**Quimper Unitarian Universalist Fellowship**

**Board of Trustees Meeting**

**Draft Minutes December 15, 6:00 pm**

**Meeting by Zoom**

**Recording at** <https://youtu.be/4-Pxed45mE0>

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 Recording on.** 6:02

Attending: Larry Morrell, Sherry Modrow, Penny Ridderbusch, David Covert, Karl Bach, Virginia Nixon, Frances Loubere, Cecilia Flickinger, Liesl Slabough, Kate Lore, Kate Kinney.

Observing: John Collins, Christina Tweed, Kathy Stevenson

Timekeeper: Karl Bach

Spiritual Practice and Opening

 **Chalice Lighting** –We live in a new abnormal, one where there is no finish line.
In such a landscape, adaptability is something that we must be able to call on – not now and then, but ongoing.

 **Check-in**

 **Acknowledgment of work by groups, see attachments**

1. **Approve Meeting** **Agenda** 6:15

**Motion:** Sherry Modrow made motion to approve the meeting agenda; Karl Bach seconded the motion. Motion approved.

1. **Approve Consent Agenda**

**Motion:** Karl Bach made a motion to approve the minutes of the November 17, 2021 BoT meeting; Cecilia Flickinger seconded the motion. Motion approved.

1. **Standing Reports**
	1. **President’s Report – See** [**Attachment A**](#Attachment_A)

There will be a regularly updated Board Assignments Table in the future.

* 1. **Minister’s Report – See** [**Attachment B**](#Attachment_B)

No questions.

**Draft Charter for Ministry Advisory Team –** [Attachment C](#Attachment_C)

**Motion:** Karl Bach made a motion to change the name of the team from Coordinating Team to Ministry Advisory Team; Frances Loubere seconded the motion. The motion was approved, 7 yea, 1 nay, one abstention. The motion was limited to the change of name; the team charter was not approved at this time.

* 1. **Treasurer’s Report – See separate package.**

**Motion:** Virginia Nixon moved to approve the November 2021 financial statements indicating an excess income/expense amount of $69,849.61 and total liabilities and net assets amount of $2,608,890.67; seconded by Karl Bach. The motion was approved.

* 1. **Trustees’ Reports**

The Nominating Committee doesn’t have a report but will meet tomorrow.

1. **Task Force Reports** 6:54
	1. **Governance Task Force See** [**Attachment D**](#Attachment_D) **– Frances**

**QUUF and QUUF Board Actions – See** [D1](#D1)

**Glossary Shared Governance – See** [D2](#D2)

**Policies ARTICLE IX Draft – See** [D3](#D3)

**Conflict of Interest Proposed Policy – See** [D4](#D4)

* + 1. Board comments regarding items in D3 and D4 are requested to be sent to Karl by 21 Dec. for the BoT GTF subcommittee to document and further for BoT action in January 2022.

**7:03 break until 7:13. Recording off 7:04.**

**7:13 resume BoT meeting. Recording on.**

* 1. **Ad Hoc Committee on Healthy Community– Liesl
	Report: See** [**Attachment E**](#Attachment_E)

**Healthy Community Team Charter – See** [E1](#E1)

**Motion:** Liesl Slabaugh moved to approve the Healthy Community Team Charter**;** seconded by Frances Loubere. Eight yea, one abstention, the charter is approved.

* 1. **Widening the Circle Task Force**
		1. **Board Liaison for WTC Task Force**
		2. **Proposed WTC Charter: See** [**Attachment F**](#Attachment_F)

**Motion:** Virginia Nixon moved to approve the Widening the Circle Task Force charter**;** seconded by Liesl Slabaugh. The charter is approved.

A call was made by Larry Morrell for a volunteer to be liaison to his BoT committee as is normal. Cecilia Flickinger volunteered.

**Motion:** Sherry Modrow moved to approve the Cecilia Flickinger as liaison to Widening the Circle Task Force**;** seconded by Liesl Slabaugh. Motion approved.

* 1. **Communications committee – David Covert, Chair**
		1. **Charter – See** [**Attachment G**](#Attachment_G)
		2. **Communications Committee Policy – See** [**G1**](#G1)
		3. **Announcement – See** [**G2**](#G2)

**Motion:** Sherry Modrow moved to approve the charter and policy statement of the BoT Communications subcommittee, seconded by David Covert. Motion approved.

1. **Pending topics for future meetings**

Board code of conduct

Board Email etiquette

Extinguishing the Chalice:

In the middle of difficulty lies opportunity – Albert Einstein

**ADJOURN**

**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.

**Attachment A**

**QUUF Board of Trustees
President’s report – December 15, 2021**

1. Attended Washington state UU presidents meeting via Zoom hosted by Sarah Schurr. Most congregations are struggling with re-opening. All report split opinions amongst their members to open a little, fully, or not at all. Nearly all are opening at least partially during December and January for in-person services with limited attendance.

Several congregations in the area are having major turnover in staff and lay leaders including many new board members.

Larry is following up with presidents of East Shore (Bellevue) and Edmonds where policy governance is already practiced.

Sarah promoted attending Regional Assembly Feb 4-6 in San Diego either in person or on-line. On site will include a trip to the US/Mexico border.

1. Met with Governance Task Force for update.
2. Nov 30 Board Q&A session held. Session was recorded and will be posted on Board Web Page.
3. Study session conducted on Dec 2 to get a sense of priorities for the balance of the church year. Top priority: Vision-building is needed to come up with goals for next year and beyond. A congregational vision will require broad congregational participation.
4. The remaining discussion centered around starting facilitated conversations. Consensus was to seek outside facilitation at least initially. All were asked to think about options.
5. Table of Board member assignments:

|  |  |
| --- | --- |
| **2021-2022 Board Assignments** |  |
| **Member** | **Role on BoT** | **Liaison** | **Task force - Subcomm.** |
| Cecilia | Trustee | Personnel |  |
| David | Secretary |  | Communications (Chair) |
| Frances | Trustee |  | Government Task Force co-chair |
| Karl | Trustee | Government Task Force |  |
| Kate K. | Trustee |  | Communications |
| Kate L. | Trustee |  |  |
| Larry | President |  |  |
| Liesl | Trustee |  | Healthy Community Team |
| Penny | Treasurer | Finance, Endowments |  |
| Sherry | Vice President | Healthy Community Team | Communications |
| Virginia | Trustee | Nominations (member) | Communications |

Respectfully,

Larry Morrell, President

QUUF Board of Trustees

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**Attachment B**

**Monthly Minister’s Board Report**

December 2021

Kate Lore

**Safe Park Update:** The portable, handicapped-assessable restroom is in place. The security cameras are mounted and working. The trenches have been dug and Wifi wires laid. All that’s left to do is to build the Commons House. We are currently looking at two different building plans and sites on our campus:

1. Our original plan was to build it onsite next to the restroom, and this may still happen.
2. Our emerging plan is to build it closer to Patrick’s shed by the concrete parking spaces. To do this would require going over our easement line, however, so I am currently working with Lance Bailey from the City to possibly lease or purchase that property. Will keep you updated on this, of course.

Luckily, we do not have to have the Commons House to open up our parking lot for the Safe Park program to begin. Thus, we are now officially open for business.

**Membership:** Our New Member Outreach Team has been busy. They are offering monthly gatherings for all members who joined since the beginning of the pandemic to help them feel connected, known and cared for. They also streamlined and improved our Orientation Class for use on Zoom.

We held two 2-hour Orientation sessions on Dec. 5 and Dec. 12. There were only three new people who signed up (some want to wait until Spring in hopes we can do it in person), but we chose to conduct it any way. New folks included Linda Jangaard, Nancy Sendler, and Linda Lee. Larry Morrell and Penny Ridderbusch were part of the orientation and, as usual, did a great job!

