**Quimper Unitarian Universalist Fellowship**

**Board of Trustees Meeting Minutes – Approved on March 27, 2024**

**February 28, 2024, 6pm**

**RE2 and Zoom**

Board members present in person: Larry Morrell (Chair), Rev. Linda Hart, Liesl Slabaugh, Roseanna Almaee, Mary Tyburski, Elizabeth Walker, Jesse Wild

Board member attending virtually: Sarah Walker, Sarah Hull

Board member absent: Bruce Zalneraitis

Tech specialist present: Christina Tweed

Observers attending virtually: Frances Loubere, Megan Cate, Share Dewees, Henry Amick

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

**Meeting Called to Order, 6pm**

**Spiritual Practice and Chalice Lighting**

**Check-ins**

**Discussion**:

* Discussion of Chapter 9 and 10 in Transforming Conflict by Terasa Cooley
* Stewardship Fair Share Giving Guide Poll

**Approve Meeting Agenda**

Motion to approve: Larry

Approved.

**Consent Agenda**

* Approval of Minutes of January 24, 2024 meeting
* Approval of Electronic Board vote taken on January 25 to correct a minor grammatical error in the By-laws for posting
* Approval of Elections Task force procedures (See [**Attachment L**](#AttachmentA))
* Approval of grammatical correction for Conflict and Grievance Policy requested by GTF. (See [**Attachment D**](#AttachmentA))

Motion to approve all of Consent Agenda: Roseanna

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)**
		* Larry: We are on track to be about 90K in deficit (half our reserves – income less, but expenses even more less than budgeted). On track to be in 98% attainment of our pledges.
		* Line of credit progress (Cascadia Growth Fund would be supporting if we needed it in the future).
		* Chalice Lighter gives grants if a certain percentage of the congregation are members. We should pursue that avenue of funding.
		* Motion to approve Treasurer’s Report: Roseanna
		* Approved.
2. **Trustees’ Reports – Congregational Committees**
	1. **Endowments – Bruce Z.**
	2. **Nominating Committee** – see [**Attachment I**](#AttachmentI) – **Elizabeth W.**

**BREAK 6:55 – 7-00**

1. **Board Task Force and Committee Reports 7:00**
	1. **Communications committee** – See[**Attachment L**](#AttachmentL) – **Elizabeth W.**
	2. **Governance Task Force** – See [**Attachment D**](#AttachmentD) – **Jesse W.**
		* 1. Discussion: should the procedures be posted along with the policy to inform the Fellowship?
			2. Motion to post procedures with Policy: Roseanna
			3. Approved. Jesse will see that done.
	3. **Widening the Circle** – see [**Attachment E**](#AttachmentE)– **Roseanna**
		* Note: They are requesting that there be a congregational vote on making a slight change in our Right Relations covenant at our annual meeting in June. (See WTC report)
	4. **Program Council Report** – see [**Attachment J**](#AttachmentJ)
	5. **Healthy Community Team** – see[**Attachment F**](#AttachmentF) – **Jesse W.**
	6. **Denominational Affairs** – see [**Attachment G**](#AttachmentG) – **Roseanna**
		* Linda spoke about the process for the Article II discussions (using something Wellspring put together to foster conversation).
		* Motion to approve list of GA delegates: Roseanna
		* Approved
	7. **Fundraising Coordinating Cmte** – see [**Attachment H**](#AttachmentH) – **Liesl S**.
		* Looking at doing an extra one-time “ask” of major donors after the pledge drive. In scoping. (Looks like ten gifts would get us there). Proposal will be written.
		* Asking folks who have given loans to Columbarium to forgive the loans is also being worked on.
		* Also thinking about making our mission more engaging, more empowering. Could be next year’s board work.
		* Small discussion about UU’re Home (a UU equivalent to AirBnB, but rent goes to Q), or doing some hospitality events (like eclipse events) where people can stay in PT households, get a meal at Q.
	8. **Personnel Committee** – see [**Attachment K**](#AttachmentK) – **Mary T.**
		* Subcommittee working on Minister Review.
2. **Agenda Item(s) – Motions, proposals, invited presentations, etc.** – see [**Attachment M**](#AttachmentLM)
	1. **Minister Review Committee**
		* Roseanna: Minister’s Midyear Review Committee met today. Using several resources to start process of review. Committee will use a combination to request input from key lay leaders (Council Leaders, Finance chair), 3 staff, and Linda herself. Will combine into a report to give to Board. Board will meet with Linda with this data to discuss. Yearly renewal will start in May, with reviewing goals for her renewal contract (August 1 is beginning of new year).
	2. **Change of status for Board Committees and Task Forces:**

