**Quimper Unitarian Universalist Fellowship**

Minutes of Board of Trustees Meeting

August 23, 2023, 6 pm, RE 2

<https://youtu.be/Drqnn1ohmlM>

Board members present: Roseanna Almaee, Rev. Linda Hart, Sarah Hull, Larry Morrell, David Rymph, Elizabeth Walker, Sarah Walker, Jesse Wild, Bruce Zalneraitis

Board member absent: Leisl Slabaugh

Tech support specialist present: Christina Tweed

Observers present via Zoom: John Collins, Jenell DeMatteo, Share DeWees, Diane Haas, Frances Loubere, Mary Tucker, Sandy Tweed

Land Acknowledgement. Reading and chalice lighting.

Check-ins.

Appoint process observer: Jesse Wild

**Motion to approve current meeting agenda**. Motion approved.

**Consent agenda:**

Approve the draft minutes of the 7.26.23 Board meeting.

Approve the Presidents’ Report.

Approve the Minister’s Report.

Motion to approve consent agenda. Motion approved.

**Treasurer’s Report**.

Motion to approve the final financial reports for June 2023 and the financial report for July 2023. Motion approved.

**Motion to move $25,620.38 from the Operating Reserve** to clear the deficit from the FY22-23 year ending balance. Motion approved.

**Motion to approve the proposal from the Finance Committee** to open a line of credit in the amount of $150,000, to be used for emergencies, when the Finance Committee thinks this is needed. Motion approved.

**Motion to approve Linda Hart’s compensation terms providing an annual housing allowance** in the amount of $26,000 for her contract year starting 8/01/2023. This is $2166.66 per month; 11 months for fiscal year 23-24 plus the first month of fiscal year 24-25. Motion approved.

**Motion to change the signatories on our bank accounts** to the following:

* Sarah Walker, President of the Board
* Larry Morrell, Vice President
* Bruce Zalneraitis, Treasurer
* Elizabeth Walker, Secretary

And to remove the following as signatories:

* Jesse Wild
* Nils Pedersen

Motion approved.

**Motion to approve the Preamble Applicable to all Policies and Procedures** at QUUF (with slight wording changes to the first sentence). Motion approved.

**Motion to direct the Government Task Force (GTF) to establish a policy** that clarifies the requirement in the bylaws for annual renewal of membership in writing. Article II Section 2. “Membership is confirmed when the member signs the membership book, and thereafter members shall re-confirm their membership annually in writing before the Annual Meeting.” The policy will:

1. Establish annual membership inclusion dates (example: July 1-June 30).
2. Establish new and renewal language for the membership signature form.
3. Establish a deadline date for renewal forms to be returned.

Motion approved.

**Board assignments to committees and tasks**. See chart in Appendix A, amended 8.23.23.

Changes from last month: Bruce resigned from the GTF. Sarah Hull. will continue as a Board rep, and Jesse and Roseanna will share the second Board rep seat.

David will become Board rep for Personnel.

Larry will become Board rep to the Bylaws Revision Committee.

Motion to accept these changes. Motion approved.

Elizabeth is appointed membership on the Nominating Committee.

**Items discussed:**

**Widening the Circle** writes that they want to remain a Board committee instead of moving to the Ministerial side. The Board wants a longer discussion of this, perhaps at the upcoming retreat or a study session.

**Charters for Committees:** We looked at the charters for the Program Council and the Growth and Learning Council. We request that these and all charters take out all active links to either QUUF or outside sites, since these may expire. Instead of links, please summarize briefly the contents of the page or information you need. Also, charters shouldn’t list members because this, too, will change over time. Charters should be long-lasting documents.

Board liaisons should help committees revise their charters to reflect this.

**Denominational Affairs Committee (DAC)** requests again that the chair or co-chairs of DAC be granted automatic appointments as delegates to General Assembly, if they want that. This deserves a longer conversation, and the Board will include this at an upcoming study session.

**Financial planning retreat.** Larry suggests that we have a financial planning retreat and consider a financial planning process for 2-3 years in advance, then repeat and update the plan every year. This should include fundraising opportunities. We would hope to include all QUUF finance people, including Jenell, Sarah Seltzer (bookkeeper), and the Finance Committee and Fundraising Coordinating Committee.

Bruce will discuss this with Liesl and make a plan, perhaps for October or November. Linda will ask if other churches are doing this kind of extended financial planning.

