**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**Meeting Minutes for April 23, 2025 6:00 pm**

**RE 2/3 and Via Zoom**

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

**Meeting Called to Order 6:00**

**Present:** Mary Tucker, Gary Forbes, Dean Carr, Julia Cochrane, Peg Hunter, Sarah Walker; Zoom: Roseanna Almaee, Megan Cate, Linda Hart

**Spiritual Practice and Opening**

 **Chalice Lighting**

 **Check-in**

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 or acknowledgements 6:10**

Appreciation for the work of our Stewardship Team

April 27 after the service: Mission revision and feedback opportunity

Volunteer Appreciation May 5, 5:00-6:30

Annual Meeting and Linda’s last day June 8

Assign process and time observer – Gary

**Approve Meeting Agenda**

Moved: Peg; Seconded: Dean; Approved

**Consent Agenda**

* Approval of minutes of March 26, 2025 meeting
* Approval of minutes of Special Board meeting April 9, 2025

Moved: Gary; Seconded: Mary; Approved

**Standing R****eports**

* **President’s Report – See** [**Attachment A**](#AttachmentA)
* **Minister’s Report – See** [**Attachment B**](#AttachmentB)

Planning in progress for June, July and August Sunday Services

* **Treasurer’s Report –** See **[Attachment C](#AttachmentC)**

Finance Committee is calling 23 people to see if they will be able to fulfill their pledge by June 30. It is the recommendation of the Committee to pay Linda’s July salary in June to keep it in this year’s budget.

Attachment C includes language for Grant Application Policy and Treasurer’s task list.

**Motion** to approve Treasurer’s Report for March

Moved: Mary; Seconded: Julia; Approved

Information: Pledge fulfillment calls for the current year’s pledges have been completed.

Calls for members who did not respond to the current Stewardship appeal for next year’s pledges are being made.

Final numbers will be worked into the proposed budget.

**Motion** to approve a Grant Application Policy in Pending Policies as stated in attachment C of this document. In summary: the policy assures that potential grants are to be reviewed in relation to our mission and other logistical factors.

Moved: Julia; Seconded: Roseanna; Approved

**Motion:** The Finance Committee of the Board would like to ask for congregant loans to apply to the general operating budget totaling $80,000 in $5,000-$10,000 packets at 3% a year for 5 years with option to renew, effective July 1, 2025.

Megan suggested the revision, and the motion included the amendment “to apply to the general operating budget…”

Moved: Julia; Seconded: Peg; Approved

**Motion:** The severance payment of one month salary and related benefits to Linda Hart is to be completed by June 30, 2025.

Moved: Roseanna; Seconded: Gary; Approved

Discussion: Communication about proposed budget: Larry and Bruce conducted meetings in the past to address the deficit. There was a suggestion that there might be some information provided prior to board approval as a means of further engaging and educating members of the consequences of failing to meet our pledge goal. The Board needs to vote on the budget on the May 14. How to present to the congregation after the Board vote? Three Sundays are available between the Board vote and the Annual Meeting. Larry and Mary could set up some Zoom sessions for questions and clarification. This would allow congregants to digest the budget deficit prior to the Annual Meeting. Asking for additional pledges this spring might not be successful because of the national political situation; it might be better to do a second ask in the fall. This would be the fourth year asking the congregation to approve a deficit budget. The deficit this year is coming from reserves; we cannot expect to dip into reserves next year.

Discussion: Potential Treasurer for next year. Mary’s job description will be used during training of new Board members.

**Trustees’ Reports – Congregational Committees**

* **Endowments – Mary T.**

Suggested Monday Board Report (MBR) on May 12 written by Sandy Tweed.

**BREAK** 6:55 – 7-00

* **Nominating Committee –** (no report) **– Gary F.**

Elections are in progress through April 27—no contested positions

* **Program Council Report – see** [**Attachment E**](#AttachmentE)

 QUUF will have a shared booth with Jefferson Interfaith Action Coalition at Pride on June 7 in front of City Hall.