**Governance Task Force** to Board committee – Governance Committee

**Widening the Circle** to be a team under the Community Council?

**Denominational Affairs** under the ???

**Healthy Community Team** to be under AGL Council, or Community Council, or an independent council reporting to Program Council?

**Fundraising Coordinating Committee** to **?**

No decisions were made – tabled until next board meeting.

1. **Suggestions for Board Functioning**
	1. Some feedback from Board. Will speak about this subject in a future meeting.
2. **Executive Session to talk about Board personnel**
	1. Discussion to allow Roseanna Almaee and Sarah Hull (at their request) to switch their nominal terms remaining on the Board.
	2. Roseanna made motion.
	3. Approved. So Roseanna’s remaining term is two years, Sarah Hull’s term is up June 30.

Next study session on March 13.

Next Board meeting on March 27.

**Closing words, extinguishing the Chalice:**

**ADJOURN 8:10.**

**Attachment** **A**

**QUUF Board of Trustees**

**President’s Report – February 28, 2024**

1. State of the Fellowship Program February 6, 2024
	1. Coordinated the elements of the program and prepared some program content
	2. Conducted Special Meeting for vote on revised By-laws
2. Multiple conversations with Stewardship Committee chair Robin Stemen
	1. Anonymous Poll to be taken with the Board re Fair Share Giving Guide
	2. Sharing information with the Board regarding Fair Share Giving guide, FAQ’s, pledge card strategies
3. Appointment of Roseanna A. in collaboration with Larry M to prepare for Board training resources and experiences to be offered following the election April 30
4. Appointment of Roseanna Almaee to form a task force to do an evaluation of the Minister with Mary Tyburski, Linda Spratt, Diane Haas, Jenell DeMatteo, Dean Carr
5. Interactions with the Nominating Committee regarding progress on Board Candidates
6. Interaction with the Board at the Study Session (February 14) and Executive Committee (February 22) regarding defining:

a. pending Board responsibilities for the remaining months of the church year calendar

b. suggestions for making improvements for board roles and functions
as a visioning body

c. suggestions for changing status of Board Committees and task forces

d. suggestions for training resources for new Board Members

e. initial planning for 2024-25 Board Calendar

(All of the above to be continued)

Pending:

Planning for Board retreat or training experience this spring

Planning for the Annual Meeting

s

Respectfully,

Sarah Walker, President

QUUF Board of Trustees

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

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**Attachment B**

**Monthly Minister’s Board Report**

She has felt like she is settling in. Getting her stride.

Met with new leadership of TSG, Doug, Terry, and BJ. Pleasant convo.

Will be starting a shared pulpit class soon (to hopefully up the level of the summer services).

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**Attachment C**

**Treasurer’s Report to the Board**

February 21, 2024

The information below summarizes highlights from January 2024 and represents seven months (58%) of the current FY23-24 Fellowship year.

**Income**:

Current Pledge Income for January of FY23-24 was $31,647 which is $12,579 greater than the same period for last year. Total overall income for the month was $36,625 which is $1,162 below the same period for last year. The total income for the first seven months of FY23-24 is $326,098 which is $46,509 less than last year and 65.7% of the annual budget of $496,020.

**Expenses**:

The expenses for January were $46,119 which is $1,739 greater than last year for the same month. The total expenses for the first seven months of FY23-24 are $321,690 and $795 greater than last year for the same period.

Total net income for the first seven months of FY23-24 is $10,427 and $41,286 lower than last year for the same period.