We are planning to have a **congregational meeting** in January or so to update members on our financial situation.

Proposal to consider the possibility of **changing the timing of our fiscal year** (currently July through June). There are reasons to keep it the way it is, including that changing is a pain, and Linda thinks it fits better to have it the way we have it.

Closing words, extinguish chalice.

**Attachment** **A**

**QUUF Board of Trustees**

**President’s Report – August 23, 2023**

1. Study Session on August 9: first meeting and social time with Linda Hart. Topics: Communication protocols and desire for shortened board reports from committees and task forces, establishing Board liaison roles, preparation for August 26. *Leading Large UU Board Training*, preparation for Board retreat: September 9 (9:30-3:00 brown bag lunch, Fellowship Hall.
2. Attended the 3rd Healthy Community Team facilitated meeting with leaders of the 4th Principle/Tomato Soup Group and Frances Loubere and Bruce Zalneraitis representing the board on July 27.
3. Facilitated response to concerns for individuals who were at first refused admission to the Jay Kiskel presentation held in Fellowship Hall at the 4th Principle/Tomato Soup Group gathering on Saturday, July 29. Affinity groups issues are under the authority of the Ministry. The Open Meetings policy was conveyed by our acting Minister Beau Olgren and the matter was resolved.
4. Spent considerable time in study: read *Transforming Conflict* by Terasa Cooley, *Governance and Ministry* by Dan Hotchkiss. Did the UU Institute prework module: *The Strategic Board 260* in preparation for the August 26 Board training. Examined QUUF website descriptions of Governance model, Operations Manual and constituent committees, task forces and teams.

Respectfully,

Sarah Walker, President

QUUF Board of Trustees

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Updated: 8-23-23 |   |   |   |   |   |   |   |   |   |   |
|   | Sarah W. | Larry M. | Elizabeth W. | Bruce Z | Roseanna | Sarah H | David R | Liesl S | Jesse W. | Linda H. |
| Number of Assignments | 2 | 5 | 4 | 3 | 4 | 3 | 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 |   |   | X |   |   |   |   |   |
| Fundraising Coordinating Committee |   |   |   |   |   |   |   | X |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
| **Pending Committees/Task Forces** |   |   |   |   |   |   |   |   |   |   |
| Retreat Planning |   | X |   |   | X | X |   |   |   |   |
| Long Range Planning (5-Yr plan) |   | zz |   |   |   |   |   |   |   |   |
| Leadership Dev. Program |   | zz | zz |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
| (1) Treasurer member per bylaws |   |   |   |   |   |   |   |   |   |   |
| (2) Elected from Board Members as voting member |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
| **Key** | Expressed interest |
| X | Assignment |
| zz | Not yet formed; requires board action |
| \* | Executive team needs definition and charter |

[Return to Agenda](#Agenda)

**Attachment B**

**Monthly Minister’s Board Report**

**August 2023 by Linda Hart**

I am glad to be here among you and getting my feet on the ground and learning about the congregation. There is much work to be done this year, but I’m of good cheer about what we can achieve.

The biggest piece of my work for these first few weeks has been the “meet and greet” events that the Minister’s Transition Team has been putting together. Each one has been pleasant, included a good bit of laughter, and had some heartfelt sharing. What was most present to me in the first several meetings was the depth of grief and trauma that many members have and are experiencing in the Fellowship. By the third meeting it was becoming clear to me that one of the pieces of work that we’ll be undertaking over the course of this year will be some healing and restoration work. I’ve done some rituals within services, and held sessions in a couple of congregations for that kind of healing work. As I write this, I think I’m about half way through the meetings, and once they are done, I’ll be creating a longer report about what I’ve heard and some of the recommendations that grow from those insights.

I’ve also been meeting with committees as their routine meetings have happened. I’m impressed and delighted to have such a well-organized and committed Pastoral Care Team, and grateful for such lovely musicians and a team of people supporting the music in worship. I’m wrapping my brain around the Governance Transition Task Force, and working to catch up on where and what they’re doing. There are more meetings than I can make it to, but hope to have had a chance to visit with most of them by mid-fall.

Finally, it’s been great to have such an easy transition with the staff. I am impressed and pleased to be working a great staff team. Y’all should be proud of what has been built here. I’m looking forward to the work we can get done to help define what the next chapter will be.

