**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**Minutes April 19, 2023 6pm**

**Via Zoom**

Video recording: [https://youtu.be/s6q-fJ7Jqyg](https://urldefense.com/v3/__https:/youtu.be/s6q-fJ7Jqyg__;!!K-Hz7m0Vt54!gBfNmiE85Blz-ziHOcaOHAxlNH8nM7aVFjjEu81T4voJ8fu0jwrrTVEsVZvE25iMpmU6dxwLAzo$)

**Meeting Called to Order** 6:00pm

Attending: Roseanna Almaee, David Covert, Frances Loubere, Larry Morrell, David Rymph, Liesl Slabaugh, Rob Wamstad, Jesse Wild, Bruce Zalneraitis

Observers: David Alvarez, Henry Amick, John Collins, Julia Cochrane, Deb Carroll, Jenell DeMateo, Share DeWeese, Kathy Stevenson, Mary Tucker, Christina Tweed, Sandy Tweed

Recording on. 6:03

Land Acknowledgement

We acknowledge that these waters, mountains, valleys and shorelines are the traditional territory of the S’Klallam and Chemakum peoples. We will work to restore and sustain their homelands and all living beings.

Spiritual Practice and Opening

**Chalice Lighting**

**Reading:** Hotchkiss, Boundaries and Partnerships

**Check-in**: What have you appreciated most about your Board service this year?

Protocol for observers during virtual or hybrid meetings:

* All non-board members will be muted and video turned off
* Observers may be asked to respond to a question (e.g., parliamentarian for a question on process)
* Invited observers with items on the Agenda may be asked to join when that agenda item is being discussed

Opening Announcements 6:12

Process and time observer: Jesse Wild.

1. **Approve Meeting Agenda**

**Motion:** Bruce Zalneraitis moved to approve the meeting agenda; Roseanna Almaee seconded the motion; motion approved.

1. **Consent Agenda:** Approval of Minutes of March 15 meeting

**Motion:** Rob Wamstad moved to approve the minutes as final; Roseanna Almaee seconded the motion; motion approved.

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 **[Attachment C](#AttachmentC)**

**Motion:** Roseanna Almaee moved to approve the corrected Treasurer’s Report; Jesse Wild seconded the motion; motion approved.

1. **Trustees’ Reports – Congregational Committees**
   1. **Endowments –** Bruce Zalneraitis. Nothing new to report.
   2. **Nominating Committee –** See[**Attachment I**](#AttachmentI) **–** Jesse Wild.
2. **Board Task Force and Committee Reports** 6:31
   1. **Communications Subcommittee –** David Covert  
      One letter to the Board was submitted and published:   
      Mary Tucker, Letter to the Board 5 April 2023.

A series of Monday Board Reports regarding what the Fellowship should know and expect from our Developmental Minister is planned over the summer.

Healthy Community Team plans to continue conversations with members of the Fellowship following a conversation partners format.

Resumption of Public Comments at Regular Board Meetings will be on the agenda for consideration over the summer.

* 1. **Governance Task Force – See** [**Attachment D**](#AttachmentD) **– Frances Loubere**
  2. **Widening the Circle – See** [**Attachment E**](#AttachmentE) **– Frances Loubere and Roseanna Almaee**
  3. **Healthy Community Team –** [**See Attachment F**](#AttachmentF) **– Liesl Slabaugh and Bruce Zalneraitis**

**5.5 Denominational Affairs – See** [**Attachment G**](#AttachmentG) **– Roseanna Almaee**

**5.6 Personnel Committee – See** [**Attachment K**](#AttachmentK) **– Rob Wamstad**

Break for 5 minutes, recording off, 6:55pm. Recording on 7:00pm

**Motion:** Jesse Wild moved to approve the changes to the Policy and Procedures Manual, Part II Committee Description & Responsibilities, Personnel Committee (Revised 4/19/23) as outlined in the Personnel Committee report, Attachment K; Rob Wamstad seconded the motion; approved by unanimous vote.

**5.7 Fundraising Coordinating Committee** [**See Attachment H**](#AttachmentH) **– Liesl Slabaugh**

We have an unstaffed fundraising coordinating committee. Most of those things that need to be done are for May and June and next church year.

**6.0 Proposals, invited presentations, etc.** 7:09pm

**6.1 Annual Meeting Planning – June 11, 2023**

The Annual Meeting will be in-person using paper ballots and a ranked-choice voting procedure to select those nominated for positions on the QUUF Board of Trustees.

A Bylaw change to define a ranked-choice voting procedure is presented in Attachment J, section 6.3 below. (Article IV, Section 7, Voting, new section.) Other proposed Bylaw changes are also presented there.

After reviewing the proposed changes, the Board will approve final wording for the Bylaw change on voting for the Annual meeting agenda. This will be done either in a Board special session or via email to meet timing specified in our Bylaws.