**Board Task Force and Committee Reports**

**Communications Subcommittee** – (no report) – **Peg H.**

MBR planning:

 May 5: Linda-pa-looza (Peg and Robin Stemen)

 May 12: Endowments (Sandy Tweed)

 (May 19? Finances and budget)

**Governance Committee – see** (No report) – **Julia C.**

 Individual Board member responses for the Governance model Survey due April 30

 Look at the Governance page of the Website to view the recently completed power-point (<https://www.quuf.org/pdfs/Governance/SharedGovernancePresentation2504.pdf>)

**Denominational Affairs –** (no report) **– Julia C.**

Five people are registered as delegates to GA (Kathy, Roseanna, Julia, Dena, Linda). Julia received a scholarship from both QUUF and UUA. Names of delegates will be included in the program at the Annual Meeting.

**Personnel Committee – see** [**Attachment I**](#AttachmentI) **– Roseanna A.**

The personnel committee did not come up with specific recommendations but suggested some possible strategies. The change in the DFM position designation has been put on hold at this point. Any change would be related to the position being aligned with the state of Washington; it is not about the individual. To maintain the current classification, the job description would have to include additional responsibilities. We have until January 2026 to make a decision about this.

**Annual Meeting update – see** [**Attachment J**](#AttachmentJ)

Voting Items: Right Relations Covenant, By-laws revision, Mission Statement, Proposed Budget for 2025-26

**Pending Tasks:**

New board members orientation, social event, ideas about a board retreat

Planning for creating appointed teams:

Minister transition team

Long Range planning team

Board Procedures – complete and share with Jenell

**Executive Session** – Optional

**Extinguishing the Chalice:**

<Closing Words>

**ADJOURN**

Move to adjourn.

Moved: Gary; Seconded: Roseanna; Approved

**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.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Updated: 10-11-2024
 | Sarah W. | Roseanna | Peg | Julia | Mary | Gary | Megan | Dean | Bill |  |
| Number of Assignments |  |  |  |  |  |  |  |  |  |  |
| **Officers** |   |   |   |   |   |   |   |   |   |   |
| President | X |   |   |   |   |   |   |   |   |   |
| Vice President |   | X |   |   |   |   |   |   |   |   |
| Secretary  |   |   | X | X |   |   |   |   |   |   |
| Treasurer |   |   |   |  |  X |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
| Executive Team | X | X | X |   |  X |   |   |   |   |  |
|   |   |   |   |   |   |   |   |   |   |   |
| **Standing Committees** |   |   |   |   |   |   |   |   |   |   |
| Finance –Treas required by bylaws |   |   |   |  |  X |   |  |   |   |   |
| Endowments Treas required by bylaws |   |   |   |  | X  |   |   |   |   |   |
| Nominating- Chosen by board members, and is a voting member of committee |   |   |  |   |   |  X |   |   |   |   |
| Personnel |   |  X |   |   |   |   |  |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
| **Board Committees/Task Forces** |   |   |   |   |   |   |   |   |   |   |
| Communications |   |  | X |   |   |  |   |   |  |  |
| Governance Committee |   |   |   |  X |  |  |   |   |  |   |
| RAMP |   |   |   |   | X |   |  X |   |   |   |
|  |   |   |   |   |   |   |   |   |  |   |
| **GOALS-LEADERSHIP** |   |   |   |   |  |   |   |   |   |   |
| Finance |   |  |   |   | X  |   |  X |   |   |   |
| Nominations - Governance |   |   |   |   |   |  X |   |  |   |   |
| Mission |   |   |   |   |   |   |   |  X |   |   |
| Developmental Ministry | X | X |  |  |  |  |  |  |  |  |
| Board Procedures |  |  | X | X |  |  |  |  |  |  |
| Fellowship Meeting & Annual Meeting | X | X | X | X | X | X | X | X |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Pending Committees/Task Forces** |   |   |   |   |   |   |   |   |   |   |
| Long Range Planning (5-Yr plan) – not yet formed-requires board action |   |  |   |   |   |   |   |   |   |   |
| Leadership Dev. Program – not yet formed-requires board action |   |  |  |   |   |   |   |   |   |   |
| (1) Treasurer member per bylaws |   |   |   |   |   |   |   |   |   |   |
| (2) Elected from Board Members as voting member |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
|  |  |
|  |  |