[Return to Agenda](#Agenda)

**Attachment C**

**Treasurer’s Report to the Board: FY23 Final**

August 16, 2023

The information below summarizes highlights from June 2023 and represents the year-ending period for fiscal year 22-23. The reports are **final** and replace the preliminary reports sent out last month.

**Income**:

Current Year Pledge Income for the fiscal year was $450,021 which is $37,987 below the same period for last year. Total overall income for the fiscal year was $535,411 which is $4,333 above the same period for last year and 96.2% of the annual budget which is $556,685. Pledge income represents **84%** of the total income for the fiscal year.

**Expenses**:

Total expenses for June are $54,657 which is $67,326 less than last year for the same period. The expenses for the fiscal year are $561,032 which is $95,682 less than the total for the last fiscal year and 96% of the annual budget. The large difference between the two fiscal years was primarily due to charge for the minister’s severance package in fiscal year 2021-22. The expenses for the year were $**25,621** greater than income for the fiscal year.

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

Operating Reserve $ 75,309

Maintenance Reserve $113,218

Capital Reserve $ 13,479

Total $**202,006**

**Balance Sheet as of June 30, 2023**:

**Assets**:

Total Cash: $175,997

Investments: $304,106

Overall Total Current Assets: $**480,103**

Temporarily Restricted Funds: $180,666

Permanently Restricted Funds: $17,140

**Liabilities**:

Current Liabilities: $89,539 Prior Year: $127,128

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

**Total Net Assets:** This year: $2,106,598 Prior Year $2,061,005

**Treasurer’s Report to the Board: July 2023**

Insert report here

[Return to Agenda](#Agenda)

**Attachment D**

**Governance Task Force Board Report**

August 16, 2023Submitted by Frances Loubere

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

**Members:** David Alvarez, Phil Burwell (medical leave), John Collins, Julia Cochrane (Scribe), Jenell DeMatteo (QUUF Administrator), Diane Haas (PC liaison), Frances Loubere (Chair), Anne Weaver, Bruce Zalneraitis (Board rep.)

We welcomed Rev. Linda and Tech Christina to our August 2 meeting.

**Decision Making Model:** Jenell shared a draft of a QUUF Decision Making Model. The goal is to clarify the decision-making authority of various groups where congregants serve. We will finalize in September and plan to use this to educate QUUF about our governance model.

**Ministry Executive Team (MET) proposal:** We will bring our recommendation and rationale to Rev. Hart for her input and discussion in the fall.

**Operations Manual Updates:** The Bylaws/Ops Manual subcommittee, including David Alvarez, John Collins, Jenell DeMatteo, Anne Weaver, and Bruce Zalneraitis, continued discussion. Jenell will develop a mock-up of the suggested format for further discussion before it comes back to GTF.

**Preamble Applicable to all Policies and Procedures of QUUF:** At the July meeting, the Board voted to post this on the Board Policy Development and Approval Page in order to gather input from the congregation, and determine at the August Board meeting whether this preamble should be amended based on the input.

**Grievance Process Flowcharts:** We reviewed these HCT-developed-and-edited charts.

**Facilities Oversight and Safety Team Policies**: FOST is updating/amending these policies, including the Disruptive Behavior Policy, with input from GTF and WTC.

**Program Council:** Regarding governance, the Board approved PC Leads for the Community and Growth and Learning Councils. Affinity Group Guidelines have been updated and distributed along with a renewal form to all Affinity Groups. ALPs will be discussed in September.

**Membership Policy Amendment:** We discussed an amendment to the Membership Policy adopted in December 2022 to include Membership renewal and confirm that the Board oversees Membership to include the Renewal Form, to specify a membership year and a deadline for Membership renewals including a grace period, that will consider office needs, leadership requirements to be a Member, and UUA reporting deadlines. We hope to have this for the September Board Meeting.[Return to Agenda](#Agenda)

**Attachment E**

 **Widening the Circle Committee**

**Board Report for August 2023

The committee has taken a month off and has not met since the last Board Report. We are now meeting once a month instead of twice. Our next meeting is scheduled for August 19.

We would like to respond, however, to the inquiry that was made at the last Board meeting concerning why we are a Board Committee and not on the Ministry Side. Widening the Circle began as a Study Group under the Anti-Racism Action Team (part of SEJC). This occurred after the release of the UUA Commission on Institutional Change, Widening the Circle. We used the official UUA Study/Action Guide. (Nov. 2020-Feb.2021). We became a Board Task Force for a year and then became a Board Committee in October 2022.