**6.2 Pending Appointments**

* + 1. Ministerial Transition Team
    2. Fundraising Coordinating Committee
    3. Bylaws Committee – Larry Morrell

Proposed Bylaw changes for the Annual Meeting are presented in Attachment J for review.

A Bylaws committee has been authorized for our 7-year Bylaw review, which is required next year. It is not staffed yet. That committee is not needed right now but it's on the list.

**6.3 Proposed Bylaws Changes – See** [**Attachment J**](#AttachmentJ)

**Executive Session** 7:29pm

**Motion:** Bruce Zalneraitis moved to enter Executive Session; Roseanna Almae seconded the motion; approved.

Return from Executive Session 8:39pm

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

**Extinguishing the Chalice:**

**ADJOURN** 8:40pm

**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 – April 19, 2023**

1. Study Session on April 7: review of proposed annual calendar and recognition of key volunteers.
2. Kate, Beau, Larry and Jesse met with Rev. Dr. Linda Hart and husband Peter. (Larry was impressed – seems like an excellent fit for QUUF.)
3. Pledge campaign assistance – several board members made calls to people who haven’t pledged for 23-24 yet.
4. Executive Team and Governance Task Force recommendations for annual meeting:
5. In person meeting, no on-line voting. Proxy votes allowed per bylaws.
6. Christina drafting procedures for handling ballots, counting votes and calculating the winners using ranked-choice voting. So that all who are elected receive a majority of the vote (bylaws requirement), all candidates will be voted on using a number (1-6 if 6 candidates) with the top 4 being elected.

Pending

1. Alternate decision-making systems (Discernment/sociocracy, majority rule, gradients of agreement)

Respectfully,

Larry Morrell, President

QUUF Board of Trustees



[Return to Agenda](#Agenda)

**Attachment B**

**April 2023 Minister’s Report – Kate Kinney**

**New Members**: 6 possible members are interested in taking classes. Preparations are underway to prepare for the classes and to make certain that members of the membership team can be there. New team members are needed.

**Sunday Services:**  Members have been active getting members to speak at services from late June through early September. The roster is finalized. Members also have been looking at recruitment. A good time was had at the Easter service along with Easter buns and a fun egg hunt.

Worked with Bruce Bode to plan the April 16 service.

**Pastoral Care:** Individual home visits have taken place. Members have continued to be upset about the conflict in the community. Individual meetings with members have occurred. The neighborhood pastoral team approach is working well, and pastoral care members are making individual calls to QUUF members.

The Hundhausen memorial was an elaborate service and pastoral care members gathered to help with the service. Pastoral Care team members have formed a new group to help with memorial receptions for families.

The Lauritzen memorial is planned for April 22.

On April 15 there was a workshop on death and dying in the fellowship hall.

**Wild Church:** About 25 members gather at Fort Townsend on March 25. There is a growing community of folks who are coming each month.

**Executive Team: Met on April 12:** Agenda included issues around planning for the annual meeting, publishing materials sent by congregants, and welcoming our new minister. We all met Linda Hart on Thursday.

**April DFM Board Report – by Beau Ohlgren**

I hope everyone was able to come out to our Easter Egg Hunt! I failed to get a proper count as I was running around, but I’d say we had at least 50 people come out to the golf course for hunting and it was a perfect time (and thankfully avoided the forecasted rain)! It was wonderful to gather in community with so many, and we are thankful for Kate for suggesting the use of the golf course, and Gabe at the golf course for graciously blocking off holes 7-9 for our use for the morning!

This month we also had a fabulous trip to the Idris Mosque – I think the best trip of the year so far, the kids got a huge amount from it and Dr. Hisham and the whole community were so welcoming to allow us to join in.

Our 5/6 OWL class wrapped up on April 2 and I am so grateful for Kate Madson and all her work to make it a ringing success.

Our Coming of Age youth put on another sweet Parent Night Out on the 7th, we now have *five* youth signed up for summer camps with the region, and we are looking forward to continued signups for Quimper Camp (all ages!), a trip to the Hindu Cultural Center in Bothell on the 16th, and a campout with the Coming of Age mentors and mentees on April 21. We also have both our Bridging service and Coming of Age recognition service coming up in May. We are zooming towards the end of the year!

[Return to Agenda](#Agenda)

**Attachment C**

**Treasurer’s Report to the Board**

The information below summarizes highlights from March 2023 and is 75% of the fiscal year.

**Income**:

Current Year Pledge Income at the end of March was $357,520 which is $56,341 below the same period for last year. Total income at the end of March is $433,408 which is $17,553 below the same period for last year and 77.9% of the annual budget which is $556,685.

**Expenses**:

Total expenses for March are $42,297 which is $7,941 less than last year for the same period. The expenses for the fiscal year to date are $408,306 which is $17,521 less than the same period last year and 69.8% of the annual budget.

