**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**Minutes July 20, 2022 6pm**

**Meeting by Zoom**Meeting ID: 912 1619 4835 Passcode: Board
<https://zoom.us/j/91216194835?pwd=SUM4cVZYZUtpVXFydWxiQUE2dlpMQT09>

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, David Covert, Bruce Zalneraitis, Frances Loubere, Virginia Nixon, Liesl Slabaugh, Jesse Wild, David Rymph

**Observers:** Christina Tweed, Jenell De Mateo, John Collins, Julia Cochrane, Kathy Stevenson, Share DeWees, Sandy Tweed, Betty Oppenheimer, Dan Brooks, Betty O’Bryan, Mary Tucker, Kate Madson

**Meeting Called to Order Recording on - 6:04**

**Spiritual Practice and Opening**

Dan Hotchkiss, *Governance and Ministry*, Chapter 5, page 82.

“The Board’s job is to represent the mission.”

**Chalice Lighting**

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.

Opening Announcements:

Board Vice President Sherry Modrow resigned 25 July.

Nominating Committee member Lloyd Westbrook resigned.

Jenell De Mateo has assembled Board Books to help members organize.

Process and time observer: Liesl Slabaugh.

**Check-in by Board members**: How are you doing today?

1. **Approve Meeting Agenda**

**Motion:** Liesl Slabaugh moved to approve the meeting agenda; Bruce Zalneraitis seconded the motion; the motion is approved without objection. 6:15

1. **Consent Agenda**
	1. Approval of Minutes of the June 15 meeting

**Motion:** Liesl Slablaugh moved that an amendment be added to the July 5 minutes that “Minister Kate Kinney’s housing allowance for the 6 months of this calendar year, 2022, be specifically noted as $10,000, half the amount as approved on for the 2022, 2023 Church year.” Motion was seconded by Virginia Nixon. Without objection, the motion is passed.

* 1. Approval of Minutes of the July 5 meeting.
	2. Motion to authorize re-organization of Ops manual by Administrator.
		+ 1. The administrator is authorized to re-organize the contents of the Operations Manual provided that no content is altered without the prior approval of the board.
	3. Affirmation of Program Council Process (see attachment “[Consent](#Consent)”).
		+ 1. The board affirms the process as described in the Consent Agenda Supplement.
			2. **Motion:** Virginia Nixon moved that the consent agenda be approved; Bruce Zalneraitis seconded the motion; without objection the motion is passed.
1. **Standing R****eports**
	1. **President’s Report – See** [**Attachment A**](#AttachmentA)
	2. **Minister’s Report – See** [**Attachment B**](#AttachmentB)
	3. **Treasurer’s Report – See separate package**

**Approval of Treasurer’s Report**

**Motion:**  Bruce Zalneraitis moved to approve the June 2022 financial statements indicating an excess expense/income amount of -$98,822 and a total liabilities and net assets in the amount of $2,059,956; the motion was seconded by David Covert. Without objection the motion was approved.

1. **Trustees’ Reports**
	1. **Nominating Committee – Opening for nominating committee members – Virginia Nixon**
2. **Task Force and Committee Reports**
	1. **Governance Task Force – See** [**Attachment D**](#AttachmentD) **– Frances Loubere**

**Motion**: Frances Loubere made the motion that the Board approve the July 22, 2022 revised version of the Shared Governance Structure as presented via Power Point. Liesl Slabaugh seconded the motion. Discussion of the structure followed. No objections, approved.

**BREAK****, 7:02 recording OFF. Recording on 7:07**

**Development of Board Policy on Setting Governance Policy – Bruce Zalneraitis**

A first draft of Board Policy on Setting Governance Policy has been written. Work will continue with further organization along lines of the Operations Manual reorganization that Jenelle De Mateo is making. Following the setting of Board policy, other groups will develop policies addressing their needs. Time frame for next draft policy on policies will be in August to be modified as needed thereafter. Comments on draft welcomed.

* 1. **Healthy Community Team – Liesl Slabaugh**

Cottage meetings, Summer of Listening, is going very well with over 50 members attending and more meetings planned through the summer. Reports are forthcoming of meeting summaries.

* 1. **Widening the Circle Task Force – Diane Haas**

Request was made to schedule Diversity Equity and Inclusion training for Board and other QUUF leaders. Sessions are offered in next month. The Board will work with Diane and others to schedule training sessions. – see [**Attachment C**](#AttachmentC)

* 1. **Communications Committee – David Cover, Chair**

Five letters to the Board have been received since July 1. Two of those have been approved after revision and published on the QUUF Letters to the Board web page. One is pending a response from the author. Another is under review and revision. Sherry Modrow’s letter of resignation from the Board was submitted for publication today.