**Dec. 16 Holiday Gathering**: Given the emergence of the Omicron variant of COVID-19, we are making a few changes to our Dec. 19 Holiday Event. Here's what you can expect:

* We will be set up in front of QUUF's Front Door (facing the big 22nd Ave parking lot) so people can drive thru to pick up their gifts and hot beverages from the safe confines of their cars--if they so choose.
* There will still be holiday music, but it will not be live as we had originally hoped. It will be pre-recorded instead.
* Those folks who are fully vaccinated and masked who want to enter the QUUF building to see the holiday decorations.

**Memorial Services:** In the past month we have lost two members: Ruthe Rugh and David Moe. I have been in steady contact with their families and am currently working on the Dec. 27 online service for Ruthe Rugh. I will also conduct a columbarium service for Ruthe.

Renee Moe is facing some difficult choices and has chosen to wait until the summer for David’s service, in hopes that it can be in-person.

**Senior Support Group:** This group for seniors with chronic pain or illness is gelling well and will continue to meet bi-weekly on Zoom, even when I am on Study Leave.

**Grief Support Group:** This group for members grieving a loss of a partner is going well and is facilitated by Kate Kinney. Her plan is to hold group meetings through the holidays, after which point she will offer them individual counseling as needed.

**Preparing to Be Away for Study Leave:** I have secured all the January Sunday Speakers and Worship Assistants. I am still in the process of preparing Kate Kinney to lead in my absence and still securing January’s guest bloggers

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**Attachment C**

**Annual Report and Charter for QUUF Groups**

**Whether your group is called a committee, team, circle, task force, etc., it is called a “group” for purposes of simplicity in this document.**

The purpose of this Summary is to help QUUF staff and Board to have a realistic overview of activity within the congregation, so future visioning can be done knowledgeably. It also serves as a self-assessment tool for your group.

**Charter for**: **QUUF’s Ministry Advisory Team**

*Below, a* ***purpose*** *statement provides the reason or reasons you exist. It is about why you exist, whereas the* ***mission*** *statement is about what you do and for whom.*

**Group Mission**: Serve as a bridge between the Board and Program Council to identify concerns, opportunities, and insight into Fellowship direction and goals. To support the ministers in coordinating the fellowship’s commitment and action toward meeting our strategic goals.

**Purpose**:

1) **Stewardship of Ministry Teams.** Provide oversight, leadership, and support that enhances work of QUUF ministry teams.

2) **Work to Execute the Strategic Goals of QUUF**. In conjunction with the QUUF Board and Ministry Teams, the CT develops processes and plans to enact strategic goals, translating goals into actionable objectives.

3) **Provide communication between the Board, Councils and congregation.** Ensure clear communication to keep the congregation informed, and provide support where a goal overlaps several councils. Serve as a central point of communication for progress and challenges.

4) **Oversee the preparation of the annual committee budget.** To be responsible for collecting and entering the data to create the first draft of the budget, which is then sent to the Finance Committee for their review.

5) **Review and identify potential obstacles** throughout the system and provide possible remedies.

***Please state in one simple sentence how your mission supports the covenant and mission of QUUF****.*

***Our Covenant (1997)***

*We are travelers. We meet for a moment in this sacred place to love, to share, to serve. Let us use compassion, curiosity, reverence and respect while seeking our truths. In this way, we will support a just and joyful community, and this moment shall endure.*

***Our Mission Statement (adopted January 10, 2021)***

*“We come together to seek our truths,
honor our diversity,
serve with love,
and work for justice in our world.”*

The Ministry Team will support the annual goals that are set by the Board to fulfill QUUF’s mission and translate those goals to actionable objectives, including activities around Diversity, Equity, and Inclusion.

***What would be the consequences of not having this group be within the QUUF fellowship?***

There would be no bridge to monitor the activities of the Councils to ensure that they are meeting the goals set by the Board.

***Parent Group*** *(What group or circle does your group work under or report to, if any?):*

The Ministry Team shares information with the Board and Program Council but does not work “under” them.

***Parallel Group(s)*** *(What other group or groups does this one work closely with or need to coordinate with, if any?):*

The Ministry Team works collaboratively with:

* the Program Council,
* Congregational Committees,
* the Board,
* the Board’s Committees, Task Forces, Sub-Committees, and Ad-hoc Committees

**Notifications** (Who or what position needs to be notified if this charter changes - i.e., who else depends on what you do?):

Charter changes need to be reported to the Board and the Program Council.

**How often do you meet?**

Monthly or as called by the ministers. All meetings will be closed meetings.

**Group Membership**:

1)   Kate Lore

2)   Kate Kinney

3)   John Collins

4)   Patrick Johnson

5)   Hilary Rosen

6)   Jenell DeMatteo

7)   Other staff or lay leaders (as needed)

**Are you open to new members?**

We will have term limits and the minister/s will recruit new members as needed.

**How are members selected/recruited?**

We will encourage nominations from the Board and Program Council but final selection is determined by the minister/s.

**Do members have a “term” or restriction on how long they can serve, and what is the length of that term?**

Since the team is brand new, we will have varying term lengths (one year, two year, three year) so we can incorporate new members with grace and ease. Exceptions: the current Ministers, select staff and the Program Council chair will serve each year.

**How is the leader selected?**

The group leader is one of the ministers.

**Is there a succession plan or a training for future leaders?**

None needed, as the ministers are the leaders of this group.

**Decision-making process:**

***How are decisions made within your group****?*

Consensus whenever possible. If we get stuck, we will go with a majority vote.

**What happens when a member is severely disappointed by a decision or cannot go along?**

They will be invited to share their concerns and we will aim for unanimity, centering our conversation upon the QUUF mission. Once a decision has been reached, however, members agree to abide by decisions of this group and speak with one voice to the congregation.

**How are conflicts handled, and where are they escalated to if needed?**

This group will follow established processes and QUUF’s Covenant of Right Relations. People will be encouraged to speak directly (and privately) with the person with whom they have conflict. If that has been tried and not brought to resolution, the person/s will consult a minister. If the conflict continues, we will engage the Healthy Congregation Team or an outside mediator.

If needed, we will engage the Board regarding in the QUUF’s Disruptive Member policy.

**Major Activities:**

***What are the major activities of this group?***

* Receive Oral Monthly Reports from Program Council.
* Provide Monthly Written Reports to the Board.
* Oversee and Support the Program Council as needed.
* Mediate Program Council conflict as requested by the Program Council Chair.
* Facilitate the **committee portion** of the budgetprocess and forward it to the Finance Committee.
* Collaborate with the Board of Trustees to oversee, ensure, and facilitate shared leadership training opportunities.
* Monitor the morale of the fellowship.
* Support and oversee processes that have been established by the congregation.
* Develop policies on congregational conflict and grievance resolution.

**Group History:**

*Please provide a simple outline of your activities and accomplishments.*

* The Ministry Advisory Team (MAT), in consultation with the GFT, is requesting a change of its name from the original name of Coordinating Team.
* We are deepening our understanding of the role and goals of the MAT.
* The Program Council Team Leader is in place.
* The Establishment of Councils is in the beginning stages.
* We have created our Charter.
* We have conducted 3 Vaccine Drives for our fellowship and community.