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

**Operating Reserve** $ 52,238

**Maintenance Reserve** $115,565

**Capital Reserve** $ 11,679

**Total** $**179,482**

Balance Sheet as of January 31, 2024:

**Assets**:

Total Cash: $195,962

Investments: $232,140

Overall Total Current Assets: $428,102

Temp. Restricted Funds: $185,955

Permanently Restricted Funds: $ 17,695

**Liabilities**:

Current Liabilities: $ 14,409 Prior Year: $ 76,085

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

Total Net Assets: This year: $2,149,636 Prior Year $2,169,529

Annual Pledges Made: $407,342

Pledges Received by 12/31/23 $273,902 (67%)

Balance Remaining $133,440

Annual Pledge Budget: $399,000

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**Attachment D**

**Governance Task Force Board Report**February 21, 2024Submitted by Frances Loubere

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

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

**Policies:**

**Conflict and Grievance Policy** – This Policy was posted as a pending policy for congregational review following the January Board Meeting. Comments will be accepted through February and March. GTF recommends reposting this policy with three small wording changes based on discussion at our February 7 meeting.

**Procedures: Conflict and Grievance Policy** – The original HCT “Grievance Process” document, forwarded to the Board a year ago, and delegated to GTF, is now three documents. GTF forwards these **procedures** as well as a document that diagrams procedures in **flowcharts.** We have worked with Hilary Rosen from HCT to fine tune the flowcharts to align with the policy. These procedures, which are still in progress, do not need Board approval. They will be updated by the Healthy Community Team. They are forwarded to the Board as background information. **We leave it to the Board to decide whether to post these documents along with the Conflict and Grievance Policy, to help those reviewing better understand the process.**

**Sexual Misconduct, including Sexual Harassment Policy**

We brainstormed a title and content for this policy with Rev. Linda’s guidance. Anne Weaver, Julia Cochrane and David Alvarez met to develop a draft which we discussed at our February 21 meeting. Discussion will continue.

**Glossary:** Definitions for words and phrases from the Conflict and Grievance Policy were added to the Glossary. This select list will be included in the Procedures until the Glossary is complete and on our website.

**Ops Manual subcommittee**: Policies and Procedures will be in separate manuals. These documents will be reviewed by GTF and forwarded to the Board in coming months.

**Governance Committee Charter:** We brainstormed content for a GC charter and will continue at our March 6 meeting GTF transition to GC is planned for July 1 assuming Board approval.

**Program Council:** All Councils now have leads.

**Ministry Executive Team:** The Board approved this team’s charter at the January meeting. Linda will be choosing congregant members.

**Conflict and Grievance Policy**

(revision 02-15-24)

Revised Draft approved by the QUUF Board of Trustees for congregational review

# Intent of policy

When dissension leads to significant **conflict** or **grievances** between individuals or groups, or to behaviors that may impact the community in a negative way, the Fellowship needs well defined paths that can help turn the negative into positive growth in spirit and harmony for the fellowship.

The goal of this **policy** and related **procedures** is to support a healthy and safe congregation by resolving conflict and addressing **destructive behaviors** that are harmful to health and vitality, destructive to Fellowship activities, destructive to the common good, or that cause individuals to feel unsafe or unwelcome.

# Policy

1. Safety: If physical safety is at risk, anyone present should call 911 immediately.
2. A congregant or team’s path of resolving conflict or addressing destructive behavior depends on the entities involved and the disagreement or behavior being addressed. QUUF has identified paths with procedures outlined for constructive resolution of grievances. The **Healthy Community Team** (HCT), as empowered by the **Board**, is integral to many restoration and resolution activities.
3. The first step in all paths is to reach out directly, if feasible, to the person or team with whom you have a disagreement to try to respectfully resolve the dispute. The next step is to document the conflict in writing and forward same to the initial contact in the appropriate procedure for the type of conflict you are addressing.
4. Go to the procedure in #5 for the type of grievance you are interested in to see the responsible entities involved, the procedure to follow, and examples of potential grievances that procedure may help resolve. Procedures can be found in the QUUF Procedures Handbook.
5. Paths to resolution:
	1. Interpersonal conflict ~~or conflict between individuals and a team or committee~~ (Initial contact: HCT)
	2. Conflict with staff member (Initial contact: **Minister**)
	3. Conflict with the Board (Initial contact: HCT or Minister)
	4. Conflict with a council, committee or team (Initial contact: Council or committee chair or team lead)
	5. Conflict with the Minister (Initial contact: **Board Officer**)
	6. Conflict between ministry teams (Initial contact: Relevant Team or Council Lead)
	7. Conflict about facility safety (Initial contact: **Administrator**)
	8. Conflict about facility usage (Initial contact: Administrator)
	9. For grievances related to treatment of minor or grievances with minors (Contact: Minister or **Director of Family Ministry**)