The Widening the Circle initiative is a congregation wide-impacting all aspects of QUUF, not just the Ministry side. It is integral to the vision and mission of QUUF which is what the Board focuses on in the shared governance model. Widening the Circle and the recommendations in the book impact all areas of QUUF. WTC is designed to be a resource for all aspects of church governance from how we greet visitors to how we spend our endowment funds to goal setting by the board. We are charged with culture change. This is not just about programming; it involves all aspects of our institution.

* WTCC helped establish an Accessibility Team which coordinated with the FOST to pave the patio. This is more than simply ‘programming.’
* WTCC came up at Finance Committee meeting regarding how to create a culture of generosity in fundraising and also be welcoming to people with lower incomes.
* Nominations Committee wants resources on how to solicit diverse applications for elected offices.
* GTF and the Board seek development of the multi-cultural, anti-oppressive lens when writing policies.
* We provided a Diversity, Equity and Inclusion training and have the intention to schedule more of these trainings. We still have grant money for this purpose.
* We sponsored a book group on *Mistakes and Miracles* which about 15 QUUFers attended and about 8 from 3 other Puget Sound Congregations.
* We did a worship Service in July which focused on how the study of Widening the Circle and anti-racism has impacted us personally in positive ways.
* WTCC added #11 to the Charters: Inclusion and Equity: What are some ways this team engages our QUUF goals of being inclusive and equitable?
* WTCC members participated in a training for ushers and greeters.

These are tangible examples of how WTCC has contributed to the Board goals that include equity and inclusion.

From our charter:

Our Mission: Widening the Circle Task Force will facilitate implementation of applicable recommendations of the Commission on Institutional Change Report. We will develop a system for providing resources for QUUF as we explore ways to deepen our understanding of practices and thinking that perpetuate racism and other oppressions in ourselves and QUUF. It will be one of the ways we put the 2021 UUA Statement of Conscience (SOC) into action. SOC: Undoing Systemic White Supremacy: A Call to Prophetic Action. It also supports the 8th Principle and our UUA Actions of Immediate Witness.

As UUs we realize that our denomination has evolved within a strong white, patriarchal context. While we love this religion, we also believe we can improve on it by looking within to find ways we can widen the circle to include marginalized groups of people. When we do this, we all benefit spiritually. We believe we can be a resource for all QUUFers who want to live our mission: “We come together to seek our truths, honor our diversity, serve with love, and work for justice in our world.”

The Widening the Circle Committee feels strongly that we should remain a Board Committee.

Respectfully submitted,

Diane Haas,

Chair, WTCC

[Return to Agenda](#Agenda)

[**Attachment F**](#AttachmentF)

**Healthy Community Team**

August 17, 2023 Report via e-mail from Karen Wamstad

We do usually send a board report, but our last meeting was on July 5 with David Rymph present; he has the minutes.

The next meeting is Aug 22. No activity other than the meetings for Bruce Zalneraitis and Frances Loubere with Nils Pedersen and Joyce Francis and facilitated most recently by Martha Moyer and Joanna Sanders. There were three in total, but due to the confidentiality, I am not aware of any details or intentions for the future.

Please consider these paragraphs as the report.

[Return to Agenda](#AgendaPage2)

**Attachment** **G**



**Denominational Affairs Committee Board Report
August 2023**

**This past month**:

* Two members resigned; they have too much on their QUUF plate. We appreciate Diane Haas and John Collins’ investment these past couple years. Several of us participated in the webinar follow up to Rev Kingman’s lecture called “Combatting Fascism, Without and Within, an Organized Response”.
* We established a regular monthly meeting, 2nd Tuesdays at 12:30.
* We welcome new members.
* We wrote a condolence letter to Plano Texas UU after hearing about the fire-bomb damage to their entry. We did this jointly with Welcoming Congregation Team.

**Work towards goals:**

* Kathy Stevenson and Julia Cochrane will continue as co-chairs. Kathy’s focus will be ‘Living our UUism.’ Julia will focus on bringing other UU entities to our attention, as well as enhancing our local JIAC – Jefferson Interfaith Action Coalition.
* We wonder if Linda Hart will get connected with local clergy. Decisions about how to continue the conversation about Article 2 will be made after conversation with Linda.
* We hope to help teams and committees access resources from the UUA.