**Are you satisfied with your past year’s activities and accomplishments?** So far, so good!

**Future:**

**Please list your goals and plans for the coming year, and how these plans fit your mission:**

* Begin discussions of the Board’s “Two Essential Questions” within the team.
* Research how these two themes are being addressed elsewhere.
* Develop a deep understanding of ministry teams by:
1. Work through several scenarios to better understand how decisions will be made with the new Governance model.
2. Review the annual report looking for common issues and areas of strength.
3. Review new Council Charters.
* Seek opportunities to develop leadership competence.
* Seek opportunities to provide Diversity, Equity, and Inclusion (DEI) training.
* Work with the Program Council in developing a plan for recruitment of new leaders.
* Develop a simple, clear explanation of the purpose of the Ministry Advisory Team to use as a communication tool.
* Create a flow chart of the process used in the Safe Park project as a demonstration of how the new governance model works.
* Work with the Safety and Risk Management Committee to create a Re-Opening Plan for QUUF.

**Do you need assistance from an advisor or staff member to help with future activities and goals?**

None needed. We have access to staff on our Team.

**Budget Impact:**

**What impact does your group have on the QUUF annual budget?**

We will help coordinate the program budget and will need funds for essential lay leader training opportunities.

**Key Metrics:**

**What measurements are or will be used to evaluate the success of the activities of your group?**

We will monitor our goals and document our accomplishments and challenges.

**How will that data be gathered and reported?**

They will be included in the monthly report to the Board.

**Date Charter Approved**: \_\_\_\_\_\_\_\_\_\_ Approved by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Author**: The Ministry Advisory Team Members

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**Attachment D**

**Dec. 2021 – Governance Task Force Report to the QUUF Board**

**Members:** Karl Bach, Cynthia Becker (co-chair), Julia Cochrane, John Collins (consultant), Patrick Johnson, Frances Loubere (co-chair), Betty O’Bryan, Anne Weaver, Bruce Zalneraitis

The Governance Task Force continues to meet for 90 minutes on the 1st and 3rd Wednesdays of each month.

We held a productive information session with four members of the Board of Trustees on December 1. Further joint meetings will be held as needed/requested.

Our three sub-committees – Bylaws/Operations Manual, Program Council Implementation, and Communications, continue to meet and report back to GTF. Their reports for the December 15 Board Meeting are below.

Documents sent separately as attachments include:

1. As requested, a list of QUUF Board Actions compiled by the Bylaws/Ops Manual subcommittee.
2. Drafts of Conflict of Interest and Meetings policies. The Bylaws/Ops Manual Subcommittee recommends that these be located in the Bylaws, which require a congregational vote. Thus, this is for Board consideration, not action. Any input will be appreciated.
3. Shared Governance Glossary – for the QUUF Governance section of the webpage.
4. A document of this report is also attached.

**Report from the Bylaws/Operations Manual Sub-Committee**

December 8, 2021

Members:

Karl Bach

Bruce Zalneraitis

John Collins

David Covert

Since our last summary report in November 2021 the Subcommittee has spent time looking at the Bylaws and the Ops Manual with the knowledge that the Bylaws can only be changed or modified by the Congregation on an annual basis. We revisited the proposed changes we have made so far and have started moving some of these from the Bylaws into the appropriate section of the Operations Manual. To the degree that it is possible, we are planning on leaving the Bylaws unchanged for now or only making recommended changes that grant the Board with delegation authority for matters related to the new governance structure and associated policies.

We have also completed drafts of two policies to be added to the Bylaws section as they deal with rights of the membership. The first is the Conflict of Interest Policy that takes language directly from the University Unitarian Universalist Church in Seattle. The second is the Open vs. Closed Meeting Policy that describes the process for having an open vs. closed meeting based on the planned topics by Fellowship groups.

At an earlier GTF meeting we discussed a way that members could see a record of Board actions that have been taken regarding implementation of the new Governance Model. Karl Bach has been kind enough to volunteer to go back to the Board minutes starting in late 2019 to create a document that shows affirmative Board action on motions related to this Model. The information will include the date of the motion approval and the subject of the approval. This will be updated going forward when any motion is approved related to the new Governance model.

Submitted by Bruce Zalneraitis

**Report from the Program Council Implementation Sub-Committee** December 9,2021

**Members:** Patrick Johnson, Betty O’Bryan, Kathy Stevenson, Anne Weaver

We have 2 fully functioning Councils.

Community Council Lead is Betty Oppenheimer. We have turned the Council leadership over to her, with Betty and Kathy as consultants. Their 3rd meeting was full of enthusiasm, inspiration and connection.

Social and Environmental Justice Council received information about the shared governance model. We have not started on our charter or pillars yet, as we are busy doing the work of our Teams. But we will do it, so there is consistency. It may take a few months.

Spirit Council has had two partial meetings. We met with just Sunday Services and Music Teams as neither of them have official leaders and, as such, we felt we needed to explain the new structure to all members of those teams. Sunday Services and Music, the lead teams on the council have been doing a fabulous job with our pandemic Sunday Services, even while each of those teams don’t have a chair. Kate L and Sheila Harwood, as staff liaisons, have been stellar in leading the volunteers. We discussed the benefits of having lay lead teams versus supporting the ministers who currently do most of the heavy lifting. We look forward to building those teams to deepen the support of staff and volunteers.

Operations Council met once. Some voices felt we were creating a structure that was too complex or had questions about how decisions would be made. It was harder for us to help them imagine the benefits of the Council model, and we feel we could have done a better job. But we realized that of all of them, Operations are naturally more tied into each other because of the connection between facilities, fundraising and administration. We will follow up to answer some of the questions they raised and meet with them again to help craft a plan going forward. This Council may look different from others.

This Monday we will have our final PCIS meeting before the holidays, and we hope to schedule the Growth and Learning Council’s first meeting for early January.

This work is complex and there are many areas we are discussing and trying to figure out how best to proceed.

The major task is to secure Leads for Spirit, Operations and Growth and Learning Councils but there is still a determination to have the first Program Council meeting by the end of January.

Submitted by Kathy Stevenson and Betty O’Bryan

**Report from the GTF Communications Sub-Committee** Dec. 8 2021

**Members:** Cynthia Becker, Julia Cochrane, Frances Loubere

This sub-committee edited document drafts over email, and we met on December 8.

In the future, we hope to collaborate with the Board Communications Sub-committee.

**QUUF Website**

We recognize that the QUUF Website will be overhauled. In order to provide information in the interim, we are initiating a Shared Governance link under the Governance section of the current website.

In December, we plan to post an introductory paragraph and include links to the **Shared Governance Power Point Presentation** from our June 2021 Annual Meeting, and a **Shared Governance Glossary** (attached).

In January we plan to add a Shared Governance Overview. Further documents will be finalized and posted in 2022.

**QUUF Weekly Update**

We plan a brief article for the December 24 weekly update directing those with questions to the new Shared Governance link on the website. In January and February, we will follow this with short informational articles about specific areas of our new Governance Model.

Submitted by Cynthia Becker and Frances Loubere

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**D1**

July 17, 2019

* Board members to be chosen to the 4 circle of committees/teams.
* Voluntary/informal liaisons were selected to meet with each committee.

August 21, 2019

* Report received from Mission Statement Task Force. 4 possible choices. Board to work with these and present an interim statement to the Leadership Assembly before presenting it to the congregation for their approval.
* ALPS requested to be relieved of library responsibilities. Staff will take over the library operation.

September 18, 2019

* Anne Weaver spoke in favor of absentee ballots for voting for a called minister.
* Bylaw proposed change by DRE to change membership age from 16 to 12. To be voted on at next annual meeting.
* Music Program Committee dissolved and replaced with Music and Arts Team.
* From Minister’s Report: New circle structure: (1) Social Justice, (2) Spirit, (3) Community, (4) Administration, (5) Growth & Learning.

October 13, 2019

* Special Congregational Meeting: Approved changes to ART. IX. Sec. 1.A. regarding voting and absentee ballots and voting for called minister.