**Attachment** **A**

**President’s Report**

**April 23, 2025**

I have had involvement this month reviewing work and consulting with a number of busy teams and committees and leaders as follows:

* Publishing a Monday Board Report regarding the Interim Ministry Search.
* Preparing and reviewing materials to assist the appointed Interim Ministry Search Team, including the proposed compensation package (with help from Roseanna Almaee and Jenell).
* Checking in with the Mission Statement wordsmiths relating to process.
* Personnel issues in relation to staffing position titles, functions and compensation and considerations related to potential adjustments in relation to our budget projections. (Roseanna, Jennifer Stankus and Jenell)
* Governance Committee: a shared governance document now posted on their website page, by-laws wording revisions and distribution of the Governance Structure Evaluation.
* QUUF’s participation as a community heat and smoke day shelter.
* Right Relations Covenant revision.
* Stewardship Committee feedback.
* Initial planning for a Linda-palooza farewell tea party and gift.
* Initial planning for the welcome and orientation of our newly elected board members to begin in May.

I convened a Special Board Meeting on April 9, at which we reviewed the materials assembled by the Interim Search Committee, gave some feedback, and approved their efforts for submission to the UUA for final review.

I attended the Finance Committee meeting on April 14 to learn more about the proposed 2024-25 budget preparation progress and discussed the proposals for board action incorporated in this agenda.

We anticipate a special Board of Trustees meeting to convene on May 14 to vote on a recommended budget proposal to offer to the Fellowship for a vote at our Annual Meeting.

Finally, I have begun to plan the agenda components for our Annual Meeting and to prepare my required annual reports: President, Board of Trustees and Executive Committee.

Respectfully,

Sarah Walker, President

QUUF Board of Trustees

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**Attachment B**

**Monthly Minister’s Board Report**

{Paste Report here}

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**Attachment C**

**Treasurer’s Report to the Board**

**1. DRAFT Pending Policy-**

***Applying for Grants on Behalf of QUUF***

**Draft: 4-14-25**

In order to ensure QUUF resources are not inappropriately encumbered and all aspects of a grant proposal have been considered, when a committee, team, or group of QUUF intends to apply for a Grant, the project must have approval prior to submission of an application to ensure the proposal is in program alignment, adequately planned, addresses additional funding, has key volunteer/staff support, and clear understanding of reporting or other requirements of the grantor.

The Board has financial and fiduciary responsibility for QUUF and may delegate prior approval for proposed grants to the following subject to the limits listed:

|  |  |
| --- | --- |
| **Responsible parties** | **Amount and Term of Grant** |
| Program Council and Congregational Administrator | $5,000 or less spanning a single church year |
| Executive Committee | $10,000 or less spanning two or fewer church years |

Any grants that exceed the limits in dollars or timespan listed above require board approval prior to grant application.

The Board will create procedures to implement this policy.

**Rationale for policy**

Due to the nature of proposals, QUUF needs to have an approval process to ensure that:

* QUUF resources are not encumbered without prior approval
* Our Program Alignment Policy is followed
* All the teams/committees that need to be involved have engaged
* Financial implications are understood
* Any Grantor/Funder matching requirements or other expectations are accounted for
* The concept has congregation support if needed
* Key people are committed to carry through with the life of the grant
* Time, space and resources are available to execute the project
1. The Finance Committee also requests authorization from the Board to go the Congregation for a series of loans in $5,000 and $10,000 levels totaling $80,000.  While not needed for operating cash in the near term, these loans will prevent cash operating Reserves from being depleted in the next church year (FY’26).