**We began a check out ritual:** These questions are suggested as we intend to shift from a culture that is primarily task-oriented to a culture that prioritizes relationships.
 - How did we do relationally?
 - Do we need repairs?
 - Acknowledgements and Gratitudes

**Needs or requests of Board:**

We re-state our desire that co-chairs of DAC always have **the option** of being delegates at GA. Serving as delegates will ensure that the co-chairs are fully equipped to guide other delegates in this important service to QUUF. It is also a logical extension of the information and wisdom the co-chairs gain throughout the year.

Kathy and Julia, 8-12-23

[Return to Agenda](#AgendaPage2)

**Attachment H**

**Fundraising Coordinating Committee**

{Paste Report here}

[Return to Agenda](#AgendaPage2)

**Attachment I**

**Nominating Committee Board Report**

August 18, 2023

The Nominating Committee met on July 21 and August 18, 2023. This report covers both meetings.

Items to Know:

1. We welcomed Elizabeth Walker as our new member and Board liaison. Rachel Schmitt, our ministry intern, attended her last meeting with us before heading back to college.
2. We changed our meeting date to the second Friday of the month at 2:30pm to accommodate the Board reporting.
3. The 2023 election was reviewed. It was decided we would review the ranked choice process and voting statistics before January of this year, including input from congregation members.
4. A history of our three Congregational Committees' elected and appointed membership has been recorded by John Collins and will be maintained by this Committee for future reference.
5. Our annual election calendar for 2024 is being constructed by Julia Cochrane. It will be sent to the Board for review in the near future.
6. Changes to term limits were discussed and referred to the Governance Task Force via John Collins. Our concern is that final dates for Nominating Committee and Petition candidates be closer together on the calendar, and that there is sufficient time for Congregational discernment between the candidate announcement and the election.
7. We will be asking Christina Tweed to provide a class on Google Drive as a beta edition prior to offering it to a wider audience.
8. We are considering an effort to update our membership photo directory outside of the Power Church software to help congregants with connecting faces and names.

Items for Board action:

1. Our new Committee Charter has been sent to Sarah Walker for Board review:

CHARTER FOR CONGREGATIONAL COMMITTEES

Name of Committee: Nominating Committee

1. MISSION: What is the purpose and/or 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 currently open positions on the Board of Trustees, the Endowment Committee and the Nominating Committee, and advise other recognized QUUF organizations of recruitment possibilities and methods in accordance with QUUF By-Laws.

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

Four members of the Nominating Committee are elected by the Congregation for 3 year terms and the fifth member is elected annually by the Board from Board members and 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.

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 goals? What are the major activities of this Committee? (see below)

The Nominating Committee helps advance QUUF Mission and Goals by assuring democracy and coordinating timely and effective nominations and elections of qualified QUUF members to the congregation's elected positions and advising other QUUF groups of effective recruitment methods and resources that promote democracy, including elected vacancies. The Nominating Committee will establish annual goals in accordance with The QUUF Mission and Goals and Board Objectives.

Major activities include presenting and assisting qualified candidates, notifying the QUUF Congregation about current elective openings using QUUF internal communication channels, providing the Congregation with accurate descriptions of assigned duties and time commitments for those open positions, establishing a timely calendar for all elective position each year, and coordinating elective 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, and by the effectiveness of its recruitment advice to other QUUF organizations.

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 produced 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 and/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 and may be advertised in the QUUF Weekly update. Due to the confidential nature of our work we may need to go into executive session.

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

Committee meeting minutes are posted and archived on the Committee's QUUF webpage. Portions of the minutes deemed confidential will not be posted publicly. During election season in the Spring of each year, informational messages are posted in the QUUF Weekly Update, Bulletin Boards, as well as pulpit announcements when necessary.

11. INCLUSION AND EQUITY: What are some ways this team engages our QUUF goals of being inclusive and equitable?

A significant part of the qualifications for membership on the Nominating Committee is DEI training and experience. Our recruitment process includes deliberately recruiting and supporting candidates who have been traditionally excluded from leadership roles.