November 3, 2019

* Special Congregational Meeting: Congregation voted to call Kate Lore as minister of the Fellowship.

November 20, 2019

* Board approved Right Relations Covenant Team and its description for OPS Manual.

January 22, 2020

* Governance Task Force gave Power Point presentation to the Board showing preliminary diagrams of how QUUF might function under Policy Governance model.

May, 20, 2020

* Board approved amendment of Bylaws ART. IV. Sec. 1 to allow annual meetings by telephonic or video technology if meeting physically is illegal or unsafe and is approved by a 2/3 vote of the Board of Trustees.
* Board approved amendment of ART. IV, Sec. 7 – Voting by ballot may be by means of electronic communication as long as anonymity is reasonably assured.

June 14, 2020

* Annual Congregational Meeting. The Fellowship approved changes to the Bylaws allowing electronic voting, and to allow for youth membership and voting.

DATES REFER TO QUUF CONGREGATIONAL AND BOARD MEETINGS

July 15, 2020

* Board received proposed change to Bylaws: ART. III, Sec. 5.C. to remove the phrase “the failure of the member to re-confirm his or her membership by the end of the fiscal year.”

Aug. 19, 2020

* Board approved OPS Manual change. Under Organizational Structure add “and a Right Relations Representative” after (1) “ . . . . . names a parliamentarian.”
* Board approved in same section under (12) “To be placed on the congressional meeting agenda any proposal must be reviewed by the relevant committee or team for support, be vetted by the Board for consistency with the mission, and have signatures in support by at least 25 members.”

September 16, 2020

* Scheduled presentation of proposed amendment to ART. III. Sec. 5.C.
* Board approved the establishment of a Financial Review Committee as proposed by the Finance Committee.
* Board approved that the Sunday Services Video Production Team replace Performance Services Committee

October 21, 2020

* Board approved to accept the Nominating Committee’s proposal this year of electing the candidates for a position on the Nominating Committee and for retaining the present method of naming candidates for the Board and the Endowments Committee.

November 18, 2020

* Board approved the Personnel Committee’s policy on Bullying, to be incorporated into the Employee Handbook and the OPS Manual.

December 16, 2020

* Board approved the name change and focus from the Membership Committee to the Newcomer Outreach Team.
* Board approved the Governance Task Force be reconstituted following the January 10, 2021 congregational Meeting and be given their charge.
* Board received proposed changes to the Endowments Committee’s description of procedures in the OPS Manual.

January 10, 2021

* Special Congregational Meeting: The Fellowship approved the change to ART. III.5.C. of the QUUF Bylaws.
* The Fellowship approved its new Mission Statement: “We come together to seek our truths, honor our diversity, serve with love and work for justice in our world.”

January 20, 2021

* Board approved the charge to the Governance Task Force: “The Board of Trustees of QUUF requests that the Governance Task Force, consisting of four volunteers and two Board members, propose a timeline for implementation of the currently-defined (Nov. 20 Power Point presentation) governance plan and an outline of the steps and the order in which they would ideally be taken. We request that this plan be completed by May 11, 2021, with implementation to begin July 1, 2021. The pa should include a presentation to the Leadership Assembly, a recording of the presentation, and a plan for introducing to the Fellowship. Policy changes would follow a trial of one year.

February 17, 2021

* Board moved to operationalize the new mission statement adopted by QUUF on January 10, 2021: “We come together to seek our truths, honor our diversity, serve with love and work for justice in our world.”

April 21, 2021

* The Board approved the following: “The Board of Trustees of QUUF requests that the Governance Task Force, consisting of four volunteers and two Board members, propose a timeline for implementation of the currently-defined (Nov. 20 Power Point presentation) governance pan and an outline of the steps and the order in which they would ideally be taken. We request that this plan be completed by May 11, 2021, with implementation to begin July 1, 2021. The plan should include a presentation to the Leadership Assembly, a recording of the presentation, and a plan for introducing to the Fellowship. Policy changes would follow a trial of one year.”

June 16, 2021

* The following was postponed for further discussion: “Our Shared Governance model specifies a Governance Committee under the auspices of the Board. The purpose of the Governance Transition Team will be to continue the work of the Governance Task Force by assisting with the development of a Governance Committee charter and with the recruitment of new members, with a goal of this committee beginning work in fiscal year ’22-’23. In order to achieve this the Governance Transition Team will need to begin by defining its own transition charter and member roles, with a transition year plan, for approval at the August Board Meeting.”

September 15, 2021

* The Board approved the following: “To facilitate coordination and communication within our Fellowship, the Board of Trustees hereby established in the shared governance model the Coordinating Team, the Program Council (consisting of the chairpersons of the Ministry councils) and the five ministry councils: Community, Growth and Learning, Operations, Social and Environmental Justice, and Spirit. This change will be reflected in the Operations Manual of the Fellowship by the inclusion of Attachment B of these minutes.”

October 20, 2021

* Documents from the Governance Task Force have been reviewed (see Attachment E to these Board minutes). The By-laws/OPS Manual Subcommittee, consisting of Karl Bach, John Collins, David Covert and Bruce Zalneraitis, is meeting 2 times a month.
* Bruce presented an index style based on the current OPS Manual which will allow for links and easy website access. This will be updated using the working version [OPS Manual] set up by Karl to make modification to this index.
* Descriptions of the Coordinating Team and Council (approved at the last Board meeting) have been added to the “Working Copy of the OPS Manual” and will be added to the current OPS Manual.
* Karl completed draft organizational charts of our QUUF Shared Governance, Staff, and Lay Leadership. The Shared Governance Chart is attached [to these minutes] for the Board’s review. The Lay Leadership and Staff organizational charts will be shared in November after getting input from the staff. A diagram of the latest Shared Governance Model I included in attachment G to these minutes.

November 17, 2021 – Minutes not received to date.

Dates of recommended revisions in the OPS Manual, which includes the Bylaws, are located in the OPERATIONS MANUAL WORKING COPY 2021.

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**D2**

Shared Governance Glossary (Draft 12/3/2021)

Shared Governance

A structure of Congregational governance where everything the Fellowship does is divided into two categories: Board Policy & Vision and Ministry.

Board Policy & Vision

* Board Policy & Vision includes the top-level tasks of:
	+ Bearing responsibility and accountability for the fiduciary, financial and legal aspects of QUUF, this includes ensuring the people, property and reputation of QUUF are protected against harm.
	+ Identifying and articulating the Mission, Vision and Strategic Goals for the congregation.
		- Mission: A concise statement of QUUF’s core purpose.
			* *“We come together to seek our truths, honor our diversity, serve with love, and work for justice in our world.”*
		- Vision: A carefully defined picture of where the congregation wants to be in five or more years
		- Strategic Objectives: Specific objectives that are identified by the Board through input from the entire congregation. They are classified as 1, 3, or 5 year objectives. Our objectives provide guidance and inspiration for the programs and operations of the Fellowship.
	+ Holding the Minister responsible and accountable for implementation of the Programs & Operations of QUUF in an effort to live our Mission and Vision and accomplish our Strategic Goals.
* The Board utilizes policy development and oversight to complete these tasks and is assisted by several Board Committees, Ad-Hoc Committees and Task Forces.

Board Committees

* Two Board Committees, Finance & Personnel, are identified in QUUF’s by-laws. These Committees operate under the auspices of the Board.
* New Board Committees must be included in the by-laws and approved by the membership through a vote at the Annual Meeting.

