**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**Meeting Minutes for May 28, 2025 6:00 pm**

**RE 2/3 and Via Zoom**

Meeting ID: 912 1619 4835 – Passcode: Board

<https://zoom.us/j/91216194835?pwd=SUM4cVZYZUtpVXFydWxiQUE2dlpMQT09>

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

**Present: Mary Tucker, Gary Forbes, Julia Cochrane, Dean Carr, Sarah Walker, Peg Hunter; on Zoom: Roseanna Almaee, Megan Cate; Tech: Christina Tweed; Observer: Jenell DeMatteo; Guest incoming Board member: Reina Garcia**

**Absent: Bill Testerman**

**Meeting Called to Order 6:00**

**Spiritual Practice and Opening**

 **Chalice Lighting** – Sarah

 **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**

We are grateful to the Search Committee for all the work they have done over the last few months.

Assign process and time observer: Dean

**Approve Meeting Agenda**

Moved: Dean; Seconded: Gary; Approved

**Consent Agenda**

* Approval of Minutes of April 23, 2025 meeting
* Approval of the Draft Grant Policy as posted see [**Attachment K**](#AttachmentK)
* New Member Approval see [**Attachment L**](#AttachmentL)

Approval of Consent Agenda:

Moved: Mary; Seconded: Roseanna; Approved

**Standing R****eports**

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

Motion to approve Treasurer’s Report

Moved: Julia; Seconded: Roseanna; Approved

Discussion: Preparations for the June 1 after-service Finance Q & A

Mary is prepared for questions regarding changes to the budget based on not hiring an interim minister. Adjustments will happen after the Annual Meeting. **6:20**

**Trustees’ Reports – Congregational Committees**

* **Endowments – Mary T.**

Canceled their meeting this month; have received some donations from online and tabling.

* **Nominating Committee – Gary F.**

Nominating Committee did not meet this month but will meet in June. Roseanna mentioned that the UUA has a great inventory of training materials. Sarah suggested that this year for the Board we may want to do a book study or video workshop for additional training of all Board members.

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

**Board Task Force and Committee Reports**

* **Communications Subcommittee – see** [**Attachment F**](#AttachmentF) **– Peg H.**

Thank you to Jenell for doing the Weekly Update announcement and pulpit announcements for the Annual Meeting.

* **Governance Committee –** (no report) **– Julia C.**

The committee has posted the power point as well as a revised governance structure graphic.

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

There are two-three people who are delegates to the Pacific West Region and delegates to GA. Julia reviewed the general agenda for GA.

* **Personnel Committee –** (no report)**– Roseanna A.**

Update during Executive Session

**Discussion: Annual Meeting details: Sarah 6:40**

Sarah worked out an agenda with times for presenters. There was some discussion about microphone needs and limiting time for the comments. Julia will take notes during the meeting. Gary will manage the microphones (2 standing and 1 hand-held).

**Discussion: Ministry Options**

Sarah distributed a handout with our options outlined and the names of some resource people. There was clarification about the difference between an interim and a contract minister. Megan: the Board is not solely responsible for coming up with a plan for the ministry. Julia: could we look at ministers of other churches to take on some roles such as pastoral care? Mary: this is the time to build up the Sunday Services Committee with a new lead for that team. Roseanna: remember that this could be an exciting opportunity to be creative and to “build something together.”

**BREAK 6:55 – 7-00**

Motion to enter into executive session:

Moved: Roseanna; Seconded: Julia; Approved

**Executive Session**

A confidential personnel issue was discussed.

Motion to leave executive session:

Moved: Dean; Seconded: Roseanna; Approved

**Extinguishing the Chalice: 8:00**

**Move to adjourn.**

Moved: Dean; Seconded: Mary; Approved

The meeting was adjourned at 8:10pm

**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.

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| 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 |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
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**Attachment** **A**

**President’s Report**

**May 25, 2025**

May has been a busy month with preparations for the Annual Meeting requiring collaboration with multiple committees and teams and our Congregational administrator. I completed annual reports for the Board and the Executive Committee and completed the Annual Meeting Agenda. The complete Annual Meeting report and Meeting agenda materials were published electronically for the Fellowship on May 23.