5.10. For grievances related to sexual misconduct ~~harassment or abuse~~ (Initial contact: Minister or a Board Officer)

1. Responsible entities will use the following question to guide all actions taken using procedures under this policy: “What is the outcome that is best for the health and safety of the QUUF community?”
2. Any of the responsible entities contacted may immediately refer a grievance to the Board and the Minister for priority resolution if:
	1. The issue is deemed serious and affecting a large number of members, or
	2. The issue involves destructive behavior.
3. The Minister or Board will maintain confidential records of all actions and their underlying rationales. Decisions voted upon will be made a matter of record in the minutes of the body making the decision.
4. Board and Minister decisions are final, although an appeal is possible as outlined in the QUUF **Bylaws**.

**Procedures: Conflict and Grievance Policy**

(Revision 2-21-24)

# Background and Rationale, Procedural Guidance

This guidance encompasses key points from internal discussions and is meant to provide perspective for the drafting of specific procedures to implement the **Conflict and Grievance** **Policy.**

1.1 SCOPE

All who use QUUF facilities, or gather off-location for a QUUF event, will treat one another with care and good faith adherence to the principles and documents described in the **Preamble to the Policy Manual**.

QUUF recognizes that:

**Disruptive behavior** can challenge us to address power imbalances, to be more welcoming, just, and whole, and to live up to our values and covenants. Thus, our focus is on behaviors that are destructive as well as disruptive.

Members of our Congregation may define boundaries of acceptable behavior through different cultural lenses or from perspectives that result from health challenges. This will be considered in evaluating **destructive behavior**.

**Intent and impact** both need to be considered when evaluating **destructive behavior**.

Concern for the Congregation’s health and well-being as a whole take priority over the privileges and inclusion of the individual whose behavior is dangerous or destructive.

QUUF will not tolerate **destructive behaviors.**

### 1.2 HEALTHY COMMUNITY TEAM

The **Board** grants the Healthy Community Team authority to address (not adjudicate) **grievances** that may occur, and to establish and maintain a comprehensive document of written guidelines and **procedures**. These will be accessible online and in print, aligned with our Bylaws and existing, relevant **policies**.

## 1.3 PROCEDURE GUIDANCE: FELLOWSHIP HANDLING OF CONFICTS

If physical safety is at risk, anyone present should call 911 immediately.

The first step in each procedure is to reach out directly, if feasible, to the person or the chair of the team or committee with whom you have disagreement to try to respectfully resolve the dispute. The next step is to email or document in writing and send to the initial contact in the appropriate procedure for the type of conflict you are addressing. Procedures are written below and also diagrammed in **flowcharts**.

1.3.1 Interpersonal conflict:

The individuals involved in interpersonal conflict should, if feasible, directly address each other first to try to resolve the issue. If this is not possible or if conversations break down or are refused, The Healthy Community Team can be contacted to discuss conducting a facilitated session between the parties.

### 1.3.2 Conflicts or issues with Staff: <https://www.quuf.org/pdfs/Committees/EmployeeHandbook221013.pdf>.

Contact the QUUF **Minister** who will refer the issue to the staff member’s supervisor (**Minister**, Congregational Administrator, or Director of Family Ministry) who will be responsible for follow-up. If the issue is not resolved it will be elevated to the next level of supervision – to the **Minister** or **Board** President.

### 1.3.3 Conflicts or issues with Board:

If a session with the HCT seems appropriate, the **Board** will refer the complainant to the HCT. Otherwise, if a meeting or correspondence with the **Board** does not resolve an issue, either party will take it to the **Minister**. If the **Minister** is unable to resolve the issues, the **Board** will take it to a UUA consultant or other professional consultant.

1.3.4 Conflicts or issues with a Council, Team or Committee:

Contact the council lead or team or committee chair to request a meeting. If the response is not positive, or a meeting does not produce acceptable results, contact the Healthy Community Team to conduct a facilitated session between the parties.