Board Ad-Hoc Committees and Task Forces

* The QUUF Board has the authority to appoint Ad-Hoc Committees and Task Forces with a focus on specific fiduciary, legal or safety aspects of the Fellowship. These Ad-Hoc Committees Task Forces receive clear mandates from the Board and are active for an identified time p.
* Examples of Ad-Hoc Committees and Board Task Forces:
	+ Ad-Hoc Committee on Healthy Community was created in 2021. It is tasked with creating a Healthy Community Team at QUUF which will manage or resolve serious disagreements, such as about the vision and values that underpin our programs. Once the Healthy Community Team is in place this ad-hoc Committee will be dissolved.
	+ Governance Task Force which was created in 2019 with the objective of assessing the governance structure of QUUF and creating a new governance structure that best supports the current membership. This Task Force will be in place through the 2021-2022 church year and will be replaced by a Governance Committee reporting to the Board.

Congregational Committees

* As per QUUF’s by-laws two Congregational Committees are chosen by the members of QUUF via the Annual Meeting elections. There are two Congregational Committees: Nominating & Endowment.

Ministry

* Ministry focuses on the congregation’s daily programmatic and operational activities with the goal of supporting our mission and values and accomplishing our strategic objectives. This includes make decisions about what to do and how. Examples of ministry include: worship, music, social and environmental justice, religious education, stewardship, welcoming visitors and maintaining our building. Each area of activity is carried out by one or more Ministry Team.

Ministry Teams

* Ministry Teams are made up of QUUF members and are critical to the Fellowship. Each Ministry Team responds to an identified strategic or tactical need within the Programmatic, Ministerial or Administrative life of the Congregation.
* Ministry Teams work together to carry out the programs or operations they have created to meet the congregations strategic or tactical needs.
* Ministry Teams Leads are chosen from among by the team from among the team’s members with support from the Program Council and the Coordinating Team. They provide leadership for that Ministry Team including calling meetings, setting the agenda, maintaining and creating programs, ensuring the work of the Team includes a focus on the Fellowship’s Strategic Objectives, etc.
* New Ministry Teams may be formed at the suggestion of interested members working with the Program Council.
* Examples of Ministry Teams:
	+ Newcomers Outreach Team
	+ Denominational Affairs
	+ Sunday Services
	+ Family Ministry
	+ Risk Management

Councils

* The Leads of the Ministry Teams make up each Council:
	+ Community Council
	+ Growth & Learning Council
	+ Operations & Facilities Council
	+ Social & Environmental Justice Council
	+ Spirit Council
* The Council Chair is a member of each Council who is chosen by their peers and provides leadership such as calling meetings, setting the agenda, resolving issues, etc.
* Councils meet regularly to ensure their Ministry Teams are focused on supporting and enhancing the Mission, Values and Strategic Objectives of QUUF, accomplishing the Strategic Objectives, promoting internal and external communication within the Council, celebrating success and working together to face challenges within their Ministry Teams.

Program Council

* The Program Council is made up of the 5 Council Chairs and the Program Council Chair, all members of QUUF.
* The Program Council is responsible for:
	+ Maintaining the broad overview of programmatic & operational activity in the Fellowship.
	+ Providing support to the Councils when Ministry Teams face challenges.
	+ Working to improve communication, connect resources and strengthen programming within and between the Councils.
	+ Maintaining current programs, as well as facilitating the development of new programs that embody the Mission, Vision and Strategic Objectives of QUUF.
	+ Communicating with the Coordinating Team, Minister, and the Board.
* The PC is led by the Program Council Chair.

Coordinating Team

* The Coordinating Team is comprised of the Program Council Chair and 2 Lay Leaders under the leadership of the Minister.
* The Coordinating Team’s primary function is to assist the Minister, as needed, in the fulfillment of their responsibilities.
	+ The minister is responsible for the day-to-day activities of the fellowship including those elements that are Ministerial, Programmatic and Operational/Administrative.
	+ The Coordinating Team will work with the Councils, the QUUF Administrator and the Finance Committee to set the Annual Budget.

Executive Team

* The Board President, Vice President, Minister, Fellowship Administrator & Director of Family Ministries make up the Executive Team.
* The function of the Executive Team is to Optimize Board logistics, such as Meeting Agendas, and handle critical emergent issues that must be dealt with immediately.

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**D3 QUUF Bylaws – ART IX Excerpt – New text in Red**

**ARTICLE IX. CONGREGATIONAL COMMITTEES**

Section 1. THE BOARD AND COMMITTEES:

A. The Board may create or disband committees as it deems necessary.

B. The Board shall approve the appointment of all committee chairs and all policies.

C. Committees shall obtain prior Board approval for issuing any public statements, including but not limited to statements of principle, resolution, or course of social action.

Section 2. THE PROGRAM COUNCIL AND TEAMS:

1. The Program Council may create or disband Ministry Teams as it deems necessary.
2. The Program Council shall approve the appointment of all Ministry Team chairs.
3. The Program Council shall ensure that all Ministry Team policies adhere to the mission of the Fellowship.
4. Ministry Teams shall obtain Board approval before issuing any public statements, including but not limited to statements of principle, resolution, or course of social action. (Rev. 10-27-21 KB)

Section 3. OPEN/CLOSED MEETINGS

All meetings of committees, Circles, and Teams are open to any QUUF member to attend as an observer guest so long as they are not disruptive, unless the body approves a motion to go into closed session for the purpose of discussing or acting on: disciplinary or evaluation matters for named individuals, or pending legal matters, or confidential financial matters, or other matters of a highly sensitive nature that may cause harm to the organization or an individual if not held in a closed meeting, Examples include, but are not limited to, personal financial contributions by the Endowment Committee, or evaluations of individuals by the Nominating Committee, or discussions of named individuals by the Covenant of Right Relations Committee, or evaluations of paid staff by the Board, or allegations of inappropriate behavior by a named individual. All closed meetings shall, by vote or approval of the body, resume their open meeting prior to adjournment.

Section 4. POSTING NOTICE OF MEETINGS

All meetings of committees, councils and teams shall be noticed at least 3 days prior to meeting in the QUUF website calendar with sufficient information to allow QUUF members attend.

Section 5. VIRTUAL MEETINGS

1. All meetings of committees, Circles, Teams and the Board of Trustees may be conducted using electronic or other remote access means (a virtual meeting) in whole or in part. The decision to hold a meeting virtually, in whole or in part, shall he made by the convener, in consultation with members of the body.
2. Any virtual meeting shall maintain as much as possible accessibility for all members.
3. Any virtual meeting must provide the opportunity for simultaneous voice communication among all participating members.

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**D4 Conflict of Interest Proposed Policy – Dec 1, 2021**

This policy will be included in the policy section of the OPS Manual and will be mentioned in the Bylaws to refer the reader to this in the OPS Manual. (11-24-21 GTFSC)

[ New proposed language is in RED ink. Adapted from the University Unitarian Church document of June 18, 2021.

Quimper Unitarian Universalist Fellowship

Conflict of Interest Policy

*Adopted by the Board of Trustees \_\_\_\_\_\_\_\_\_\_\_\_\_*

All officers, employees, and members of the Board Trustees of Quimper Unitarian Universalist Fellowship (**QUUF** or **Fellowship**) and all members of QUUF committees or teams shall avoid any conflict between their personal, professional, or business interests and the interests of the Fellowship.

 **I.**  **Definitions**

A. Close Relationship: A **Close Relationship** is one of the following:

1. A relationship with a spouse or domestic partner; parent or child; sister or brother; aunt, uncle,niece, or nephew; or the spouse of any of these persons; or any similar relationships; or

2. Any other close family, personal, professional, or business relationship that might cause a **Conflict of Interest**.

B. Conflict of Interest: A **Conflict of Interest** is any actual or potential situation in which an individual’s close relationship to another party would make it difficult for the individual to be unbiased in carrying out their obligations to the Fellowship, or would make others perceive that it would be difficult for the individual to be unbiased in carrying out their obligations to the Fellowship.

