**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**Meeting Minutes for July 24, 2025 – 4pm**

**RE 2/3 and Via Zoom**

Meeting ID: 912 1619 4835

**Reading of Land Acknowledgement**

**Present: Gary Forbes, Julia Cochrane, Dean Carr, Sarah Walker, Peg Hunter, Roseanna Almaee, Joanna Sanders**

**Observers: Beau Ohlgren, Jenell DeMatteo, Jane Hogue, Henry Amick, Diane Haas, Katherine Stevenson**

**Absent: Bill Testerman, Reina Garcia**

**Meeting Called to Order at 4pm**

**Spiritual Practice and Opening**

**Chalice Lighting/Opening Words**

**Check-in**

Peg Hunter reviewed the protocols for meeting observers.

**Opening Announcements or acknowledgements (4:15)**

* Review of Board Covenant (All). The Board did a circular reading of the covenant.
* Reminder to update Board bios and photos on website by Peg Hunter.
* Widening the Circle decision deferred. Peg Hunter acknowledged receipt of the communication and formal recommendation from the WTC team on being a Board committee. This matter will be taken up in the future possibly by the Governance Task Force.
* Expectations of Board members. Peg Hunter read her list of desires for members at meetings (coming prepared having read materials, bringing their individual calendars to each meeting, to fully participate, posing specific questions/concerns before the meeting, keeping personal sensitivities about the broader national issues or at QUUF professional).

**Assign process and time observer**. Sarah Walker reviewed/reminded about the protocols for this role (see board binder) and noted the time set aside at the end of the meeting for reflection.

**Review and Approve Meeting Agenda. Motion: Unanimous approval of the agenda with an addition of an Executive Session for the purpose of a matter of a highly sensitive nature.**

**Consent Agenda. Motion: Unanimous approval of the consent agenda as revised (recognizing the May 28 minutes were inadvertently provided in the packet rather than June 25, 2025 – although the board acknowledged receiving and having no corrections). Action: Joanna Sanders will routinely let Pat Rodgers know when the minutes are formally adopted.**

* Approval of Minutes of June 25, 2025
* Approval of Minutes of Special Board Meeting July 6, 2025

**Standing R****eports were provided as follows.**

* President’s Report – See [Attachment A](#AttachmentA). No discussion.
* Minister’s Report – See [Attachment B](#AttachmentB) (no report)
* Treasurer’s Report – See [Attachment C](#AttachmentC)**.** Julia Cochrane and Jenell DeMatteo reported that the end of the year report for fiscal year ending June 30, 2025 is not yet available, but suggested Board attention on the income and expenses. It was noted the deficit was not as large as anticipated. **Action: Peg Hunter would request a Finance Committee member provide a refresher to the Board on reviewing the balance sheet.**

**Motion: Approved by unanimous vote was the June 2025 Consolidated Balance Sheet reflecting Total Net Assets of $2,025,613.77 and the June 2025 Preliminary Operating Fund Income and Expense Statement reflecting Year to Date Deficit Income of ($23,319.48).**

**Finance Committee:**

The Board reviewed the recommendation about making a second financial ask of the congregation in September. **Action: The Board’s August study session would include a discussion on making a second financial ask to the congregation. Action: Roseanna Almaee agreed to contact the Stewardship Chair for input on the September timing.**

**Trustees’ Reports – Congregational Committees**

Endowments – Julia C. There is no report. **Action: Julia Cochrane will be in touch with Sandy Tweed to ensure she is notified of meetings.**

Nominating Committee – see [Attachment D](#AttachmentD) – Gary Forbes noted there is no report as they are not meeting during the summer. Kate Kinney agreed to be the lead, though she is looking to have a co-chair.

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

Board Task Force and Committee Reports:

* **Communications Subcommittee – see** [**Attachment F**](#AttachmentF).There was no report. **Action: Joanna Sanders will take responsibility for ensuring she understands the role.**
* **Governance Committee – see** [**Attachment G**](#AttachmentG)**.** It was noted that reports are submitted quarterly. Next report will be in September.
* **Denominational Affairs – see** [**Attachment H**](#AttachmentH) **–** Julia Cochrane – no report.
* **Personnel Committee – see** [**Attachment I**](#AttachmentI) **– Roseanna Almaee noted the personnel committee will meet on Monday at 1pm.** The committee is not meeting during the summer.

**BREAK.** At4:45pm, the Board paused for a break.

**Board Tasks/Discussion**

* Complete chart of Board roles and liaisons. The Board continued its discussion of assignments from the previous meeting. Additional changes were made: Only Bill Testerman on the Governance Committee (although Peg Hunter may attend when able), Julia Cochrane off Communications, Sarah Walker added to Denominational Affairs. Board Procedures would now be led by Jenell DeMatteo with assistance from others as needed. **Action: Joanna Sanders to send updated BOT Assignments to the Board. Action: Peg Hunter to discuss chart/roles with Reina Garcia and Bill Testerman.**
* Transitioning to Don Rollins (these discussion items were deferred)
  + Don’s ministry, creative ideas, and proposals
  + Onboarding list (handout): additions?
* Retreat planning: Roseanna Almaee reported a tentative date is set for Saturday, August 23 from 8am-noon at the Quimper Grange. Dean is unavailable. Bill Testerman and Reina Garcia’s attendance are not known.
* Calendar overview. Distributed was a working calendar.
* Recording Board meetings. There was discussion about the pros and cons. **Motion: unanimous approval/agreement not to record Board meetings.**

**At 5:28pm, the Board went into Executive Session to discuss a matter of highly sensitive nature.**

**At 6:00 p.m., the Board came out of Executive Session with no decision.**

**Check Out.** Sarah Walker led a discussion as process observer. How did we do relationally/spiritually? Do we need repairs? Acknowledgements and gratitude?

**Extinguishing the Chalice/Closing Words**

**Next Meeting:** Board Study Session-August 12, 4-5:30 (Meet Don and Mary, goal setting)

**ADJOURN**. There being no further business, the meeting adjourned at 6:05pm.