At the end of March our reserves are as follows:

Operating Reserve $73,915

Maintenance Reserve $105,935

Capital Reserve $13,479

Total $**193,329**

**Balance Sheet as of March 31, 2023**:

**Assets**:

Total Cash: $162,586

Investments: $305,547

Overall Total Current Assets: $514,520

Temporarily Restricted Funds: $173,324

Permanently Restricted Funds: $17,110

**Liabilities**:

Current Liabilities: $37,870 Prior Year: $68,393

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

**Total Net Assets:** This year: $2,146,498 Prior Year $2,248,776

*The following numbers are as of 03-31-2023:*

The current pledges to date: $464,980

The amount paid so far to date: $357,520

The amount outstanding for the year: $107,460

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

[Return to Agenda](#Agenda)

**Attachment D**

**Governance Task Force Board Report**

April 15, 2023

Submitted by Frances Loubere

**Members:** David Alvarez, Cynthia Becker (co-chair), Phil Burwell, John Collins, Julia Cochrane (Recorder), Diane Haas (PC liaison), Frances Loubere (co-chair, Board), Anne Weaver, Bruce Zalneraitis (Board)

GTF meets in person on the second and fourth Wednesdays of the month in RE 2&3 except when circumstances require otherwise. We have remote attendance availability with advance notice.

**Website Updates**

The Shared Governance webpage now includes the PowerPoint presentation and lay leadership chart. Both were updated at our 3-22 GTF meeting.

The Board Policy Development and Approval webpage has been updated to show policies adopted at the 3-15 Board meeting.

**Potential Bylaws Updates**

The Bylaws/Ops Manual subcommittee met on April 12 in lieu of a full GTF meeting to discuss Bylaws changes needed for alignment with our shared governance structure. This group will meet again on April 17 to finalize recommendations prior to the April 19 Board Meeting, and in order to give time for congregational input prior to a June Annual Meeting vote. Our Bylaws require a majority vote for elected positions. Discussion continues regarding how to incorporate ranked choice voting in a competitive election with a slate including more candidates than openings.

**Operations Manual Updates**

GTF is comparing the manual with several years of Board minutes to make sure that all policy and other Board votes are accurately reflected in the content of the current manual before we bring changes to the Board. GTF members are working on drafts of a reorganized Table of Contents and a Glossary and a structure for a document control system.

**Executive Team (ET)**

The Executive Team is defined in the Glossary on our webpage, and is identified on the PowerPoint and Chart, and has been functioning for several years. However, there is no mention of the ET in the Bylaws or Ops Manual, no charter, and the ET has not been Board approved. GTF aims to remedy this by June. This will be discussed in conjunction with a review of the role of the Ministry Advisory Team/Coordinating Team currently on hiatus.

**Healthy Community Team (HCT)**

The HCT was established last year as a Board committee to be reviewed at the end of this year. This status is likely to continue through the 2023-24 Fellowship year and will be reviewed again with input from our Developmental Minister.

The draft Grievance Process/Policy forwarded to the Board and GTF will be reviewed again at a May GTF meeting prior to Board consideration.

**Program Council (PC)**

Diane Haas as new PC chair is the liaison to GTF. GTF will continue to provide information and support when needed. The Minister’s Report will include the Program Council Report.

[Return to Agenda](#Agenda)

**Attachment E**

**Widening the Circle Committee**

*Logo

Description automatically generated* Board Report March 2023

Here are updates of the things we are working on:

* We just completed the book discussion of *Mistakes and Miracles*, the UUA Common Read. Folks from the Vashon and Skagit UU Congregations joined us. We had meaningful conversations as we explored the Common Threads that work together to create the tapestry of Beloved Community (see “Common Threads” below). We will have a reunion on June 1 to follow up on how things have progressed in our respective congregations.
* We will provide a service in the summer about Widening the Circle – scheduled for July 9.
* We are continuing to prepare for a follow-up from the previous training. Our working title is “The Power of Transformation”. It will have some UU history and then discussions regarding the ‘Common Threads’ that help congregations evolve to be multicultural, anti-racist Beloved Communities.
* “WTC Tidbits” in the Friday Updates. These are small educational pieces. The purpose is to expand our common understandings of terms and concepts related to anti-racism. From everything we have read, this is an ongoing process.
* The Accessibility Team is now part of the FOST (Facilities Oversight and Safety Team). This is a better place to enable them to integrate into the Ministry side of things.
* We will review pending policies with an equity and inclusion lens.
* We coordinated with the Newcomers Outreach team for a training and discussion on DEI aspects relevant for greeters.
* We have had a number of discussions about how we want to engage with Teams as we discuss inclusion, equity and provide resources. Our intent is to engage with mutuality – respect and cooperation, creating common bonds and threads of connection.
* We have added check-out questions to the end of our meetings.These questions are suggested as we intend to shift from a culture that is primarily task-oriented to a culture that priorities relationships.
  + How did we do relationally? Awareness of feelings and needs.
  + Do we need repairs? Requests?
  + Acknowledgements/ Gratitude
* Several of us are going to GA and hope to attend workshops that will inform and invigorate our efforts in expanding equity and inclusion in our congregation.