1. **Additional Agenda Items**
	1. **Board Assignments for 2022, 2023 year– See** [**Attachment E**](#AttachmentE)

Assignments for Board Officers, Standing Committees, Board Committees/Task Forces, Pending Committees/Task Forces

* 1. **Fundraising**

Discussion on forming a fundraising committee to look at all possible funding sources to supplement pledges and traditional fundraisers (See ideas from brainstorming meeting – [Attachment F](#AttachmentF).)

* 1. **Nominating Committee**

**Motion**: Liesl Slabaugh moved to nominate Jesse Wild for the Nominating committee; seconded by Bruce Zalneraitis; vote was unanimous, so moved.

* 1. **Proposed Board Calendar for FY 2023**

Business meetings:

August 17, September 21, October 19, November 16, December 14 (not 21), January 18, February 15, March 15, April 19, May 17, June 21

Study Sessions:

August 11, September 1, October 6, November 3, December 1, January 5, February 2, March 2, April 6, May 4, June 1

**Motion:** Liesl Slabaugh moved that the proposed Board calendar be approved, with change of study session from August 4th to August 11th, as stated above; Bruce Zalneraitis seconded the motion. All those in favor? Motion carries.

**ADJOURN**

**Motion:** Virginia Nixon moved to adjourn the meeting; Bruce Zalneraitis seconded the motion; motion approved.

**Extinguishing the Chalice:**

Recording off 20:34

**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.

**Consent Agenda Supplement**

The Program Council is staffed, holding regular meetings and is engaged in managing programs for QUUF.

*Since the Program Council charter is still under development,*

*In alignment with the structure created by the Governance Task Force and previously approved by the board,* the board affirms the following:

In the process involving the ALPs contested classes the Program Council:

Has authority over the councils and teams

Is running an inclusive process allowing for wide input and discussion, and

Has defined a process that will lead to an informed lay-led decision.

That is the way the board envisions QUUF to operate and the board is in support of the process currently underway.”

**Program Council Decision-Making Process**

The Program Council has developed a lay-led, sequenced process to reach decisions when there is a programmatic disagreement between teams. It is not a process to establish or alter policies – that is for the Board to do. It is not a process to work out interpersonal disputes or to lead the congregation in exploring the deeper issues facing our Fellowship – the Healthy Community Team is taking the lead here. This process is meant for procedural questions involving the ministry teams at QUUF.

1. As a team (or committee or task force) develops a new proposal, program, project or presentation, they consider the QUUF mission, goals, by-laws, policies and covenant as well as any impacts on other teams and QUUF systems; consults other teams, staff, etc. as seems necessary and refines the proposal to address any concerns.
2. If more study or consultation is deemed necessary, the initiating team brings the proposal to the team’s Council.
	1. If the council foresees issues that might affect other teams or programs but wishes to proceed, continue to Step 3.
3. The relevant Council Leads and appropriate team members meet to find a solution that works for the health of the Fellowship.
	1. If all participants agree on a solution, the proposal goes forward.
	2. If the participants can’t agree on a solution, continue to Step 4.
4. The team and council participants meet with Program Council, explain areas of progress and difficulty, and discuss the proposal.
	1. Suggested revisions go back to the teams; if there is agreement the proposal goes forward.
	2. If there is no agreement, the teams involved agree to the use of this protocol to reach a final and timely decision.
5. The proposal and the issues involved are briefly explained to the congregation in the **Weekly Update** along with a well-defined question for congregational consideration. This is to help educate the congregation as to the issues that may lead to a survey of the membership.
6. One or more community meetings are held on the well-defined question to again give the membership more information and to prepare for a survey if one is needed.
7. After the community meetings the Council Leads and the participants again meet to see if an agreement can be reached.
	1. If all participants agree on a solution the issue is resolved.
	2. If the participants can’t agree on a solution, a survey of the membership is held on the well-defined question and the Program Council makes a final decision based on the survey results.

**Please note:**

* An underlying premise is that all QUUF programming should be consistent with our mission, by-laws and policies, our Covenant of Right Relations, our UUA Principles and QUUF BOT developed goals. We realize that these touchstones may at times conflict even though all parties involved endeavor to act in the best interests of the Fellowship.
* As a result of participating in this process, the Program Council may see the need to make recommendations to the Board regarding new or revised policies.
* This process can only work if everyone involved agrees to abide by its outcome.

