**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**Minutes Board Meeting April 20, 2022 6:00 pm**

**Meeting by Zoom:** [**https://youtu.be/V-5Ss8gSWKE**](https://youtu.be/V-5Ss8gSWKE)

**Meeting Called to Order by Larry Morrell, president. 6:02pm**

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.

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

Observers: Jenell DeMatteo, Christina Tweed, John Collins, Mike Morrissey, Kathy Stevenson, Julia Cochrane, Sandy Tweed, Share Dewees, Nils Pedersen, Joyce Francis, Sarah Hull, Deborah Carroll, Paul Hinton, Amy Hepburn, Robin Stemen.

Recording and transcription on at 6:05

Chalice Lighting

Opening Words read by Sherry Modrow

 Poem by Amanda Gorman “The Hill We Climb”

Opening Announcements

Protocol for observers during virtual meetings:

* All non-board members will be muted and video turned off.
* Observers may be asked to respond to a question, e.g., from 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.

Karl Bach was named process and time observer.

1. **Approve Meeting Agenda**

**Motion:** Karl Bach moved to approve the meeting agenda; seconded by Cecilia Flickinger; no objections, approved.

1. **Consent Agenda**
	1. Approval of Minutes of the March 16 meeting
	2. Approval of Minutes of April 7 meeting
	3. Approval of new members:
	Anne Turpin, Susan Landau, Megan Cate. River Ward, Saadi (Sam) Almaee, Roseanna Almaee-Nejadi, Moe Wolf, Barbara McCaughlin
	4. Appointment of 2022 General Assembly delegates:
	Diane Haas, Julia Cochrane, Kathy Stevenson, Moe Wolf

**Motion:** Sherry Modrow moved to approve all items of the consent agenda; Cecilia Flickinger seconded the motion; no objections, approved.

1. **Standing R****eports**
	1. **President’s Report – See** [**Attachment A**](#AttachmentA)
	2. **Minister’s Report – See** [**Attachment B**](#AttachmentB)
	3. **Treasurer’s Report –** See statements on file at QUUF website. The following motion was postponed for update of the March 2022 income statement. A motion and vote by email will be made. Results of that email motion are copied below.

**Motion:** David Covert moved to approve the March 2022 financial statements indicating an excess income/expense amount of $25,133,67 and a total liabilities and net assets in the amount of $2,597,213.60; the motion was seconded by Virginia Nixon. The motion was approved.

* 1. **Pledge Report**
1. **Trustees’ Reports**
	1. **Nominating Committee Report – Virginia Nixon**
2. **Task Force and Committee Reports**
	1. **Governance Task Force See** [**Attachment C**](#AttachmentC) **Frances Loubere**
	2. **Widening the Circle Task Force- See** [**Attachment F**](#AttachmentF) **Cecilia Flickinger**
	3. **Communications Committee – David Covert, Chair**

**BREAK** **7:07 – 7:17pm**

1. **Agenda Item(s) – Motions, proposals, invited presentations etc.**
	1. **Denominational Affairs; GA planning:
	See** [**Attachment D**](#AttachmentD)

We have 4 applicants for 2022 General Assembly: Diane Haas, Julia Cochrane, Kathy Stevenson, Moe Wolf. We ask that these delegates be certified.

* 1. **Report on Safe Park Program:**Rev. Kate Kinney, Sandy Tweed **See** [Attachment E](#AttachmentE)
	2. **Annual Meeting: June 12, 2022** 7:55

**Agenda items as decided for Annual meeting**

Per Bylaws:

* Election of members of Board of Trustees, Nominating committee and Endowments committee
* Congregational Approval of 2022-23 budget

**Criteria for additional agenda items as the board may decide –** [Attachment G](#AttachmentG)

**Motion:** Karl Bach moved to enter executive session; seconded by Penny Ridderbusch; no objections, approved.

**Executive Session:** Recording and transcription off. 8:37

**End executive session, return to regular session.** 8:59

**Motion:** Liesl Slabough moved to adjourn the regular session; seconded by Sherry Modrow; no objections, approved.

**Extinguishing the Chalice:** “Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it’s the only thing that ever has.” ~ Margaret Mead

Adjourned: 9:01

**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?

**Board Code of Conduct**

1. Each board member maintains civility and respect for other board members.
2. Comments center on issues, not individuals unless the board is actively considering a personnel issue.
3. Denigrating or offensive comments are prohibited.
4. Each board member assumes the best motives in other board members’ comments and behavior.
5. Reports of violations of board policy, code of conduct or covenant will be directed to the board president. Action is taken solely at the discretion of the president.