I attended several meetings related to constructing the recommended budget for 2025-2026 to be submitted for approval for the Annual Meeting and to decide on communication strategies to inform the Fellowship (May 11). The proposed budget was shared at a Leadership Assembly on May 13 and approved by the Board on May 14. A Monday Board Report was published May 19. A question-and-answer session is planned for June 1 following the service.

Additional tasks and communications:

* Planning for the Linda-palooza reception for June 8
* Planning for the formation of a Long-Range Strategic/Planning Committee
* Consultation with the Interim Search team and Sarah Millspaugh
* Consultation with the Wordsmiths group for the Vision and Mission
* Consultation with the Healthy Community Team
* Planning for New Board Member orientation meetings
* Consultation with the Personnel Committee

Additional Meetings attended:

* Pacific Western Region President’s meeting April 24
* Mission and Vision feedback session April 27
* Volunteer Appreciation May 5
* New Membership Orientation May 10
* Interim Search Team debrief May 23

There are quite a few pending tasks to complete before the church year is completed on June 30. I have one month remaining in my role as President.

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**

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| **Treasurers Dashboard** | **April 2025****83% of the year** |  |
|  |  |  |
| **Membership Data** | **# serving** |
| 1. Membership *individuals*
 | 297 |
| 1. Membership *Units*
 | 225 |
| 1. # of Friends
 | 27 |
| 1. # of Guest of Record
 | 240 |
| **Total individuals serving (A+C+D)** | **564** |
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| **Pledge Data** | **# Pledging** |
| Total # of Pledges committed 24-25 | 225 |
| #Membership *units pledging* | 190 |
| # of Friend *units pledging* | 14 |
| # of Guest of Record *units pledging* | 23 |

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| **Plate YTD Budget** |  |  |
| Total $11,07.20 $15,000 |  |  |
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| --- | --- | --- |
| **BUDGET** | **YTD 12/24** | **Annual Budget** |
| **REVENUE** |   |   |
| CONTRIBUTIONS |  $ 422,881.81  |  $ 476,014.00  |
| PROGRAM FEES |  $ 16,845.00  |  $ 26,970.00  |
| RENTAL |  $ 10,708.50  |  $ 6,000.00  |
| FUNDRAISING |  $ 62,476.40  |  $ 57,500.00  |
| INVESTMENT |  $ -  |  $ 20.00  |
| TEMP FUNDS TRANSFER |  $ 13,913.08  |  $ 10,486.84  |
| **Total** |  **$ 526,824.79**  |  **$ 576,990.84**  |
|   |  |   |
| **EXPENSES** |  |  |
| Staff Wages & Benefits & Taxes |   |   |
| *Minister* |  $ 99,058.50  |  $ 140,751.32  |
| *Dir. Family Ministry* |  $ 77,845.50  |  $ 93,715.96  |
| *Cong. Admin.* |  $ 71,757.19  |  $ 86,331.88  |
| *Office Asst.* |  $ 20,918.11  |  $ 25,120.44  |
| *Fac. Coordinator* |  $ 42,993.90  |  $ 50,692.31  |
| *Tech/Bookkeeper* |  $ 68,198.35  |  $ 81,846.88  |
| RE & Youth Program & Childcare |  $ 7,549.30  |  $ 10,785.80  |
| Debt/Mortgage |  $ 23,398.60  |  $ 28,178.32  |
| Facility & Utilities |  $ 17,201.53  |  $ 26,208.00  |
| Office & Administration |  $ 11,997.51  |  $ 16,907.00  |
| Committee Activities |  $ 9,475.83  |  $ 10,815.00  |
| Program Events with fees |  $ 8,163.01  |  $ 26,919.00  |
| Sunday Services & Music |  $ 8,005.11  |  $ 14,930.00  |
| UUA Annul Program Fund |  $ 5,000.00  |  $ 5,000.00  |
| Church Mutual Insurance |  $ 5,292.00  |  $ 6,000.00  |
| Fees, city, DOR, etc. |  $ 34.91  |  $ 100.00  |
| **Total** |  **$ 476,889.35**  |  **$ 624,301.91**  |
| EN transfer error to be corrected in May |  $ (360.00) |  |
| Transfers (Home Repair Fund to MDF) |  $ 847.98  |  |
| *Difference* |  *$ 50,423.42*  |  *$ (47,311.07)* |

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| **Highlights from Finance Committee:** |  |