1.3.5 Conflict with the Minister:

If meeting in person with the Minister is not feasible or does not resolve the issue, Email or document in writing and send to a **Board officer.** If the Board is unable to help resolve the issue, the Board will take it to a UUA consultant or other professional consultant.

1.3.6 Conflicts or issues between Ministry Teams:

The team will reach out through the relevant chair or council lead. If there is no resolution, they will bring the issue to the Program Council which will use its procedures. The Healthy Community Team (HCT) may be asked for assistance. If there is still no resolution, the **Minister** will meet with all parties and will collaborate/consult with QUUF Leadership and HCT as needed and deemed appropriate.

### 1.3.7 Facility Safety:

### Take concerns about facility safety to the Administrator. If not resolved, take it to the Facilities Oversight and Safety Team, and then to the Minister.

### 1.3.8 Facility Usage:

Take concerns about facility usage to the QUUF **Administrator.** If not resolved, take them to the **Minister.**

### 1.3.9 Grievances related to the treatment of minors or grievances with minors:

Take concerns to the Minister or **Director of Family Ministry.**

1.3.10 **Grievances related to sexual harassment or abuse:**

Contact the Minister or a Board Officer.

Procedure Guidance: Behaviors, including BUT NOT LIMITED TO destructive behaviors that may result in starting a grievance process:

### Interpersonal actions

### Willful destruction or theft of QUUF property

### Violating safety rules

### Disclosure of confidential information.

### Misrepresentation of QUUF in the press or at public functions

### Misuse of email of QUUF directory for personal use

### Threatening, humiliating, or intimidating behaviors

### Endangering the life, health, safety of any person

### Possessing dangerous weapons on QUUF premises

### Work interference or sabotage that prevents work from getting done

### Verbal abuse, bullying, gaslighting

### Physical: pushing, shoving, kicking, poking, tripping; assault or threat of physical assault; damage to a person’s work area or property

### Assault, altercations or fighting;

### Inappropriate behavior toward children: screaming in anger, neglect; inflicting physical or emotional pain; criticism of a child’s person or family by ridiculing, blaming, teasing, insulting, name-calling, threatening, or using frightening or humiliating punishment;

### Gesture: Nonverbal gestures that can convey threatening messages

### Exclusion: Overt or subtle exclusionary behavior that socially or physically excludes or disregards a person in work-related or other activities.

### Stealing: Stealing, deliberately hiding or disturbing the personal property of another person.

### Sexual misconduct or harassment. Unwanted sexual advances.

# References

## Glossary – Select glossary words. A complete Glossary will be on our website when complete.

**BULLYING:** Repeated harming of one or more people by one or more perpetrators. It is a **DESTRUCTIVE BEHAVIOR** that includes but is not limited to:

• Threatening, humiliating, or intimidating behaviors

• Work interference or sabotage that prevents work from getting done

• Verbal abuse

• Physical: pushing, shoving, kicking, poking, tripping; assault or threat of physical assault; damage to a person’s work area or property

• Gesture: Nonverbal gestures that can convey threatening messages

• Exclusion: Can be overt or subtle. Socially or physically excluding or disregarding a person in work-related or other activities

• Stealing: Stealing; deliberately hiding or disturbing the personal property, or related material of another person.

**COMMON GOOD:** Is a standard to be sought and maintained for the benefit of the Congregation and our Mission, where the finances, reputation, and daily fabric of QUUF are healthy or good.

**CONFLICT:** The most severe form or quality of disagreement that may lead to discord within QUUF or between or among its members, typically requiring a person or persons in leadership positions such as the HEALTHY COMMUNITY TEAM to facilitate the resolution of it.

**DESRUCTIVE BEHAVIOR:** Any action, statement, decision or choice which harms, injures or diminishes the emotional and/or physical safety or security of our Minister(s), employees, congregants, guests or attendees, interrupts, disrupts, delays, mars, hinders or prevents the programs, activities, events or services held or undertaken at or about the **QUUF** facility or compromises the fiduciary or reputational health of our community.

**DISRUPTIVE BEHAVIOR:** Interferes with the functioning and flow of QUUF activities. Disruptive behavior may challenge us to live up to our values and covenants, or it may be **destructive** to individuals or our community. Our focus is on disruptive behavior that is also **destructive behavior.**

**GASLIGHTING:** Is the manipulation of a person by another using psychological methods so the victim questions their own sanity or powers of reasoning.