**Motion:** The Finance Committee of the Board would like to ask for congregant loans totaling $80,000 in $5,000-$10,000 packets at 3% a year for 5 years with option to renew effective July 1, 2025.

Note:  The Finance Committee requests the authority to write loans with congregants as described, but the total amount necessary may be less than $80,000 if other sources of funds become available (eg. Endowments).

Larry Morrell

**Treasurer’s Task List**

From Mary Tucker – April 23, 20205

Monthly meetings:

Board Meeting

Board Work Session

Finance Committee

Endowments Committee

Executive Committee

RAMP

Signature Certification:

Bank

Parnassus

Investments:

Make investments

Sell investments

 Transfer investments

Reports:

Monthly Board Reports

Distribution of monthly financial statements to BOT and webpage

January State of the Fellowship Meeting

June Annual Meeting

Church Service Welcome and Announcements – shared with other BOT members

Miscellaneous:

Deposits – once a month

Transfer Funds -Monthly

Sign checks – shared task with other certified signers

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**Attachment E**

**Program Council Report**

April 17, 2025





**Program Council**

Plans to discuss the new or proposed Mission statement are postponed until after it is finalized – maybe May. This was intended to be a leadership training activity. We discussed and approved, given input from staff, that QUUF could be a Community clean air and cooling center in coordination with Jefferson County Public Health. QUUF will be included on a list of good places for people to go when it’s hot or air quality is poor during regular working hours. For us, that would be Tuesday-Friday during office hours. The hours could be extended contingent of getting volunteers to host. David Alverez, Lead of the Operations Council does not feel there is a liability issue. (More information about this is at the end of this report).

**Ongoing**

For coordination and communication, PC chair Diane meets monthly with Linda, attends the Governance Committee meetings and Executive Board Committee meetings as a liaison from the Program Council.

We will be helping provide information to RAMP for the monthly Report on Ministry.

We will collaborate with others to determine what is needed for Leadership Training and who will do what.

**Councils** – and some highlights

**Community Council –** Men’s Retreat is coming up.

The HCT have made a few revisions to the Right Relations Covenant. They have introduced these changes to the congregation. They intend for this to be voted on at the June Congregational meeting.

**Social and Environmental Justice Council**

QUUF participation with ‘JIAC’ (Jefferson Interfaith Action Coalition) continues. There are two tracks: Coordination among the churches and education within our congregation. The is a “Know Your Rights” information session scheduled for the congregation on April 22.

The Housing Action Team has committed to providing 5 dinners a month at the Emergency Shelter at the Legion. There will be sign-ups for helping with meals. Teams are encouraged to participate.

**Spirit Council** – We are actively seeking a replacement and have someone considering to be the Lead. We are meeting with the Sunday Services Team to re-energize/organize for the coming year.

**Growth and Learning** **Council** – We are looking for a new Lead for Growth and Learning Council. We have someone considering this position.

ALSO (Advancing Learning and Spiritual Opportunities) – classes are in progress. Offerings for next year are in progress.

Widening the Circle Team – Members completed an introductory class offered through the UUA Mosaic Program. The Mosaic Program is a new antiracist, anti-oppression, multicultural curriculum. This is a prerequisite in order to utilize the new curriculum.

**Operations Council** – Meets quarterly.

Evacuation Drill to be scheduled.

Fundraising Coordinating Team / Stewardship Team – is finalizing efforts.

Concerts have been successful.

The Accessibility Team is on hold.

FOST – is planning a pruning party.