**Motion to Approve the attached Financials from April 30, 2025:**

The Finance committee recommends to the Board for their approval the April 2025 Consolidated Balance Sheet reflecting **Total Net Assets of $2,107,918** and the April 2025 Operating Fund Income and Expense Statement reflecting Year to Date **Excess Income of $50,423.42.**

**The Finance Committee recommends to the Board for their approval of the revised 25-26 budget, 5-7-25 version with the caveat that the Board of Trustees develop a strategic plan that will result in an increase in the amount of pledged income.**

**The anticipated deficit for 2024-2025 fy of $47,000 will likely be $30,000.**

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**Attachment E**

**Program Council Report**



**Program Council – Report to the Minister**

May 22, 2025

**Program Council**

QUUF will 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 the air quality is poor during regular working hours and additional hours with volunteers to host. There will be an information meeting on June 25 for volunteers and others interested in learning more about the impact of smoke on our health.

We reviewed the pending policy on grants and agreed it was a good policy.

The Program Council is reviewing feedback from the Governance Committee survey.

**Ongoing…**

For coordination and communication PC chair Diane attends the Governance Committee meetings and Executive Board Committee meetings as liaison from the Program Council.

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

**Councils** - and some highlights

**Community Council** – SuccessfulMen’s Retreat – 18 in attendance. Volunteer Appreciation Event was successful – about 60 people. This church year there are 35 new members. Dena Bugel-Shunra is new chair of Hospitality and Kitchen Team.

**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. There was a “Know Your Rights” information session on April 22. A congregational meeting about Sanctuary on June 5th. Quimper Animal Advocates Team has ended. Dena Bugel-Shunra is co-chair of AAT.

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. June will be the last month.

**Spirit Council** – Mary Riggen will be the new Lead for Spirit Council.

**Growth and Learning** **Council** – Karmen Meier has agreed to Lead for Growth and Learning (officially beginning in Sept.)

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

Widening the Circle Team – Plan to have a congregational conversation in the fall on the use of ‘Fellowship’ in QUUF and consideration of other terms.

**Operations Council** – Meets quarterly.

Evacuation Drill was successful evacuated from the Sanctuary in under 2 minutes. The bell needs to be used so folks in RE can hear it.

FOST had a pruning party and there is more help needed for weeding around the grounds. They have created a 5-year plan of facility items to address.

Submitted by Diane Haas,

Program Council Chair

**Upcoming EVENTS**

Concerts

Sanctuary – Important Conversation June 5 at6:30

Poetry Slam, Open Mic, Spaghetti Feed – June 6 5-7

Linda Palousa – June 8

Congregational meeting – June 8

Summer Potluck – July 18 and tentatively Aug 15

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| **Report on Ministry** |  |
| **Month: April 30, 2025** |  |

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| --- | --- |
| **Membership Data** |   |
| Membership Units(1+members) | 225 |
| Membership individuals | 297 |
| # of Friends | 27 |
| # of Guest of Record | 240 |
| **Total individuals serving** | **564** |

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| --- | --- | --- | --- | --- |
| **Sunday**  | **Week 1** | **Week 2** | **Week 3** | **Week 4** |
| Sunday Service in-person | 107 | 94 | 97 | 98 |
| On-line (full week) | 108 | 117 | 78 | 80 |
| Wild Church |   |   |   | 19 |
| RE Children Classes | 11 | 14 | 13 | 22 |
| Child Care/RE Assistants | 2 | 3 | 2 | 3 |
| High School/middle school together | 10 | n/a | 4 | 7 |
| Youth at CON |   |   |   |   |
| Coming of Age program |   |   | 14 |   |

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| **Weekly Update Click to Open Average for month** | 42% |   |
| **Plate Total for month** | $11,037  |  |  |

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| **Designated Offering for April** |   |
| Food Bank | $449  |
| Dove House | $985  |
| OWL360 | $469  |
| **Additional Revenue from March DO's** |   |
| Benji Project |  $ 23.75  |

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| **Rentals** |
| Dove House movie |
| AAUW monthly meeting |

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| **Community Building Events** | **Attendance** | **Volt. Hrs** | **Staff Hrs** |
| Brunch Palooza | 110 | 24 | 5 |
| True North Band Concert | 67 | 18 | 5 |
| Cloths Swap | 41 | 8 | 3 |
| QUUF Host Blood Drive April 17 | 32 | 0 | 1 |
| Shelter Meals | 19 | 63 | 1 |
| Embodied Cognition & Breath Mapping | not reported | 0 | 1 |
| Easter Egg Hunt | 130 | 25 | 15 |
| OWL Class | 13 | 25 | 40 |
| Dances of Universal Peace | 14 | 10 | 1 |
| Friendship Supper | 4 |   | 1 |