**GRIEVANCE:** The middle level, form or quality of **DISAGREEMENT** that may lead to discord within **QUUF** or between or among its members, being of greater intensity or greater importance than an **ISSUE** but of less intensity or importance than a **CONFLICT.**

**IMPACT:** The actual effect or outcome an action or failure to act has on others, particularly a recipient of an act or omission amounting to **DESTRUCTIVE BEHAVIOR** or **BULLYING.**

**INTENT:** The purpose or goal behind our words or actions and includes good intentions that may result in an unwanted **IMPACT.**

**ISSUE:** The least severe form or quality of **DISAGREEMENT** that may lead to discord within QUUF or between or among its members, typically involving only two persons and often resolvable through person-to-person communication.

**SEXUAL HARASSMENT:** Behavior characterized by the making of unwelcome and inappropriate sexual remarks.Unwanted sexual behavior that makes someone feel upset, scared, offended or humiliated, or is meant to make them feel that way.

**SEXUAL MISCONDUCT**: Any action or failure to act that would be subject to criminal prosecution pursuant to Washington State law, including, but not limited to, sexual abuse, sexual assault and sexual molestation.

**SUBTLE EXCLUSIONARY BEHAVIOR:** Any statement, action or incident regarded by those experiencing, witnessing or hearing the statement, action or incident to be an instance of indirect, subtle or unintentional discrimination often but not always directed against a member or members of a marginalized group such as a racial or ethnic minority. A repeated pattern of this behavior may be considered a **DESTRUCTIVE BEHAVIOR.**

## Covenant of Right Relations <https://www.quuf.org/right-relations-covenant/>

## QUUF POLICY Manual: Links will be added when the Policy Manual is complete.

### Preamble

### Alignment Policy

### Controversial Public Issues – Policy on Endorsing

### Free and Responsible Expression Policy

### Facilities Oversight and Safety Team (FOST) Policies

## By-laws <https://www.quuf.org/pdfs/Governance/ByLawsAdopted240206.pdf>

## Healthy Communications Team Procedures (Partial List – Links will be added)

* + Guidelines for Public Discussion
	+ Facilitation Role of Team
	+ Use of email guidelines
	+ Letters to the **Board**
	+ Flow charts

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**Attachment E**

**Widening the Circle Committee**

Board Report February 2024

**

**Updates:**

* WTCC would like to contribute Diversity, Equity, and Inclusion Training as part of Leadership Training.
* **Be aware that impact matters even when there are good intentions** – recommended verbiage for our Covenant of Right Relations. (Currently says ‘Assume that others have good intentions’). We are coordinating with HCT; they agree with updating the QUUF Covenant of Right Relations. We will meet in March to make a plan to educate the congregation in preparation for a June vote at the congregational meeting.

We are requesting that there be a congregational vote on this at our annual meeting in June.

We plan to review the Covenant of RR to see if there are other updates that we might want to recommend.

* We are connecting with various teams/committees to share information related to WTC, provide ideas for #11 Equity and Inclusion on their Charters and have conversations.
* **Old News:**
* Postponed until early spring or fall: **DEI training – ‘Class Aware”** developed by Suzanne Zilber, Ph.D. and is designed for UU churches to look at this important aspect of our culture. From the introduction:

In the spirit of love, we must look at how class influences our relationships in this faith and seek to invite greater inclusion. We need to become more effective at welcoming and including people from all class backgrounds. Because all oppressions intersect, dealing with class connects us with issues of race, gender, disability access, democracy and the environment.

[Class Aware: Class and Classism in UU Life – Unitarian Universalist Fellowship of Ames (uufames.org)](https://uufames.org/class-aware-class-and-classism-in-uu-life/)

Submitted by Diane Haas

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**Attachment F**

**Healthy Community Team**

Coordinating a change in covenant to be voted on at annual meeting.

