/types of DEI trainings and methods that we are still exploring- some would be better than others depending on the developmental stage of the individual. We are also sensitive to the fact that folks are still settling into the new governance model. We may need to request a ‘continuance’ on the grant money.

4. We are preparing to participate in the Reconnection Fair; sharing a table with the Governance Task force. We are developing a handout that will describe our mission, purpose and process.

Respectfully submitted,

Diane Haas

\*Here is more information from the Pacific Western Region website about this training:

The [Intercultural Development Continuum](https://idiinventory.com/generalinformation/the-intercultural-development-continuum-idc/) (IDC) is a theoretical framework developed by Dr. Milton Bennett to describe the process of developing intercultural competency. According to the website: “Developing intercultural competence is a self-reflective, intentional process focused on understanding patterns of difference and commonality between yourself (and your cultural group) and other culture group’s perceptions, values and practices. It is the intentional reflection on the cultural patterns of commonality and difference that will contribute to your intercultural competence development.”

The Pacific Western Region does not currently have anyone available to facilitate this workshop for us. There may be others in the community that would be good facilitators of the program.