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| --- | --- | --- |
| **ALSO Classes** | **Registration #'s** | **Volt. Hours** |
| Saving Nature 1 year at a time | 12 | 3 |
| Habitat for Humanity Build | 17 | 18 |
| Painting with Acrylics | 5 | 8 |
| Engaging in mystical with poems | 31 | 10 |
| Exercises for dealing with Forward Head | 17 | 2.5 |
| ***Monthly Committee Time*** |   | 6 |

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| **Minister: Highlights of Services or events**  |
| April 6: A Text Message from your better Angel, Bednarik |
| April 13: A Blessing, Rev. Hart |   |
| April 20: Grief & Hope, Rev. Hart |   |
| April 27: For the Beauty of the Earth, Rev. Hart |

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| **RE curriculum past month** |   |
| April 6: My world has Flowers & Interdependence |
| April 13: My world has trees & the Web of Community |
| April 20: Easter and caring for the Web of Creation |
| April 27: How we say Goodbye |   |

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| **Program Council/RE/Board future events planned for May** |
| Men's Retreat |   |
| May Concert |   |
| Membership Class |   |
| Volunteer Appreciation |   |
| Quimper Camp |   |
| Shelter Meals |   |
| Meaningful Movies |   |
| Dances of Universal Peace |   |

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| **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 |

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**Attachment K**

**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

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**Attachment** **L**

**Self-Introductions for New QUUF members 2505**

Kim Fairbanks lives in Port Townsend in the summer and San Miguel de Allende, Mexico, in the winter where she is a member of the UU fellowship. At QUUF, she hopes to meet new people and especially connect with the children. She is an active pickleball player, kayaker, and biker. She always is doing some kind of art project and hopes to use her talent in this fellowship in some useful way.

Kallisti Kilmer was born on the Olympic Peninsula and moved to Port Townsend a bit over a year ago. Kallisti and their fiancé Anna had been looking for community in their new town and found QUUF. They are a maker at heart with skills in 3d printing, electronics, leather, and blacksmithing to name a few but have a focus in cosplay and other costume related prop-making, though Steampunk is their favorite.

Anna Villa is new to the church environment, but not to spirituality. Though they identify as pagan, they grew up in Catholic Italy and are deeply drawn to the structure and connection offered by QUUF and are eager to learn how they might best serve and participate in this community. They are a writer and a tarot reader, with a passion for animals. They are excited to be here to learn more with their fiancée Kallisti.

Allma Parks has had a lifelong focus on spirituality and healing. She grew up in Catholicism and in her teens began a path of deep immersion in nature and the unity of all life. Her service has been in the healing arts, practicing and teaching them. She feels deeply at home with the QUUF community, with its commitments and service. She is especially drawn to the Wild Church, Dances of Universal Peace, and service to the homeless. Allma sincerely hopes to offer her gifts and abilities to this community in any way that they are needed.

Georgie Weston writes that in her 70plus years, she has cultivated a spiritual life that feels diverse, eclectic, and practical. While she finds her personal practices deeply sustaining, she has primarily been a solo practitioner for the last four years and has been seeking a place where she can be both authentically herself and warmly welcomed. She finds the spiritual welcome and ease at QUUF delightful, and she looks forward to the comfort, creativity, and challenges of participating in this community.

Heather Hanson moved with her spouse Brian to Port Townsend in 2016. Heather always imagined raising children in the same kind of tight-knit, social justice-oriented community that she grew up in, and she is thrilled to be joining QUUF. Heather spends most of her time parenting 4-year-old twins Soren and Lottie and working in her private practice as a massage therapist. Any remaining time she has, you’ll find her gardening, singing, running, reading a big fat novel, or watching *Survivor*.

Brian Richardson is a father to twins Soren and Lottie, husband to Heather, backpacker, social worker, and baseball fan. Brian and his wife Heather have lived in the PT area for nine years and he is glad to have found in QUUF a welcoming community that lives its values. In his free time you can find Brian watching a Minnesota Twins game, planting native flora in the yard, or planning his next outdoor adventure.

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