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**Attachment G**

**Denominational Affairs Committee**

**Board Report for January 2024**

**General Assembly:** Nine people applied to be delegates at GA. We think we are allotted 7 delegates, as our membership is 331, last we heard. “All certified **congregations** have one member **delegate** for every 50 **members** (or fraction thereof)”

Julia Cochrane

Kathy Stevenson

Roseanna Almaee

Saadi Almaee

Mike Morrissey

David Alvarez

Jesse Wild

Dean Carr

Diane Haas

We suggest we ask if there are volunteers to be alternates. If that works, the Board will only need to certify everyone, not make a decision on who are designated delegates. When GA gets closer, Jenell will get an email from the UUA about certifying delegates.

**Article II:**

We are waiting for the new Amendments to be publicized and a graphic made. Then we will do a bulletin board. Wellspring workshop will be:

**April 18, 25, May 2, 9 – 10:30-12** – Article II Workshop in Fellowship Hall

**April 29 & May 6 – 6:30-8** – Article II Workshop on Zoom

Before June 9, we will plan on an informational meeting.

June 9: We hope for an Advisory Poll on June 9th Annual Meeting

June 19-23: GA

**Pacific Western Region (PWR)** is having a 2-day Assembly April 19 & 20. It will be in Denver, and virtual. Board members might be interested in attending. <https://www.uua.org/pacific-western>

**Common Read:** We will support Linda in her offering of the UUA Common Read, *On Repentance & Repair* by Rabbi Danya Ruttenberg. It is an excellent book.

No action needed by the Board at this time.

Submitted 2-20-24 by co-chairs Kathy Stevenson & Julia Cochrane

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**Attachment H**

**Fundraising Coordinating Committee**

{Paste Report here}

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**Attachment I**

**Nominating Committee**

**Board Report for February 2024**

The Nominating Committee is saddened to report that, due to medical issues, the chair of the Nominating Committee has resigned.

The Committee decided at our last meeting that we do not need the Board to appoint anyone to fill the vacant position. The reason being, that by the time a person is found and brought up to speed, we will be almost to the end of the busiest part of our year. This would also take more of our energy which we do not have. It was the concensus that we can/are able to complete the tasks at hand.

What we are requesting from Board Members is, that if you know people who you feel would be good on any of the three Congregational Committees, please contact them personally. If they show interest in a position, ask them to consider helping QUUF and encourage them to fill out an application. We would also appreciate you sending us the names of those you have contacted. Please send them to nominations@quuf.org.

We appreciate any help you can give us. Thank you.

Share DeWees, Chair

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**Attachment J**



**Program Council – Report to the Minister**

February 2024

**Program Council**

Sponsoring a monthly Game Time on March 13 from 1-4pm Wednesday afternoon (early release for kids).

Jenell gave us updated information on the Policy Manual and Procedures handbook and discussed additional considerations for the Event Approval process.

We are developing a PC procedure for Addressing Conflict Between Ministry Teams/Groups.

**Councils** - some highlights

**Community Council**

The Women’s Retreat Team, Robin Purcell-chair. March 22-24. Currently 43 have signed up.

Volunteer Engagement Team (VET) and Newcomers Orientation Team (NOT) are sponsoring a New Member Gathering on February 24 from 3:30-5pm.

Friendship Dinners are on hold temporarily; additional leadership needed, sign-ups sparce.

**Social and Environmental Council**

SJ Sunday-Green Sanctuary and Environmental Action Team (GSEAT) and Native Connections Action Group (NCAG) are partnering to bring Jacob Johns for a sermon. He is a UU, indigenous, and an activist.

Gearing up for UU the vote.

New banner on 24th.

Pollination garden coming soon.

Sharing info on Palestine situation.

SEJC chair scheduled to meet with 4th Principle Affinity Group to discuss concerns.

**Spirit Council**

Rev. Linda to organize summer services instead of Sunday Services Team.

**Growth and Learning**

New Adult Programming team to meet March 14.

**Operations Council**

David Alvarez is now the Lead for Operations Council.

FOST is looking at insurance policies.

Stewardship Team is in the Operations Council.

Submitted by Diane Haas,

Program Council Chair

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**Attachment K**

**Personnel Committee**

**February Board Report**

* Board Liaison reported Personnel Charter and edits on Resolution of Employee Complaint policy in the Employee Handbook have been approved by the Board. Employee Handbook will be updated.
* CA updated the Committee on Budget proposals. No action needed by Committee.
* Mary, Jenell, and Linda S will be serving on the Minister Review Committee.
* CA and Chair will be reviewing EEO statements for Employee Handbook.
* Next meeting will be on April 11. (No March meeting.)