Date edited by Nominating Committee – July 21, 2023 Copy sent to Governance Task Force and the Board. Our QUUF Mission Statement (adopted January 10, 2021)
“We come together to seek our truths, honor our diversity, serve with love, and work for justice in our world.” [Return to Agenda](#AgendaPage2)

**Attachment J**



**Program Council Report**

**Council Updates**

Community Council – New application forms have been sent out to ‘re-up’ Affinity Groups for the new year. The Volunteer Engagement Team (VET) is working to fill vacant spots in leadership positions. Picnic planning underway.

Spirit Council – the Production team is dissolved as the plan is to discontinue videos during services. Morning meditation leader will be away for extended time; that meditation time will go on hiatus.

Social and Environmental Justice Council (SEJC) – Planning to develop new category of groups: community groups that we align with and have a special relationship with: (JCIRA, Pet Helpers, Habitat for Humanity).

Growth and Learning Council – completed a charter. A meeting will be scheduled in September to develop Guidelines and oversight for Adult Learning Programs.

Operations Council – 4 people have been asked and declined taking on the Lead position. Facilities, Oversight and Safety Team (FOST) is moving ahead on the new patio and walkway for accessibility. Jenell keeps the communication flowing between FOST and Administration/IT. The Fundraising teams previously in this Council have been replaced by the Fundraising Coordinating Committee (FCC). The Accessibility Team is working on a pamphlet that identifies what we have that newcomers may want to know about.

**Program Council Updates**

Someone from the Program Council (PC) has been attending FCC meetings. We still need to figure out a bridge between the new Board Committee and the Ministry side. Fundraising Teams were previously in the Operations Council. Maybe consider a hybrid Board committee that lives in the Operations council with Pledge and Fundraising Teams??

Community Calendar for reoccurring annual events (for planning purposes) is on the website now on the Program Council page.

**Documents**

Updated Program Council charter is attached for Board Approval. It got lost on its way to the Board last month.

Growth and Learning Charter – see attached for Board approval

**Plans/Activities**

The Committee/Team Guidebook is being updated and will be sent out in September.

Create guidelines and oversight for programming and approval of event applications.

Promoting Leadership training being offered through the Pacific Western Region:

<https://www.uua.org/pacific-western/calendar/pwr-uua/leading-heart-0?vgo_ee=Q1YplEEbySaV7C99UcyK%2FWyZbT9tQIUo19vh6UFPHrXg%2B%2Fs%3D%3AShAZABCi5xuPBNLNtARQGqhSU%2F6xC%2BNM>

**Policy Review**

We reviewed and voted to approve the Preamble to all Policies and Procedures.

**Long term Plans/Projects**

Review/update charters

Update job descriptions

Leadership enrichment/training

**Council Leads**

Community Council – Deb Bouchard

Growth and Learning – Frank Layton

Spirit Council – Mary Tucker

Social and Environmental Justice – Kathy Stevenson

Operations – not yet filled

Submitted by Diane Haas

**Charter for the Growth and Learning Council**

Created: July 26, 2023

1. MISSION: This Council will bring together the Teams that promote spiritual growth and learning opportunities. It will be a conduit for communication.

2. MEMBERSHIP: Team chairs from:

* Atheists, Humanists and Agnostics (AHA)
* Adult Learning Programs (ALPS)
* Religious Education (RE)
* Library
* Staff Liaison – Beau Ohlgren

3. LEADERSHIP: Frank Layden (from AHA) is Council Lead.

4. DECISIONS: Discernment Circle method; a collaborative decision making process. References:

* Create a Shared Understanding Before Making Decisions Picture – Forming as a Group Practice <https://www.uua.org/leaderlab/sociocracy/picture-forming>
* Shared Leadership with Circles: <https://www.uua.org/leaderlab/sociocracy/shared-leadership-circles>
* Discernment Circle Training: <https://www.uua.org/leaderlab/sociocracy/discernment-circle>

5. CONFLICTS: Teams to try and work things out between themselves directly, use HCT as needed. Engage assistance from whole Council and/or Program Council and minister.

6. MAJOR TASKS AND ACTIVITIES: Facilitate communication, mediate disputes, and work together for joint activities.

7. BUDGET: Council Lead reaches out to the chairs of the Teams for budget requests and submits using the Finance Committee forms, process and timeframes.

8. MEETINGS: Meet as needed. Meetings called by Council Lead. Lead will reserve room using the church calendar which also serves as a notice of meetings. Communicate by email within the Council.

9. COMMUNICATION: Lead will solicit information (updates, concerns) from Teams prior to Program Council meetings in order to report to the Program Council.