Respectfully submitted,

Diane Haas, Chair of WTC

**Building a Beloved Community**

from **Mistakes and Miracles** by Karin Lin and Nancy Palmer Jones

The road to Beloved Community is not a single highway; rather think of it as many intersecting paths; each path includes loop de loops, detours and roundabouts. There are no absolutes on this journey. The work of building Beloved Community is heart work. It is a complex, interwoven process of building relationships while also creating the space to analyze how power works in any given system. To do this work congregations must ask: Who has power in the here and now, and who doesn’t? Who benefits and who doesn’t from hierarchical systems created long before we were born? This heart work asks participants to hold each other’s differing experiences and needs in a loving, sustainable container, while also urging growth and change.

**Our Common Threads**

These elements are woven together by ongoing congregational work to create the tapestry of Beloved Community.

**Intentionality**: Congregations ground their journey in an overarching goal or sense of call, made explicit in their mission and vision.

**Relationships, relationships, relationships:** Building and tending to healthy relationships within the congregation and beyond are central to this work.

**Leadership That’s Diverse, Committed, and Collaborative:** Ministers, staff, and lay leaders are passionate champions for the multicultural, antiracist mission. Whenever possible, they represent a wide range of identities.

**Education for Multicultural Competencies and Antiracism:** Through classes and trainings that speak to different generations, congregants can name the impact of white supremacy culture and other oppressive systems of power and privilege. They explore the congregation’s history and the wider community in which they dwell in order to draw on strength and reconcile mistakes from the past.

**Institutionalized Structures That Support the Multicultural, Antiracist Mission:** Congregations adapt their governance and committee structures to make them more inclusive. They work to eliminate barriers to participation in leadership.

**Multicultural Is Multigenerational:** Children, youth, young adults, and adults worship, learn, and grow together, honoring their different styles and needs. They stay in touch with changing expressions and expectations of family life across racial, ethnic, and generational differences.

**Worship That Speaks to the Heart and That Centers Diverse Voices, Styles, and Cultures:** Worship in these congregations touches congregants’ hearts, bodies, and spirits as well as their minds. It includes music, language, and art from many cultural sources. Such inclusion is authentic and accountable because the congregation has relationships with people whose cultures are represented.

**Social Justice and Community Engagement:** The congregation works in partnership and solidarity with traditionally marginalized groups at the local, state, and national levels for justice and equity for all. Congregants – especially those from the dominant culture – know how to follow leaders of color as well as how to use their own power appropriately for change that benefits those at the margins.

**Adaptability and Entrepreneurship:** The work of creating multicultural, antiracist, Beloved Community keeps evolving. These congregations adapt their initial plans to meet changing times and contexts. They develop a gift of improvisation and joy. They are on the journey for the long-haul.

**A Willingness to Take Risks and to Feel Uncomfortable:** Taking risks – especially, risking “failure” – creates discomfort in most congregational systems. Yet in the work of building multicultural, antiracist Beloved Community, if some folks are not uncomfortable, then the congregation or community may not be moving into the areas that need the deepest change.

**Patience, Perseverance, Courage, and Humility:** This work is messy, and it never ends. Well-trained and well-intentioned people will keep making mistakes. Conflict is inevitable. Patience, perseverance, courage, and humility our prime habits of the heart in building multicultural, antiracist Beloved Community.

**A Palpable Aliveness and Love:** Congregations on this journey have a sense of lightness and enthusiasm for the work. Everyone has the chance to feel more whole and “seen” in such communities. The spirit of love is palpable in the congregations that commit to this soul work.

[Return to Agenda](#Agenda)

**Attachment F**

**Healthy Community Team (HCT)**

HCT met at the same time as the Regular Board Meeting on April 19.

HCT Agenda and Karen Wamstad's notes are included below.

HCT Agenda for April 19, 2023

Chalice lighting

***"****There is always light. If only we’re brave enough to see it. If only we’re brave enough to be it." ~ Amanda Gorman*

1. Ongoing update about recruitment (see Karen’s separate email with active list as of April 7)

* Updates of contacts since April 5 meeting
* Any additional people we should contact?
* Do we want to create an auxiliary group now? Later?

1. Onboarding plan: timeline, content, logistics.
2. AskHCT email activity (other than recruiting responses)
3. Other communications with QUUF Committees/Teams/individuals?
4. What’s next?

* Conversation Circles: What have we learned? Continue the same format?
* Alternative ways of improving communications this summer?
* What could we offer the developmental minister transition team?
* Identify trainings to help us? To offer to congregation?
* Other?

1. Maintenance

* HCT group email, Website, Weekly Update announcements, Signup Genius for CC, [AskHCT@quuf.org](mailto:AskHCT@quuf.org)
* How should we maintain recruitment records such as process, list of prospects, outcome, lessons learned?

1. Team absences in May

Next meetings Wednesday, May 3 and May 17?