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**Attachment** **A** **QUUF Board of Trustees**

**President’s report – July 20, 2022**

1. Executive Team (ET) meeting, July 6 – ET needs charter written and approved by the board.

- Discussed effective use of consultant time (Marcia Christenson)

- Reopening on September 11 still the plan

- Staff/Board retreat schedule on same weekend as book sale (August 27)

1. “Watch Parties” for Sunday Services started on July 3 for the summer. In-person hybrid services starting September 11. More volunteer support needed: tech, ushers, greeters, contact-tracing lists, etc. Board member needed to “host” each Sunday Watch Party Jul 24 – Sept 4.
2. “Board Book” containing operating documents, board calendar, policies, procedures & references such as training materials to be ready by July 25.
3. Schedule for the fall might be crowded: Leadership training, Wisdom Council, more cottage meetings.
4. Need a calendar for congregation-wide events for 2022-2023 (book sale, rummage sale, auction, pledge weekend, wisdom council, 8th principle vote) and other programs requiring significant attention (ministerial search, fundraising planning, leadership meetings, etc.)
5. Study session on July 14 focused on policy development and the need to first establish a policy on the creation, review, adoption, and notification of policies – A “policy on policies.”
6. Pending:
	1. Restoring members’ direct interaction with board (e.g,.verbal comments)
	2. Alternate decision-making systems (discernment, majority rule, gradients of agreement)
	3. Wisdom Council planning

Respectfully,

Larry Morrell, President

QUUF Board of Trustees

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**Attachment B** - Minister’s Report

Minister on Vacation in July

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**Attachment C**

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

Board Task Force
 July 2022

As your Widening the Circle (WTC) Board Task Force we have been reviewing the recommendations from the book, *Widening the Circle of Concern, Report of the UUA Commission on Institutional Change*.

Throughout the book there is an emphasis on the importance for leadership to be ‘anchored in cross-cultural competency’. From the book: “The culture of many congregations is not keeping pace with the expectations of new generations for anti-oppression practices. We believe that for Unitarian Universalism to survive as a faith movement we must have reform at the congregational level.” p.44

In the chapter “Educating for Liberation” they state, “For many generations, the standard within many Unitarian Universalist communities has been to promote a ”color-blind” approach to religious education and social engagement. This approach is inadequate. Research shows children, and people of all ages, need positive and empowering conversations about race to overcome bias and internalized oppression. Our theological mandate to be inclusive of all who share our beliefs includes a responsibility to move from being ‘color-blind’ to working to end ‘anti-blackness’ and unconscious bias.

“Unconscious bias left unaddressed creates personal, interpersonal, and organizational practices that privilege some and oppress others. These practices can prove toxic for members of groups that they are not designed to serve. The idea of unconscious bias is a hard sell for people who value rationality and observable science above all. The good news is that once unconscious bias is acknowledged the journey of dismantling it is productive and for many people freeing.” p.90

Additional rationales are given for engaging in this work throughout the book along with the benefits for personal and spiritual growth, interpersonal and congregational relations.

The QUUF Board has been discussing Diversity, Equity and Inclusion training for at least 2 years. We have found one to get us started that is available through the UU Institute. Those of us on the WTC team have taken the course and feel it is a good option for our congregation. The training is called “Co-creating Diversity, Inclusion and Equity in our Congregations” By Beth Zemsky.

Here is a 4-minute intro video: [Co-Creating Diversity, Equity and Inclusion in Our Congregations | LeaderLab | UUA.org](https://www.uua.org/leaderlab/zemsky-dei-training)

The presenter on the video introduces and explains concepts and then participants break into small groups to discuss questions after each section. We found that the discussions were rich with opportunities to consider how the concept or idea relates to our own congregation.

At one time the training was offered through the PNW Region by one of their staff, but they are no longer doing this. Our Task Force will facilitate the transitions between the video presentations and the discussions.

We are recommending three 2-hour sessions offered twice – one in the evening and one daytime. One on Zoom and one in-person or hybrid versions. We will need technical support for the computer/Zoom/hybrid parts (Christina).

For the first round, we are recommending this training for the Board, Staff, Healthy Congregation Team, Program Council, and Nominating Committee to start with and then would plan to open it up with new sessions to congregants.

The cost for group screenings of this training is $15.00 per participant. The grant that we received through the PNW Region can be used for this.

We would like to offer this early in the fall.

We look forward to your response,

Diane Haas, chair of WTC Task Force.

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**Attachment D**

**Governance Task Force (GTF) Board Report – July 2022**

Compiled by Frances Loubere

**Members:** Cynthia Becker Co-Chair, Julia Cochrane, John Collins, Frances Loubere (Board) Co-Chair, Betty O’Bryan, Anne Weaver, Bruce Zalneraitis (Board).

**GTF meeting schedule** shifted this month to accommodate travel schedules. We met over Zoom on Wednesday, June 29, and in-person at QUUF for a work meeting on Wednesday, July 13 from 9 to noon. Larry Morrell joined us for this meeting. The next GTF meeting will be on Wednesday, August 10.

**Transition work** continues. Our near-future tasks are to finalize and forward recommended Bylaws/Ops Manual revisions to the Board, to continue to support the nascent Program Council, to revise the shared governance structure and send this recommendation to the Board for approval, to communicate with the Board and congregation, and to develop a charter for a permanent governance committee for Board approval. The GTF will dissolve when this committee is ready to begin work.