C. Interested Person: An **Interested Person** is any officer, employee, elective office holder or committee or team chair who has any direct or indirect interest in, or a **Close Relationship** with, any individual or organization that proposes to enter into any transaction or affiliation with the Fellowship, including but not limited to the:

1. sale, purchase, lease or rental of any property or other asset,

2. employment, or rendition of services, personal or otherwise,

3. award of any grant, loan, contract, or subcontract,

4. investment or deposit of any funds of the Fellowship,

5. seeking an elective office in the Fellowship.

E. Policy: This Conflict of Interest **Policy**.

**II. Disclosure of Conflicts**

The President of the Board of Trustees shall assure that all officers, employees, elective office holders and **Committee/team** chairs are informed of this **Policy** annually. If any person believes they have an actual or potential **Conflicts of Interest** they shall promptly disclose it to the President or to the Senior Minister.

All applicants for appointment or election to any **QUUF** leadership position shall be informed of this policy and shall be asked to disclose any **Conflicts of Interest** that might compromise their ability to serve the **Fellowship**. If any such conflict is disclosed, the appointment or nomination of the individual may not be considered unless the Board of Trustees determines that the relationship should not bar the individual from service to the **Fellowship** in the role being considered.

**III. Conflicts of Interest Concerning Appointments and Nominations**

If any person involved in nominating or selecting individuals for elected or appointed positions within the **Fellowship** has a **Conflict of Interest** with regard to an individual who is being considered for nomination or appointment, the person shall disclose the relationship as set forth above, and shall not participate in gathering information or evaluating the individual, shall not attempt to influence any action taken, and shall leave any meeting during discussion of and vote on the action. The person shall be given the opportunity to provide information about the individual under consideration that would not otherwise be known.

If the individual is recommended for nomination, any materials distributed to QUUF members in preparation for the election shall identify the potential conflict and briefly summarize the steps taken to avoid any undue influence.

**IV. Financial Conflicts of Interest**

The **Fellowship** should avoid financial transactions involving **Interested Persons** whenever possible. Financial transactions with **Interested Persons** may only occur if agreed to by the Finance Committee. No **Interested Person** shall participate in any way in the decision of the Finance Committee.

**V. Other Conflicts of Interest**

If an **Interested Person** discloses a possible **Conflict of Interest** (other than those types of possible conflicts discussed in previous sections of this policy), or if member of the Executive Team or any elected leader of the Fellowship becomes aware that an undisclosed possible **Conflict of Interest** exists, the matter shall be referred to the Board of Trustees for action.

**VI. Resolving Potential Conflicts of Interest**

When a potential **Conflict of Interest** is disclosed, the Board, meeting in executive session, shall determine if a **Conflict of Interest** exists that would prevent a proposed course of action. The **Interested Person** shall be given the opportunity to make a statement, either in person or in writing. The **Interested Person** may not be present during the Board’s deliberations.

If the Board determines that a **Conflict of Interest** exists, it shall then determine whether the proposed transaction or affiliation may continue in the light of the disclosures. In making its decision, the Board shall consider whether the **Fellowship** can obtain with reasonable efforts an equally advantageous transaction or affiliation from an entity that would not give rise to a **Conflict of Interest**. Any determination concerning a **Conflict of Interest** shall promptly be communicated to the Interested Person and anyone else with an interest in the outcome of the decision.

If the Board determines that consideration of a proposed transaction or affiliation can continue despite a **Conflict of Interest**, the **Interested Person** shall refrain from attempting to exert any influence on the **Fellowship** to affect a decision on such matter, shall not participate in any way in committee or other deliberations about the decision, and shall leave the room during any discussion of it.

**VII. Employment of Trustees**

Without prior approval of the Board, a trustee may not apply for or accept employment with the Church within one year after the end of the member’s service on the Board.

**VIII. Gifts**

Officers, employees, elected officials and committee and team chairs may not accept gifts, loans, or pledges of behavior, of any kind, from any source, that could be interpreted as attempting to inappropriately influence any action taken by them on behalf of the **Fellowship**. This includes cash gifts in any amount, or other gifts, entertainment, or favors in excess of $50 per person per year, from any individual or organization which does or is seeking to do business with the **Fellowship**.

**IX. Violations of the Conflict of Interest Policy**

If the Board President or Senior Minister has reasonable cause to believe that an individual failed to disclose an actual or potential **Conflict of Interest**, or has otherwise violated this policy, they shall inform the individual of the basis for such belief and afford the individual an opportunity to explain the alleged violation. If, after hearing the individual’s response and after making further investigation as warranted by the circumstances, the Board President or Senior Minister determines the individual has violated this policy, they shall initiate appropriate corrective action.

**X. Annual review and acknowledgement of Policy**

All members of the Board of Trustees shall read this conflict of interest policy annually and will acknowledge this with their signature and date.

\* \* \* \* \*

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**Attachment E**

Report to the Board AD HOC Committee

December 13, 2021 Healthy Community Team

Co-Chairs: Liesl Slabaugh & David Rymph; Board Liaison: Sherry Modrow

Members: Diane Haas, Martha Moyer, Onzie Stevens, Patrick Johnson

Meetings

* The ad hoc committee has met 7 times
* More meeting are scheduled weekly in January

Decisions made since last month

* The functions of the Right Relations Covenant Team (RRCT) will be folded into the new Healthy Community Team (HCT) with no more than 3 members of the current RRCT becoming members of the new HCT.
* The ad hoc group will continue as an advisory committee to new HCT.
* HCT will be a congregational team, reporting directly to the congregation at least twice annually with more frequent updates through communication channels. To stay connected there will be a liaison to the Program Council. For ultimate accountability, the board will be the parent group for a one-year trial period.
* The chair and first members of the team will be recommended to the board for approval by the Ad Hoc team. The team will “self-perpetuate” by recruiting new members for itself.
* Team will have 7 members.
* Selecting first members:
	+ The first members will be selected by the ad hoc committee (and recommended to the board for approval as per the current by-laws).
		- Criteria: Members should be committed to the congregation, be respected and respectful, able to be neutral, systems thinkers, have experience managing conflict, be skilled at conflict resolution, good listeners, and patient, and be actively bringing energy to development and wellbeing of the congregation.
	+ The ad hoc committee will invite self-nominations and recommendations of others from members via an announcement in the Friday Update (for 3 weeks). In January the ad hoc committee will recruit a pool of candidates by conducting 2-way conversations with QUUF members whom the committee agrees meet the criteria, or whom have self-nominated. Once an adequate pool of qualified candidates willing to serve is recruited, the committee will strive to put together a balanced and representative HCT. It is expected that this process may take through January.
* Action needed: Approval of Charter by board so that recruitment of members can proceed.

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**E1**

**Charter for**: **Healthy Community Team**

The **purpose** statement provides the reason or reasons the Healthy Community Team exists. It is about why it exists, whereas the **mission** statement is about what it will accomplish.

**Purpose**:

Every community experiences conflict. How we manage conflict determines whether it will result in destruction or growth. The purpose of the Healthy Community Team is to ensure that conflict ultimately contributes to the overall health and growth of our congregation rather than serving to divide and separate us.

**Group Mission**:

The Healthy Community Team **builds** capacity for managing healthy conflict by providing education through communications, forums, workshops, classes, during services, etc. In addition to building capacity, this team also **responds** to conflict when it arises by facilitating conflict resolution or making referrals appropriate for the circumstances. In the case of congregation-wide conflict, the team facilitatesprocesses for listening and understanding. Conflict resolution may not always be possible. We acknowledge that we as a community and as individuals at times need to learn to live with disagreement while being respectful, kind and patient.