Monday, April 17, 2023

Roseanna,

Not much is happening with us except continuing to reach out and to interview potential new HCT members. After a two-week hiatus from conversation circles (due to post service activities (pledge drive and egg hunt) we resumed yesterday with two circles because of the large attendance. I will send you our agenda shortly.

HCT meets again this coming Wednesday. Do you have any updates we should be aware of? Will the redacted listening notes and State of the Fellowship breakouts be available soon? We will use information to figure out the current hot topics we should be aware of. Will a transition team include anyone from HCT?

Kind regards,

Karen

[Return to Agenda](#AgendaPage2)

**Attachment G**

**Denominational Affairs Committee (DAC) Report to Board**

April 13, 2023

Submitted by Kathy Stevenson

Text

Description automatically generatedThese past few weeks, delegates have all registered for General Assembly (GA). On April 11 we held our orientation session. All delegates and some alternates were able to attend. It was great to get us all together, and we exchanged information about GA, but also got to know each other a bit. There is a lot of information that will be coming to us soon from the UUA. We are ready.

As a reminder, the delegates are: David Alvarez, Dean Carr, Julia Cochrane, John Collins, Cecilia Flickinger, Kendra Golden, Shary Irwin, Anne Virtue.   
Alternates if needed: Deborah Carroll, Diane Haas, Mike Morrissey, Shawn Risley, Nancy Sendler. We have made badges for them to wear next to their name badge, hoping people will engage with them.

These QUUF meetings about GA are on the calendar, and announced in the Update:  
 Monday May 1, 10:30 in person, 6:30 on Zoom – discussion on Article 2 Proposal

Friday May 12, 6:30 on Zoom – discussion of all other votes on GA agenda

Monday June 4, 10:30 in person, 6:30 on Zoom – final Q & A on all GA votes

Sunday June 11, 1:00 at QUUF Annual Meeting – Advisory Survey to guide delegates

The Advisory Survey is the term we like for the Annual Meeting opportunity for congregants to express their opinion about votes at GA. We will connect with Christina on the format.

These links lead to registration for upcoming UUA Presidential Forums

* [**April 29, 2023 1p CT Evanston, IL**](https://uua874.lt.acemlna.com/Prod/link-tracker?redirectUrl=&sig=7VS6PMpGgxuy7rTyMpH6SToxUsM8Eq2UbLmNK1ijY1P5&iat=1680369004&a=%7C%7C89032994%7C%7C&account=uua874%2Eactivehosted%2Ecom&email=vCxiOM43BL7zMo%2B9rDATadvTfQSHCT6fb3Ih17pktrrCBOjkzTq2pw%3D%3D%3AesAKm0zvB4RYnWgrSNtfzmBpJP08maEP&s=07636bac209368e7b92e55161e9882bf&i=2983A6026A16A89600)
* [**May 20, 2023 1p PT Santa Barbara, CA**](https://uua874.lt.acemlna.com/Prod/link-tracker?redirectUrl=&sig=BdaaUhftjR9KRmRMdmBj5p1adbaFAUKn9S5RZAd8YyhK&iat=1680369004&a=%7C%7C89032994%7C%7C&account=uua874%2Eactivehosted%2Ecom&email=vCxiOM43BL7zMo%2B9rDATadvTfQSHCT6fb3Ih17pktrrCBOjkzTq2pw%3D%3D%3AesAKm0zvB4RYnWgrSNtfzmBpJP08maEP&s=07636bac209368e7b92e55161e9882bf&i=2983A6026A16A89601)
* [**June 3, 2023 1p CT Dallas, TX**](https://uua874.lt.acemlna.com/Prod/link-tracker?redirectUrl=&sig=2tZFZ3jcHx7HV8TAQkVqU5bkYqVUWdsvH73T5PTxp1yV&iat=1680369004&a=%7C%7C89032994%7C%7C&account=uua874%2Eactivehosted%2Ecom&email=vCxiOM43BL7zMo%2B9rDATadvTfQSHCT6fb3Ih17pktrrCBOjkzTq2pw%3D%3D%3AesAKm0zvB4RYnWgrSNtfzmBpJP08maEP&s=07636bac209368e7b92e55161e9882bf&i=2983A6026A16A89602)

This is the link for the recording of the first forum. We highly recommend all UUs to listen; it is a wealth of wisdom and guidance. <https://www.uua.org/uuagovernance/elections/2023-presidential-election>

All teams and committees have added this to our Charters. DAC will do so at our next meeting.   
#11 INCLUSION AND EQUITY: What are some ways this team engages our QUUF goals of being inclusive and equitable?

[Return to Agenda](#AgendaPage2)

**Attachment H**

**QUUF Fundraising Coordinating Committee**

**May** Recruit chairs for fundraising teams as needed.

Prepare fundraising report to congregation for annual report.

**June** Revise fundraising goals if needed based on annual meeting results.

Recruit chairs for fundraising teams as needed.