**GTF recommends** that the Board approve the following policy:

As a Unitarian Universalist congregation, all programs and initiatives sponsored by QUUF will align with UUA Principles, Programs and Initiatives, and the QUUF Covenants.

This is needed to provide further guidance and clarity to Ministry teams, Board committees, task forces and general operations as they develop and oversee the work of QUUF, and as we move forward with implementation of our shared governance structure.

**GTF recommends** that the Board review and approve the revised shared Governance structure. This July 2022 revision includes wording additions and changes and reflects the current status by removing the Ministry Advisory Team (formerly the Coordinating Team), which is on hold for this interim year, and adding the Minister as a voting member to the Program Council, adding the Healthy Community Team, and clarifying what these governance changes mean for our congregation.

**GTF recommends** that, as has happened in the past and is required by our Bylaws at least every seven years, the Board establish a Bylaws Review Committee for the 2022-2023 year. This committee would consider the Bylaws/Ops Manual subcommittee recommendations along with other more extensive changes.

**GTF recommends** that the Operations Manual be concurrently and comprehensively reviewed by gathering updated information, as has happened in the past, from teams, councils, and committees, and additionally by considering any major policy additions that aren’t in the current scope of GTF subcommittee work, but would be consistent with our emphasis on policy.

**GTF recommends** that, in conjunction with this, all teams, councils and committees develop charters and use a standardized charter template to organize and report information about their group and that this charter information be used in the Ops Manual to ensure consistency. An ad hoc GTF committee will meet during the week of July 18 to develop this document. They will consult current documents including those drafted by Larry Morrell and Karl Bach last year and report back at the August 10 GTF meeting.

**The Bylaws/Operations Manual Subcommittee** is no longer meeting. Their charge was to examine our Bylaws and Operations Manual alongside our shared governance structure to ensure compatibility and recommend needed changes.

The Board approved forwarded Open/Closed Meetings, Virtual Meetings, Notice of Meetings, and Conflict of Interest polices at the May and June meetings. GTF will forward remaining Bylaws/Ops Manual recommended changes to the Board in the Fall, following Program Council review. The Program Council has immediate priorities and will attend to this as soon as they are able.

**The Program Council** meets on the second Friday from 1–3pm. They have met more frequently than this due to current needs.

**Members:** Betty O’Bryan - Acting Chair, Dan Brooks, Kate Kinney - Minister, Kate Madson, Betty Oppenheimer, Mary Tucker, Kathy Stevenson

Rev. Kate Kinney is now a voting member of the Program Council.

The Program Council has developed a lay-led, sequenced process to reach decisions when there is a programmatic disagreement between teams. This process is not intended to lead the congregation in exploring the deeper issues facing our Fellowship. The Healthy Community Team is leading that.

In regard to the current disagreement between ALPs and AAT, these teams have agreed to offer two all-congregational meetings in early August. Following this, the two involved teams have agreed that an electronic survey sent to the entire membership will be the mechanism that informs the Program Council of the sentiments of the congregation. The PC will make a decision based on the survey results. The process will be explained in the July 22 Weekly Update.

**Communications Subcommittee**: No report this month.

**Members:** Cynthia Becker,Julia Cochrane, Frances Loubere

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**Attachment E: Pending Board Assignments**



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**Attachment F**

**Fundraising Ideas June 2022**

**QUUF**

**2022-2023 Fundraising Revenue (NET, not including expenses) $50,000**

Book Sale $3,000

Rummage $2,000

Auction $25,000

Approx. Balance: $20,000 to be raised Sept-June

**Selling**

UUA bookstore/gift shop including congregant art

Art gallery/sale/ gift store

Holiday Art & gift sale

Arts and crafts outdoor sale (like mother’s day)

Plant Sale

*Rummage Sale--September*

Used Christmas decoration sale

*Book Sale--August*

**Curriculum Themed**

Weekend Spiritual Retreat with B & B’s

Writing retreat

Art camp

Wisdom School—4 traditions

Silent retreat

Music camp

Lecture series

Retreat weekend conference

Host a UU conference

Concert Series

Poetry readings

Pow Wow—weekend, service focus

**Community building within QUUF**

Talent Show

Spaghetti dinner

Coffee house—open mike, music

Game night

Open mike—poetry

Valentine’s Day Dance

**Auction specific ideas**

Service only auction (activities to share among congregants)

Dinner Series

Cake auction

Experiences auction only

Art/items auction only

Have 2-3 auctions throughout the year

**Rental promotions**

Destination Wedding Venue—package, flowers, musician, etc.

Rental of Building

Parking lot spots for RV

Espresso or food truck space rental

UU’re Home—promote more

**Misc.**

Charging fee for classes or at least admin fee

Stream activities via you tube/technology

Fund-a-need for specific item in operations budget (like opening fund)

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