Submitted by Diane Haas,

Program Council Chair

**Upcoming EVENTS**

Concerts – 6 scheduled

“Know Your Rights” information session – April 22

Men’s Retreat – May

Volunteer Appreciation set for May 5, 5-6 pm

May 9 – pruning party

The following is from an email that further explains the program. Larry Morrel has been in communication with Lara from the Health Dept:

**Community clean air and cooling center**

Thank you for beginning to explore the idea of the Quimper Unitarian Universalist Fellowship serving as a community clean air and cooling center. Public health would love to work with you, because we have a lack of buildings in Port Townsend with good air filtration and cooling.

There are a couple of options for serving as a community clean air and cooling center.

1. Join the public list of good places for people to go when it’s hot or air quality is poor during your regular open hours.
2. Join the list as above, and be open to extending hours during extreme heat or poor air quality events from wildfire smoke. This is the ideal scenario.
3. Only be open during emergency level heat and air quality events. Public health would provide just in time messaging to the public during an event.

Public health can provide supplies such as snacks, bottled water, etc. in a heat or air quality emergency event. We also have reimbursement available for supplies and staff time but have to create a contract for this.

Generally we have small groups of people who really need the service show up, such a folks camping, with small children or elderly who don’t have a good way to cool their home. However, if there is a heat dome level event, there would likely be more need. We are also hoping to develop a system with Jefferson Healthcare to reach out to our most vulnerable populations, such as people with asthma, COPD, or pregnant people who most need to get respite from wildfire smoke and heat. One of the challenges with this has been a lack of a good space for people to go. QUUF would be an ideal location for this population.

Please let me know if you have any questions, I’m also available by phone Monday-Thursday 9-5 at 360-385-9430.

Lara Gaasland-Tatro (LGaasland-Tatro@co.jefferson.wa.us)