Submitted by Linda Spratt, Chair

February 23, 2024

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**Attachment L**

**Communications Committee/Elections Task Force**

Upcoming MBRs 2402

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **topic** | **Who will write. (All edited by Com Com and approved by BOT)**  | **Who will shepherd through the process and get Bd approvals.**  | **Date to get to Christina. Friday.**  | **Publication date. Monday.**  |
| About the grievance policy | Frances and Jesse | JW | 3.1 | 3.4 |
| Larry’s ideas about reassurance? Which specific issues? (Let Linda reassure about Linda.)  | Larry |  |  | ? |
|  |  |  |  |  |
| About the elections process; electronic (plus paper), RCV. Security concerns. Dates. Ask for hand ballot. Last encouragement to run (deadline 3.13)  | EW | EW | 3.8 | 3.11  |
| Robin’s request:March 18:  Could there be a Monday Board Report the day after the packets are mailed out, that talks about the SFSGG as a tool of economic justice?   How it’s exciting that we have a way to explicitly show support for economic justice.   | Liesl |  | 3.15 | 3.18?  |
|  |  |  |  |  |
|  |  |  |  |  |
| About the upcoming candidates’ forum (4.14) and a reminder about the elections, starting 4.16 | EW | EW | 4.5 | 4.8 |
|  |  |  |  |  |
| Announcing/celebrating the new members?  |  |  |  | 5.3 |
|  |  |  |  |  |

Update and pulpit announcements about elections

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What are we announcing?**  | **date** | **Who?** |  |  |
| Please run! | 2.16 WU | E |  |  |
| Open house | 2.23 WU | E |  |  |
| Please run | 3.1 WU | E |  |  |
| Please run, applics due 3.18.  | 3.8 WU | E |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Post the voting process info in WU, including people to contact about hand ballots (deadline for asking for hand ballot 4.12)  | 3.15 WU | Jenell |  |  |
| Publish written notice of the slate of candidates via email | 3.19 email | Jenell |  |  |
| Notice with application due date for petition candidates  | 3.22 WU | Jenell |  |  |
| Notice with application due date for petition candidates, again | 3.29 WU | Jenell  |  |  |
| Send email notice directly to members about timing and process of election | T 4.2 email | Jenell |  |  |
| Announce election from pulpit | S 4.7 PA | E |  |  |
| New slate with all added petition candidates put into WU.Also announce the candidate forum happening Sunday.  | F 4.12 WU | EE |  |  |
| Announce elections from the pulpit.Also announce candidate forum takes place after service.  | S 4.14 PA | EE |  |  |
| Announce elections from the pulpit.Also announce candidate meet and greet after service.  | S 4.21 PA | EE |  |  |
|  |  |  |  |  |
| Email congregation with names of winners | W 5.1 email | staff |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

The Elections Task Force requests 3 approvals from the Board at the February meeting:

1. Elections will be held April 16 through April 30. All votes must be in by April 30 at 11:59pm.

2. Voting will take place electronically, using a tested and secure program, but people who can't vote electronically may request and return a paper ballot.

3. Voting will be by ranked choice.

I suggest putting these in the Consent agenda. No need to rehash the decisions of the ETF.

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**Attachment M**

**Minister Review Committee**

**Report to the Board for the 2/28/2024 Board Meeting**

Members of the Committee:

Roseanna Almaee, lead

Mary Tyburski

Dean Carr

Linda Spratt

Jenell DeMateo

Linda Hart

After a little effort, the members were established. We have our first meeting at 10:00 on 2/28/2024.

Roseanna sent a “transitional minister review” document to board members to complete as an initial starting/thought point. This was also sent to all committee members.

Also, committee members received the following documents:

 What is Developmental Ministry

 The Transitional Minister Handbook

 Transitional minister review form

 Developmental minister review form

 Approved Board goals and objectives for the minister

The committee will review these documents and decide who should complete reviews, what to ask for on the review document, how best to get this done quickly, how to collate information, and then create a report for the board for a final interview with Rev Hart.

We hope to be complete by the March board meeting.

Submitted 2/21/2024

Roseanna Almaee

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