Recruit additional members for fundraising teams as needed.

[Return to Agenda](#AgendaPage2)

**Attachment I**

**Nominating Committee Report to the Board**

April 19, 2023

The Nominating Committee is pleased to put the following people forward for a congregational vote at QUUF's Annual Meeting, June 11, 2023. We will have, for the first time, a contested election for the Board of Trustees. We are excited that this is democracy in action.

There are six candidates for the Board of Trustees with four open positions. The candidates are:

Roseanna Almaee

David Alvarez

Joanna Sanders

Mary Tyburski

Elizabeth Walker

Sarah Walker

Endowments - 2 positions are open, candidates:

Jean Walat

Sandy Tweed

Nominating - 1 position open, candidate:

Mike Morrissey

The Board and Congregation were all informed of the candidates in an email blast that went out on April 12, 2023 in accordance with our by-laws. Information about petition candidates was also included in that email. The information will be in Weekly Updates for several more weeks.

Currently the Nominating Committee is working on getting photos and bios of the candidates and preparing for the annual meeting.

Respectfully submitted by Share DeWees

[Return to Agenda](#AgendaPage2)

**Attachment J**

**Proposed Bylaw changes made by GTF members on 4/17/23**

David Alvarez

Julia Cochran

Anne Weaver

Bruce Zalneraitis

|  |  |  |
| --- | --- | --- |
| ARTICLE IV, SECTION 7 VOTING – New section proposed | | |
| CURRENT TEXT | PROPOSED TEXT | EXPLANATION |
| None. | C. ELECTIONS: For elections to positions created by these Bylaws the Board, with the advice and recommendation of the Nominating Committee, may choose the time and manner of the voting system to be used at any Annual Meeting to determine which candidate has won those positions. The methodology to be used will be announced and explained in the Notice sent out for that Annual Meeting | In any given election where there are more candidates than available positions the GTF was concerned that if the victors were determined simply by highest vote total there could arise a situation where a candidate could have, for example, the 4th highest vote total when there are 4 positions available and thus win a position, **without having a majority of the total votes**, and thus actually not be elected if a winning candidate must obtain per Article IV, Section 6 “a majority vote. |

Should this amendment to the QUUF Bylaws be Approved?

Yes \_\_\_\_\_\_\_\_\_\_\_\_

No \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ARTICLE V SECTION 2, SUBSECTION A – BUDGET | | | | |
| CURRENT TEXT | PROPOSED TEXT | | EXPLANATION | |
| A. The Finance Committee shall prepare an annual budget and submit this annual budget to the Board for approval or modification. The annual budget shall include an operating budget and a capital budget, showing anticipated income and/or funds source and estimated expenses. The annual budget shall be voted upon at the Annual Meeting. | A. The Finance Committee in coordination with the Ministry Advisory Team, shall prepare an annual budget and submit this annual budget to the Board for approval or modification. The annual budget shall include an operating budget and, if needed, a capital budget, showing anticipated income and/or funds source and estimated expenses. The annual budget shall be voted upon at the Annual Meeting. | | The Ministry Advisory Team works with the Finance Committee in the preparation of the budget.  The capital budget may not be needed annually. | |
| ARTICLE VI OFFICERS AND TRUSTEES SECTION 1 – COMPOSITION | | | | |
| CURRENT TEXT | | PROPOSED TEXT | | EXPLANATION |
| Section 1. COMPOSITION: The Board shall be the governing body for the congregation. The Board shall have nine (9) elected members, all of whom shall be members of the Fellowship. The Board shall elect four Officers from its membership, the President, Vice President, Secretary, and Treasurer, with the five remaining members being referred to as Members At Large. The term “Trustee” as used in these Bylaws includes both the four Officers and the five Members At Large. | | Section 1. COMPOSITION: The Board shall be the governing body for the congregation. The Board shall have nine (9) elected members and shall include the ministers as ex-officio members without vote all of whom shall be members of the Fellowship. The Board shall elect four Officers from its membership, the President, Vice President, Secretary, and Treasurer, with the five remaining members being referred to as Members At Large. The term “Trustee” as used in these Bylaws includes both the four Officers and the five Members At Large. | | Clarifies relationship with Article IX Section 3 in the current version of the Bylaws so the two sections dovetail. |

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| ARTICLE VI OFFICERS AND TRUSTEES SECTION 1 SUBSECTION A | | |
| CURRENT TEXT | PROPOSED TEXT | EXPLANATION |
| None. | 1. EXECUTIVE TEAM: The purpose of the Executive Team is to handle emergent issues and logistics for the Board of Trustees between scheduled meetings of the Board of Trustees. The officers designated by the President and Ministers will comprise the Executive Team and other persons as needed. | To formalize what already exists in practice. |