The Healthy Community Team partners with existing groups in this mission: for conflicts between staff the team may refer to the Minister and the Personnel Committee; for conflicts involving a personal crisis the team may refer to the Pastoral Care Team; for conflicts involving the minister(s) the Healthy Community Team may refer to the UUA or UUMA.

Note: the Healthy Community Team will absorb the functions of the Right Relations Covenant Team which will cease to exist as a separate team within QUUF. It is expected that a few members of the Healthy Community Team will be trained and available for assisting with interpersonal conflict between members.

**Please state in one simple sentence how your mission supports the covenant and mission of QUUF** (which is posted at <https://www.quuf.org/about-quuf/our-covenant-and-mission>).

The core value of “seeking our truths” which appears in both our covenant and our mission statement can sometimes conflict with other core values of compassion and justice, also mentioned in both documents. The Healthy Community Team helps this inherent tension to exist peacefully as part of our spiritual path within a religious community.

**What would be the consequences of not having this group within the QUUF fellowship?**

Conflict festers and makes it hard to feel that the Fellowship is a welcoming home. Unresolved and unaddressed conflict drives people away, depriving the congregation of a broad variety of tangible and intangible resources. Sometimes UU fellowships split over a conflict; people take sides and one side leaves. Sometimes ministers get fired. People who feel wounded may spread their pain to others.

**Parent Group** (What group or circle does your group work under or report to, if any?):

The ad hoc committee proposes the Healthy Community Team be a *congregational* entity (rather than a board committee or a ministry team) within the new governance structure. To stay connected, the ad hoc committee recommends that there be a liaison from the Healthy Community Team to the Program Council. For ultimate accountability, the ad hoc committee recommends that the board be the parent group of the Healthy Community Team for a one year trial period. The Governance Task Force will evaluate this arrangement at the end of the one-year period. The Healthy Community Team will report to the congregation directly at least twice annually via a formal report as well as through existing communication channels such as the Weekly Update and the website.

**Parallel Group(s)** (What other group or groups does this one work closely with or need to coordinate with, if any?):

As mentioned in the mission statement above, the Healthy Community Team may work with the Pastoral Care Team and the personnel committee. It may also work closely with the board, particularly on issues of congregation-wide conflict, and possibly on gathering input via the board's annual *open questions to the congregation*. When needed, the Team will work with UUA consultants or outside professionals.

**Notifications** (Who or what position needs to be notified if this charter changes - i.e., who else depends on what you do?):

The Board, the Coordinating Council, and the full congregation

**How often do you meet?**

As a general practice, the team may elect to meet monthly or every other month. During times of on-going congregational conflict, the team will meet as much as twice monthly.

**Group Membership**:

Who are the current members of the group (please list):

The Ad Hoc group includes:

Chairs: Liesl Slabaugh and David Rymph (appointed by the Board)

Board Liaison: Sherry Modrow

Governance Task Force/Program Council: Patrick Johnson

Right Relations: Diane Haas

Open Communication Task Force: Onzie Stevens

Pastoral Care: Martha Moyer

The ad hoccommittee recommends that once it is functioning, the Healthy Community Team should include 7 members with the following qualities:

Members should be committed to the congregation, be respected and be respectful, neutral, systems thinkers, have experience managing conflict, be skilled at conflict resolution, good listener, patient, and actively bringing energy to the development and wellbeing of the congregation.

Members of the Ad Hoc Group are not excluded from being members of the permanent HCT.

Who selects members?

During transition to the new governance model, the ad hoc committee will identify and recommend members to the board to be approved. Once the new governance structure is in place, the Team will recruit its own members. At least one member of the team needs to be a mental health professional.

Do members have a “term” or restriction on how long they can serve, and what is the length of that term?

Two-year terms will be staggered, with a required year out between terms. In order to stagger the terms for the first team, half of the initial members will have one-year terms and half will have two-year terms. The single-year terms can be renewed for a two-year term; then those members will need to take the required year out.

How is the leader selected?

In the transition period to the new governance structure, the Board will appoint the Chair, as per the by-laws. Once the new governance structure is in place, the team will elect its own chair.

Is there a succession plan or a training for future leaders?

Succession planning will be a continuing process for developing leadership on the Healthy Community Team.

**Decision-making process**:

How are decisions made within your group ( Majority vote? Consensus? Discernment process? Take turns making decisions?)

The Healthy Community Team will strive for unanimous agreement but when not reached will use majority vote.

**Major Activities:**

What are the major activities of this group (raising funds, providing services to members or to the community, facilitating other organizations/services?) Please describe:

1. Educate the congregation about conflict in general, with a focus on how conflict can be managed and resolved in a healthy manner and the strategies recommended for use in this congregation (pamphlet, town halls, skits in worship etc.).
2. Sponsor, host, or participate in at least one educational activity per year to increase congregants’ ability to understand, work through, manage, and resolve conflicts as they arise.
3. Manage and resolve interpersonal conflict as needed (may involve referral).
4. Equip the congregation to head off or manage conflicts: Monthly opportunities for people to express diverse opinions (conversation cafes, forums, congregational meetings, etc.) may be hosted alternately by the Healthy Community Team, and others as appropriate, including occasional invitations to people from outside QUUF.

**Future:**

Please list your goals and plans for the coming year, and how these plans fit your mission:

The Healthy Community Team will embark on an initial goal of bringing people together to manage ongoing conflicts; gradually that focus will shift to educating the QUUF community (leadership, staff, and congregants) about conflict resolution in general. Simultaneously the Healthy Community Team will maintain an active profile meant to learn about and assist the congregation in managing and resolving new conflicts as they arise.

**Budget Impact:**

What impact does your group have on the QUUF annual budget (does it spend money? Raise money? Approximately how much and how often?):

The ad hoc committee probably will use volunteer resources to design a pamphlet about the formation, purpose, and mission of the Healthy Community Team. Printing the pamphlet will have a budget impact. Fees for outside trainers and consultants would also have a budget impact. Other activities will be conducted using volunteer resources.

**Key Metrics:**

How will we know if we are successful?

The ad hoc committee will define an initial set of key indicators. We will want to measure if people feel less conflict, malaise, or general disgruntledness and if they feel more happy, satisfied, and content with their QUUF experiences.

How will that data be gathered and reported?

Possibilities:

* Class registration numbers
* Post event evaluations
* Congregational surveys
* Church records Unobtrusive data might work here: tracking and reporting attendance; increases and decreases in pledging (numbers and amounts), number of hits on weekly updates, levels of interest in volunteering, etc. People vote with their feet, their time, and their wallets.

**Date Charter Approved**: \_\_\_\_\_\_\_\_\_\_ Approved by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Author**: \_Liesl Slabaugh, Davie Rymph, Sherry Modrow\_\_\_\_\_\_\_\_(who filled out this form?)

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**Attachment F**

**Charter for**: Widening the Circle Task Force – 12-7-21

Quimper Unitarian Universalist Fellowship

**Group Mission**

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

**Purpose**

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

**We support the covenant and mission of QUUF**

Seeking our truths, honoring diversity and serving with love is the heart of the Widening the Circle of Concern Report. Working for justice in the world begins with ourselves and our beloved QUUF.

**Without this Task Force**

The status quo is no longer an acceptable option for many people of faith. This task force creates a cohesive approach towards equity, diversity and inclusion that our faith calls us to do. Without this task force there would be a void in coordination and resource development within QUUF.

**Parent Group**

The original Task Force was an element of the Antiracism Action Team, as part of the Social and Environmental Council. However, we quickly learned that the Widening the Circle Report pertained to ALL entities of a congregation, not simply social justice. We believe the best Parent Group at this time is the Board of Trustees, as it is about whole congregation cultural change.