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| --- | --- | --- | --- | --- | --- |
| **Report on Ministry** |  |  |  |  |  |
| **Month: March 31, 2025** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Membership Data** |   |  |  |  |  |
| Membership Units(1+members) | 230 |  |  |  |  |
| Membership individuals | 302 |  |  |  |  |
| # of Friends | 28 |  |  |  |  |
| # of Guest of Record | 235 |  |  |  |  |
| **Total individuals serving** | **565** |  |  |  |  |
|  |  |  |  |  |  |
| **Sunday**  | **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** |
| Sunday Service in-person | 103 | 99 | 122 | 74 | 76 |
| On-line (full week) | 131 | 83 | 95 | 105 | 86 |
| Wild Church |   |   |   | 8 |   |
| RE Children Classes | 14 | 16 | 14 | 10 | 19 |
| Child Care/RE Assistants | 3 | 3 | 3 | 3 | 3 |
| High School/middle school together | 9 | 11 | 8 | 9 | 9 |
| Youth at CON |   |   |   |   |   |
| Coming of Age program |   |   | 14 |   |   |
|  |  |  |  |  |  |
| **Weekly Update Click to Open Average for month** | 47% |   |  |  |
| **Plate Total for month** | $1,711  |  |  |  |  |
|  |   |  |  |  |  |
| **Designated Offering for March** |   |  |  |  |  |
| Food Bank | $353  |  |  |  |  |
| Benji Project | $582  |  |  |  |  |
| Warming Center | $944  |  |  |  |  |
| **Additional Revenue from Feb. DO's** |   |  |  |  |  |
| JCIRA | $ 4.75 |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Community Building Events** | **Attendance** | **Volt. Hrs** | **Staff Hrs** |  |  |
| Women's Retreat | 41 |   |   |  |  |
| Concert 88 keys | 65 |   |   |  |  |
| Membership Class | 11 |   |   |  |  |
| QUUF Host Blood Drive March 3 | 29 |   |   |  |  |
| Meaningful Movies Sugar Cane | 52 |   |   |  |  |
| Peninsula Prisoners Solidarity  | 8 | 2 |   |  |  |
| Stewardship Coffee | 34 | 50 |   |  |  |
| Safety Training | 29 |   |   |  |  |
| Parents night out | 29 | 20 |   |  |  |
| Dramatic Reading 1 Fam. In Gaza | 40 | 11 |   |  |  |
| Food Coop Meeting | 5 | 1 |   |  |  |
| Dinner & Discussion | 7 | 1.5 |   |  |  |
| Dances of Universal Peace | 12 |   |   |  |  |
| Mystery Pals | 24 |   |   |  |  |
| Friendship Supper | 6 |   |   |  |  |
|  |  |  |  |  |  |
| **Rentals** |  |  |  |  |  |
| Community Chorus workshop |  |  |  |  |  |
| Lemay memorial |  |  |  |  |  |
| Campbell Memorial |  |  |  |  |  |
| AAUW monthly meeting |  |  |  |  |  |
|  |  |  |  |  |  |
| **ALSO Classes** | **Registration #'s** | **Volunteer Hours** |  |  |  |
| Appreciating Arabic Music | 8 | 10 |  |  |  |
| Israel/Palestine with love | 12 | 12 |  |  |  |
| Saving Nature 1 year at a time | 12 | 12 |  |  |  |
| What's your social style | 8 | 5 |  |  |  |
| Painting with Acrylics | 5 | 8 |  |  |  |
| Engaging in mystical with poems | 31 | 10 |  |  |  |
| Photoshop | 5 | 6 |  |  |  |
| ***Monthly Committee Time*** |   | 14 |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Minister: Highlights of Services or events**  |  |  |  |  |
| March 2 The Swing, Rev. Hart |   |  |  |  |  |
| March 9 Sustaining Beloved Comm., Rev. Hart |  |  |  |  |
| March 16 Interconnected, Rev. Hart |   |  |  |  |  |
| March 23 Be Transformed, Rev. Hart |   |  |  |  |  |
| March 30 A Sense of Beauty, Rev. Debus |  |  |  |  |
|  |  |  |  |  |  |
| **RE curriculum past month** |   |  |  |  |  |
| Week 1: My World Has Water, Ramadan |  |  |  |  |
| Week 2: My World Has Air, Holi |   |  |  |  |  |
| Week 3: My World Has Light, Spring Equinox |  |  |  |  |
| Week 4: Soul Matters Theme Focus: Transformation |  |  |  |  |
| Week 5: Embracing Change |   |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Program Council/RE/Board future events planned for April** |  |  |  |  |
| Clothes Swap |   |  |  |  |  |
| April 12 Concert True North Band |   |  |  |  |  |
| Brunchapalooza |   |  |  |  |  |
| Universal Dance of Peace |   |  |  |  |  |
| Coming of Age Overnight |   |  |  |  |  |
| Shelter Meals |   |  |  |  |  |
| Elections |   |  |  |  |  |
|  |  |  |  |  |  |
| **Fundraising Coord. Team future plans:** |   |  |  |  |  |
| Auction | Completed |  |  |  |  |
| Dining For Dollars | Completed |  |  |  |  |
| Spring Concert Event | 3/6 concerts  |  |  |  |  |
| Book Sale TBD | need volunteer |  |  |  |  |
| Rummage Sale TBD | need volunteer |  |  |  |  |

**Attachment G**

**Governance Committee**

**QUUF Governance Structure Evaluation 2025:**

**Board, Congregational Committee and Board Committee Review**

As a first step in evaluating the governance structure, the Governance Committee is conducting a qualitative evaluation by asking those in QUUF leadership positions to answer the following questions.