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| ARTICLE VI OFFICERS AND TRUSTEES SECTION 4 | | |
| CURRENT TEXT | PROPOSED TEXT | EXPLANATION |
| Section 4. VACANCIES: A vacancy shall occur when a Trustee resigns or has been absent without excuse from two consecutive regular or special meetings of the Board. A vacancy in any office, election to which is vested in an Annual Meeting, may be filled by vote of a majority of the Trustees then holding office. Trustees so appointed shall hold office only until the next Annual Meeting, at which time any unexpired terms shall be filled by vote of the members. | Section 4. VACANCIES: A vacancy shall occur when a Trustee resigns or has been absent without excuse from two consecutive regular or special meetings of the Board. A vacancy in any office, election to which is vested in an Annual Meeting, may be filled by vote of a majority of the Trustees then holding office. Trustees so appointed shall hold office only until the next Annual Meeting, at which time any unexpired vacated terms shall be filled by vote of the members. | Added for clarification. |

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| ARTICLE VI OFFICERS AND TRUSTEES SECTION 6 | | |
| CURRENT TEXT | PROPOSED TEXT | EXPLANATION |
| Section 6. OPEN SESSIONS: Board meetings shall be open to all QUUF members as observers except in limited cases when the Board is in executive session, such as to discuss personnel matters or to receive legal advice. | Section 6. OPEN SESSIONS: Board meetings shall be open to all QUUF members as observers except in limited cases when the Board is in executive session, such as to discuss personnel matters or to receive legal advice. Board retreats may be closed; Board study sessions will be open or may be closed by a majority vote of members present. | Clarification of access to meetings by members. |

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| ARTICLE VII l DUTIES OF OFFICERS AND TRUSTEES SECTION 1 SUBSECTION B. | | | |
| CURRENT TEXT | PROPOSED TEXT | EXPLANATION | |
| B. Appoint all committee chairpersons not otherwise provided for in these Bylaws, subject to confirmation by the Board. | Deleted | Moved and revised to Article VII, Section 5. This causes re-lettering below. | |
| ARTICLE VII l DUTIES OF OFFICERS AND TRUSTEES SECTION 5 SUBSECTION D. | | | |
| CURRENT TEXT | PROPOSED TEXT | | EXPLANATION |
| D. Provide for an Operations Manual for the Fellowship that shall be reviewed and updated as necessary but not less than every three years. The Operations Manual shall be consistent with these Bylaws and shall contain those procedures and policies that detail and control the roles and responsibilities of staff, and committees. | Provide for an Operations Manual for the Fellowship that shall be reviewed and updated as necessary but at least every three years. The Operations Manual shall be consistent with these Bylaws and shall contain those procedures and policies that detail and control the roles and responsibilities of staff, committees, task forces, councils and teams. | | These changes reflect new governance nomenclature. |

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| ARTICLE VII DUTIES OF OFFICERS AND TRUSTEES SECTION 5 THE BOARD SHALL: SUBSECTION F | | |
| CURRENT TEXT | PROPOSED TEXT | EXPLANATION |
| Section 1. THE BOARD AND COMMITTEES:  A. The Board may create or disband committees as it deems necessary.  B. The Board shall approve the appointment of all committee chairs and all policies.  C. Committees shall obtain prior Board approval for issuing any public statements, including but not limited to statements of principle, resolution, or course of social action. | E. The Board may create or disband Board committees as it deems necessary.  F. The Board shall approve the appointment of all committee chairs and all policies.  G. Board shall approve any public statements made on behalf of QUUF.  H. The Board has the responsibility to approve the appointments of council leads within 30 days and reserves the right to remove council leads as may be deemed necessary  I. Appoint all Board Committees’ and Board task forces’ chairpersons. | Moved for clarity to be included under the duties of the Board and some duties have been added due to the new governance structure. |

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| ARTICLE VIII l CONGREGATIONAL COMMITTEES | | |
| CURRENT TEXT | PROPOSED TEXT | EXPLANATION |
| ARTICLE VIII COMMITTEES. | ARTICLE VIII CONGREGATIONAL COMMITTEES | To clarify that this Article only applies to Congregational Committees. |

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| ARTICLE VIII l CONGREGATIONAL COMMITTEES - SECTION 1 | | |
| CURRENT TEXT | PROPOSED TEXT | EXPLANATION |
| ARTICLE VIII SECTION 1 is moved to ARTICLE VII SECTION 5 |  | To simplify the listing of Board duties. |

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| ARTICLE VIII l CONGREGATIONAL COMMITTEES SECTION 1 AND 2 | | |
| CURRENT TEXT | PROPOSED TEXT | EXPLANATION |
| None. | A vacancy in this committee shall be filled by vote of the Board of Trustees. Members so appointed shall hold office only until the next Annual Meeting, at which time any unexpired vacated terms shall be filled by vote of the Fellowship. | Added to create a process to fill vacancies.  This has been added to the sections applicable to both the Nominating Committee and the Endowments Committee. |