10. INCLUSION AND EQUITY: What are some ways this council engages our QUUF goals of being inclusive and equitable?

• Offer opportunities to learn about justice issues, honor cultural diversity.

• Allow for multiple voices and shared leadership.

• Awareness of and accommodating to accessibility needs, especially use of the microphone and offering hybrid options whenever possible.

• Offering classes that accommodate working folks.

**Charter for Program Council**

Created 7/05/23

1. MISSION: What is the purpose and/or goals of this Council? To provide an organizational framework among the 5 Ministry Councils as they serve with love to fulfill our QUUF mission. Our purpose is:

• To enhance communication, collaboration, coordination, and cooperation among the Ministry Teams.

• To support growth and development of Ministry Teams to fulfill QUUF strategic goals.

• To recommend policies for Board development or consideration.

• To empower, support, recognize and encourage lay leadership in service to QUUF.

2. MEMBERSHIP: The Program Council is composed of the Program Council Chair, Minister, and 5 Council Leads (Community, Spirit, Growth and Learning, Operations, and Social and Environmental Justice). Council Leads are chosen by majority vote from the pool of chairs of teams within that council. If there are no volunteers from that council, those council members and current Program Council members may solicit volunteers from members at large. The Program Council Chair is chosen by the Minister.

3. LEADERSHIP: Program Council Chair leads the Program Council. The Minister oversees Program Council. Every Council has a Council Lead who:

• Convenes their council on a regular basis depending on Council goals/needs.

• Represents their council at Program Council meetings and Special Meetings as they arise.

• Relays pertinent communications, including policy awareness, between the Program Council and Council Teams.

• With their teams, creates a charter and supports them in their work.

• Facilitates and coordinates the work of their council.

• Coordinates annual reports from their teams.

• Future plan: facilitates budget building process for their council.

4. DECISION MAKING: How does this Team make decisions? We will use Sociocracy/Discernment Circles and gradients of agreement. Program Council Chair, Council Leads, and Minister each have a vote.

5. CONFLICTS: How does this Team intend to manage conflicts? This group will follow QUUF’s Covenant of Right Relations. If the conflict is a personal one between two members of the Program Council they will be encouraged to speak directly and privately with the person with whom they have conflict. If that is tried and resolution is not reached, the person/persons will consult the Program Council Chair and the Minister. The Healthy Community Team or an outside mediator may be consulted. If teams are in conflict, they will present the issue to their Council Lead or Program Council Chair. If the conflict is an element of a larger congregational disagreement, Program Council will consult with the Healthy Community Team. Final decisions will follow #4 above, Decision Making.

6. MAJOR ACTIVITIES: How does this Council advance QUUF’s mission and goals?

* Cooperation: Assists Councils and Teams in working together on overlapping goals and projects. Approves which Teams are placed in which council.
* Support: Provides enhanced support, feedback and assistance to Council Leads and Ministry Teams. Assures Leads and Chairs feel supported and connected.
* Communication: Facilitates communication of the work of the Councils and Ministry Teams to all members of QUUF. The Minister is the conduit for communication with Board and Staff regarding Councils and Teams.
* Growth and Development: Provides leadership development and skill building opportunities for ministry teams.

7. SUCCESS: How does this Council conceptualize success, and how can success be measured? Happy and fulfilled volunteers create an environment that ministers to all congregants, and helps the community rejoice. Specifics TBD.

8. BUDGET: How does this Council track the financial needs of its Ministry Teams and submit that as part of the Annual Budget process? TBD

9. MEETINGS: How often does this Council meet? How are meetings called? How are meetings and minutes publicized? Scheduled meetings will be monthly. Working meetings will be as needed. Meetings will be on the calendar, and minutes will be on the website.

10. COMMUNICATION: How does this Council communicate its activities and accomplishments to the QUUF membership? The minister is the liaison between the Program Council, the Board and the staff. Program Council Chair will submit timely articles in the Update and on our website.

11. INCLUSION AND EQUITY: What are some of the ways the Council engages our QUUF goals of being inclusive and equitable? We encourage members with marginalized identities to seek leadership positions. We attempt to identify features of dominant culture and ways we can ensure power is shared by making space for diverse leadership and participation.

[Return to Agenda](#AgendaPage2)

**Attachment K**

**Personnel Committee Report**

No meeting or actions this month.

[Return to Agenda](#AgendaPage2)