Please return surveys by Wednesday April 30 to either Frances Loubere francesanneloubere@gmail.com or Phil Burwell philburwell@outlook.com

**In considering your responses, take into account:**

1. **Mission:** Is the functioning of our governance structure clearly tied to our Mission?
2. **Communication/Education**: Is information available? Is it easy to understand? Are we reaching the people we need to reach? Are we responsive – as a GC and in general?
3. **Participation:** Is there support and buy-in from QUUF leadership? Is there leadership for committees, councils and teams, and planned succession? Are there enough volunteers to keep the model functioning well? Are we inclusive?
4. **Decision-Making**: Is decision-making authority working and is the flow well understood – by the Board, Program Council, and by the Congregation?
5. **Shared Responsibilities:** Board, Ministry and Congregation -- is the separation of responsibilities and the concept of governance being shared understood?
6. **Policies and Procedures**: Is the role of policies and procedures, the difference between them, and implementation, well understood? Are they effective?

**Information about governance** can be found on the Shared Governance page of our website (<https://www.quuf.org/introduction-to-quuf/shared-governance/>)

**Name and Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Questions:**

What is going well with our new model?

What can be improved?

What could be done differently?

What is missing?

What needs to be done to better support the structure to be fully implemented and successful?

Other comments and/or write your own question and answer it.

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**Attachment I**

**Personnel Committee**

**Board Report**

Meeting April 10, 2025 on Zoom

Attending: Rev. Linda Hart, Jenell Dematteo, Mary Tyburski, Lynn Maier, Jennifer Stankus, Roseanna Almanee (Board Rep)

1. Our agenda was updated, at the request of our Board Rep, to brainstorm a list of possible ways to reduce personnel expenditures. A list of non-prioritized ideas included:

* Freeze step increases in salaries
* Eliminate health care benefits
* Eliminate 2.5% COLA
* Staff to take unpaid leave days
* Restructure the Administrator position to parttime
* Reduce Office Manager hours
* Reduce Custodial hours
* Remove pastoral care duties from Director of Religious Education
* Reconfigure all positions
* Increase volunteer duties

2. The second agenda item was the proposed change to the employment classification for the Director of Religious Education. The change to non-exempt status would provide cost savings in the future. Although the Committee members voted to make this change, it was later agreed to postpone this move until further budget information is available and the implications of such a change are fully explored.

Submitted, Jennifer Stankus, Chair

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**Attachment J**

**Draft Annual Meeting organizing**

Ballot preparations \_\_\_\_\_\_\_

Registration of voters: Peg, Jenell, Christina and \_\_\_\_\_\_

Collection and counting votes\_\_\_\_\_\_\_\_

Slide show \_\_\_\_\_\_\_\_

Recognitions for out-going Board members \_\_\_\_\_\_\_\_

Tech and Microphone preparations \_\_\_\_\_\_\_\_

Clean-up \_\_\_\_\_\_\_\_

**Draft Annual Meeting Agenda for June 8, 2025**

Call to Order. 12:30 PM Sarah Walker

Land Acknowledgement

Welcome and Chalice Lighting – Linda Hart

Designation of Parliamentarian (John Collins?)

Verification of Quorum (Peg Hunter, Board Secretary)

Approval of the Agenda (Floor vote)

Procedures for the Meeting: 4 items requiring votes

Motion to approve the minutes of the June 9, 2024 Annual Meeting

Oral Reports (3 minutes)

President’s Report (Mission, by-laws revision) – Sarah Walker

Minister’s Report – Linda Hart

Director of Family Ministry Report – Beau Ohlgren

Program Council Report (growth in membership)

Right Relations Covenant

General Assembly delegates

Treasurer’s Report – Mary Tucker – July 1, 2024 to June 30 2025

Presentation of the proposed 2025-26 Operating Budget – Mary (?and \_\_\_\_\_\_\_\_\_)

Vote to approve proposed items: Operating Budget for 2025-26, Right Relations Covenant revision, By-Laws revision and new Mission Statement.

Presentation and Covenant Ceremony for newly elected leaders: Board, Nominating Committee, Endowments – Linda Hart

Recognition of the Interim Ministry Search Team

Report Voting results

Recognition of the out-going Board members

Final expression of appreciation for Linda Hart: Presentation of book and honorarium gift

Motion to Adjourn

Closing – Extinguishing the Flame

Adjournment

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