**Parallel Group**

We will be in close contact with the Coordinating Team, Program Council, and the Board of Trustees.

**Notifications**

If our charter changes, we will inform the full congregation after approval of the Board of Trustees.

**How often do you meet?** Twice a month whole group to start, subgroups as needed.

**Group Membership:**

**Who are the current members of the group**:

Diane Haas, John Collins, Julia Cochrane, Kathy Stevenson, Shawn Risley, Mary Tucker, Kathleen Holt, Cecilia Flickinger, Zoe Ann Lamp

**Are you open to new members**? Yes.

**How are members selected/recruited?** Personal invitation and an announcement in Friday Update. As a Board Task Force, we understand the Board will affirm recommendations of new members.

**Do members have a “term” or restriction on how long they can serve, and what is the length of that term?** Not at this time.

**How is the leader selected?** Chosen by the Task Force members.

**Is there a succession plan or a training for future leaders?** Not at this time.

**Decision-making process**:

**How are decisions made within your group:** By consensus (everyone invited to speak and if no one disagrees, decision is made.)

**What happens when a member is severely disappointed by a decision or cannot go along?** The group or individual will determine if outside help is needed, for instance the Healthy Community Team.

**How are conflicts handled?** We will make earnest attempts to communicate, referencing our Right Relations Covenant.We await the formation of the Healthy Community Team for guidance.

**Major Activities:**

We will establish ways for our congregation to examine and address hidden barriers and unconscious biases within our theology and in our community. We will design ways to educate, build skills and provide support as together we ‘build a diverse multi-cultural Beloved Community’ (8th Principle).

We will collaborate congregation-wide in setting long range goals and implementation strategies. While the Report primarily focuses on inclusion of BIPOC (Black, Indigenous People of Color), we believe implementation will enrich all and aid in our anti-oppression work and spiritual growth. We will follow applicable recommendations of the Report of the UUA Commission on Institutional Change June 2020, Widening the Circle of Concern, and also develop our own.

**Group History:**

**Outline of your activities and accomplishments for the past year**: We are just forming.

**Are you satisfied with your past year’s activities and accomplishments**? Not Applicable.

**Future:**

**Goals and plans for the coming year, and how these plans fit your mission:** Our goals will be developed in December & January.

**Assistance from an advisor or staff member to help with future activities and goals.** We plan to engage with board, staff and minsters when appropriate.

**Budget Impact:** We plan to offer Diversity, Equity and Inclusion Training to the congregation. We have received a $3,000 grant from the UU Pacific Western Region. More finances will be necessary.

**Key Metrics:**

**Measurements are or will be used to evaluate the success of the activities of your group?** To be developed.

**How will that data be gathered and reported?** To be developed.

**Date Charter Approved**: \_\_\_\_\_\_\_\_\_\_ Approved by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Author**: \_\_Diane Haas, Chair, with all members listed above

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**Attachment G**“"**Charter Starter” for the BOT Communications Sub-Committee**

**Mission** -We provide important information to the QUUF congregation via our website, Friday Update, calendar, Monday board report, and other information as needed. We seek and respond to personal correspondence from the congregation regarding BOT business.

**Purpose (why we exist)** - We are a BOT sub-committee formed in the fall of 2021 because of the need for communication to and from the BOT and congregation.

**How our mission supports the covenant and mission of QUUF** - The committee facilitates our togetherness by offering loving interaction between the BOT and our diverse congregation about ways the BOT serves QUUF toward just and inclusive truth searching.

**The consequences of not having this group at QUUF** - Incomplete and/or misunderstandings of BOT actions, disconnection.

**Parent Group** - BOT

**Parallel Groups we will work closely with** - The whole congregation, staff, tech, web manager, and other committees and Councils as needed.

**Notified if our Charter changes** – BOT.

**Frequency of meetings** - Mostly by email or phone, by Zoom or in person as needed.

**Current Members** - Kate Kinney, David Covert, Sherry Modrow, Virginia Nixon.

Term of office- July to July each year, not presently open to new members, committee.

Members selected by BOT, leader is selected by the committee and may be the BOT

Secretary. New committee members will be briefed by previous committee members.

**Decision Making Process** - Discussion, discernment until consensus is reached. If necessary, a vote is taken. In consensus, we are silent if we can live with the ideas of the others.

**What happens if one cannot go along with the decision** - After discussion, we vote. Majority prevails. Leaving the committee is always an option, of course.

**Major Activities** - Respond to the pulse of the community through BOT correspondence, issue necessary reports and other information the BOT wants sent to the congregation or posted, maintain website, report monthly to the BOT (or as needed), help organize Q and A sessions, Possibly assist with future small group meetings to discuss our current “Open Questions”

**Goals** - See above.

**Budget -** None needed, no impact on budget.

**How evaluate and measure success of activities** - If all activities are followed through, if communications are answered and messages from the BOT go out or are posted as needed, on schedule, and according to our established methods. If the BOT is satisfied with the Committee’s activities and the congregation feels connected to the BOT, we will have succeeded. Reports will be submitted to the BOT as described for evaluation and congregational feedback will be reported as well.

**Date Charter Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approved by Committee Author:**

**Kate Kinney \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sherry Modrow \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Virginia Nixon \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**David Covert, chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**G1**

QUUF BoT Communications subcommittee policy for responding to questions and comments submitted by letters or email from congregants.

There shall be a consistent response from the BoT Communications subcommittee speaking in one voice for the board to answer the congregant's question. If necessary the question shall be forwarded to the BoT as an agenda item for their next meeting to come to an agreed upon answer.

1. Responses. Response to questions from QUUF Congregants letters, emails, questions will be made within one week. Those regarding BoT policy and procedure will take precedence and more significant letters of response. Others will receive more "form" letters. If more time is needed for a substantial, adequate, response then a preliminary response will be sent.
2. Internal review. Congregant communications to botsecretary@quuf.org will be read by all four BOT Communications Sub-Committee members, a draft reply will be composed by a committee member on a rotating basis and sent to the team for approval by consensus. If there is not a consensus then the question will be passed to the BoT as a whole.
3. A summary of letters sent over a month will be submitted as an agenda item for the regular BoT meeting. It will be presented to the board for information only as a consent motion item.
4. If questions to the BoT Communications subcommittee do not relate to BoT responsibilities of policy and process, then the letter will be to another QUUF team or committee for consideration and response. The BoT be advised of such action in advance.

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**G2**

**Announcement from BoT communications subcommittee for QUUF Weekly Update 10 December 2021**

**Announcement from BoT Communications Subcommittee**

The Board of Trustees has been organizing for good two-way communication with QUUF members and we now have a BoT Communications Subcommittee to facilitate such exchange as questions regarding BoT policy and process arise. The Subcommittee will publicize existing and new communication portals on the QUUF website. Presently these include BoT members biographies, BoT meeting minutes, Monday Board Reports, BoT Q&A forum announcements, QUUF Weekly Update and QUUF Service webpages. The governance page on the QUUF website is “under development” at this time. It will soon have a communications section with details of the above opportunities.

A QUUF email address was established for responses to Monday Board Reports and for submission of questions to the Q&A forums. This address is botsecretary@quuf.org.

Messages to that address are forwarded to members of the Communications Subcommittee who will respond to acknowledge receipt and answer specific questions. We apologize for not officially responding before. If you still have a further question, please resubmit it and we will respond.

If a series of questions on the same issue is received in a short time, or if the issues addressed need further consideration we will present them to the BoT for consideration at the next scheduled meeting. If an answer is thus delayed, we will reply directly that a full response will be sent after BoT consideration.

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