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| ARTICLE IX THE MINISTER SECTION 3 MEMBERSHIP | | |
| CURRENT TEXT | PROPOSED TEXT | EXPLANATION |
| Section 3. MEMBERSHIP: The minister(s) shall be ex-officio member(s) of the Board, committees, without voting rights. | Section 3. MEMBERSHIP: The minister(s) shall be ex-officio member(s) of the Board, Committees, Councils and Ministry Teams without vote. | To conform with new governance structure. |

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| ARTICLE XI PARLIMENTARY AUTHORITY | | |
| CURRENT TEXT | PROPOSED TEXT | EXPLANATION |
| ARTICLE XI. PARLIAMENTARY AUTHORITY The Sturgis*,* shall serve as the parliamentary authority of this organization for all rules and procedures not covered by its Bylaws or other rules. | ARTICLE XI. PARLIAMENTARY AUTHORITY The American Institute of Parliamentarians Standard Code of Parliamentary Procedure, *most recent edition,* shall serve as the parliamentary authority of this organization for all rules and procedures not covered by its Bylaws or other rules. | Newer guidance document regarding rules of order. |

[Return to Agenda](#AgendaPage2)

Attachment K

**Personnel Committee**

P&P Manual, Part II Committee Description & Responsibilities, Personnel Committee (Revised 4/19/23)

**Purpose**: To provide an effective interface on issues of employment and supervision among the fellowship staff, the Minister, the Board, and the members of the congregation.

**Membership**: The committee shall consist of a chairperson appointed in a manner consistent with Bylaws Articles VII, Section 1(a) and Article VIII, Section 1(b) and, when possible, three members from the congregation, a Board representative (non-voting) and a staff representative (non-voting). All members of this committee must be members of the Quimper Unitarian Universalist Fellowship. The committee addresses topics of a sensitive nature, so individuals who are not members of the committee need permission from the Committee Chair to attend meetings.

**Terms**: When practical, members of the Personnel committee shall serve no less than three-year staggered terms.

**Committee Responsibilities:**

* Meet as needed to review, discuss, consult and make decisions as appropriate on matters related to personnel.
* Monitor the performance review process for all staff – initial and annual.
* With input from the Minister and staff, and with Board approval, create or modify job descriptions as needed.
* Address any difficulties or conflicts in the workplace that are referred to the committee.
* Consult with the Minister, as requested, on personnel actions.
* Serve with members of the Fellowship, the Minister, and staff to interview and recommend candidates for hire.
* Prepare recommended salaries and benefits for staff based on UUA Compensation Guidelines.
* Work with the Board, Minister, and staff to prioritize staffing needs within budget constraints.
  + Recommend Personnel Policies to the Board that are consistent with UUA Personnel Policies, UUA Safe Staffing recommendations, and UUA Responsible Staffing Policies.
  + Ensure the fellowship is in compliance with federal, state and local government rules and labor regulations.
  + Research and propose personnel changes as needed, in terms of both positions and benefits.
  + Update the Employee Handbook as needed.

**Personnel**

**Purpose**: To provide an effective interface on issues of employment and supervision among the fellowship staff, the Minister, the Board, and the members of the congregation.

**Membership**: The committee shall consist of a chairperson appointed in a manner consistent with Bylaws Articles VII, Section 1(a) and Article VIII, Section 1(b) and, when possible, three members from the congregation, a Board representative (non-voting) and a staff representative (non-voting). All members of this committee must be members of the Quimper Unitarian Universalist Fellowship. The committee addresses topics of a sensitive nature, so individuals who are not members of the committee need permission from the Committee Chair to attend meetings.

**Terms**: When practical, members of the Personnel committee shall serve no less than three-year staggered terms.

**Committee Responsibilities:**

* + Meet as needed to ~~make personnel-related decisions~~ review, discuss, consult and make decisions as appropriate on matters related to personnel.
  + Monitor the performance review process for all staff – initial and annual.
  + With input from the Minister and staff, and with Board approval, create or modify job descriptions as needed.
  + Address any difficulties or conflicts in the workplace that are referred to the committee.
  + ~~Make recommendations for any~~ Consult with the Minister, as requested, on personnel actions.
  + Serve with members of the ~~congregation~~ Fellowship, the Minister, and staff to interview and recommend candidates for hire.
  + Prepare recommended salaries and benefits for staff ~~and minister(s)~~ based on UUA Compensation Guidelines.
  + Work with the Board, ~~the~~ Minister, and ~~the~~ staff to prioritize staffing needs within budget constraints.
  + ~~Recommend to the Board modifications to the fellowship Personnel~~
* Recommend Personnel Policies to the Board that are consistent with UUA Personnel Policies, UUA ~~Safe~~ Staffing recommendations, and UUA Responsible Staffing Policies.
* Ensure the fellowship is in compliance with federal, state and local government rules and labor regulations.
* Research and propose personnel changes as needed, in terms of both positions and benefits.
* Update the ​Employee Handbook​ as needed. (? – does this reside with staff) [Return to Agenda](#AgendaPage2)