**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**

**President’s report – April 20, 2022**

1. The time slot for the study session scheduled for April 7 was used for a special board meeting. Draft minutes have been published for approval.
2. Wisdom Council process training – conducted April 14-16. QUUF members attending: Cherri Mann, Geoff Fong, Karen Wamstad, Virginia Nixon.

Next steps will be planning a wisdom council process for QUUF.

1. Board Code of Conduct draft distributed for adoption or discussion.
2. Board meetings: Protocol for observers:
	1. All non-board members will be muted and video turned off
	2. When appropriate, observers may be asked to respond to a question (i.e., parliamentarian for a question on process)
	3. Invited observers with items on the Agenda may be asked to join when that agenda item is being discussed
3. I will be traveling between May 9 and June 3 and have only sporadic access to email and phone service.
4. Pending:
	1. Restoring members’ direct interaction with board (e.g., comments during board meetings).
	2. Alternate decision-making systems (discernment, majority rule, gradation)
	3. Wisdom Council planning

Respectfully,

Larry Morrell, President

QUUF Board of Trustees

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**Attachment B** - Minister’s Report

**Minister’s Report**

**April 2022 --Kate Lore**

**Medical Update** –

I returned to fulltime work on March 27. My broken bones are healing well and should be fully knitted in another 2-3 weeks. Unfortunately, I have ongoing complications with my surgery incision wounds. The process of “debriding” the “necrotic tissue” has been completed but I am now being treated for a Staph infection on the largest of my two incisions. It is ugly and open, and my poor spouse must change my dressings twice daily. Still, I am confident the infection will be remedied with antibiotics. Once that goal has been met, I will likely get out of my wheelchair in the next couple of weeks and move on to using a walker and knee scooter. In the meanwhile, I am on medication to help with the considerable pain associated with this kind of injury and infection.

**Covid at QUUF** –

As you know, we had a small outbreak of Covid over the April 2-3 weekend. As of this writing, I know of four infections: two staff and two members. All QUUF staff have received negative test results, as have the volunteers that were known to have contact with those infected. It appears that we tamped down the scope of the spread by immediately ceasing in-person Sunday services. We are also asking everyone to take a Covid test at QUUF or at home for any activity that involves taking off our masks (e.g., speaking at the pulpit for services).

**Re-Opening Plans –**

I am very conscious of the fact that it is hard to make plans when we don’t know the wisest way forward. We discussed various options on Staff and are in regular communication with our Safety and Risk Management Committee. We are aiming to re-open in May in the hopes that Jefferson County Covid infection rates to return to the “low” category. As of this writing, we were still at the “moderate” rate.

That said, it is still too early to gauge how much interest our membership will actually hold for attending in-person services. I think we should give it a try and take it from there. In the meantime, our campus is still open for in-person meetings of up to 10 people, as long as our established protocols are upheld.

**New Members** – We had good and lively Zoom New Member Orientation classes for nine people on April 3 and 10. We will welcome this new slate of members formally in our May 10 so you will get their names in time to approve them at our Board meeting this month. I want to acknowledge that the great work of Rosemary Adang and Alice Clive, both of whom are instrumental in continually improving our membership process. They have also been organizing a monthly gathering to help recent members deepen their connection with one another.

**Safe Park Update** – There is a temporary hiatus for our Safe Park program as we wait for our partners (Bayside and OlyCAP) to increase their capacity to refer people to our services. This means that our building plans for the Common House are on hold. *Please note:* it has been determined that our choice of limiting our guests to women and children may have been unwise, as the only woman to have used our services thus far was quickly discovered by her abuser. It appears we do not have the ability to offer the anonymity and protection our guests are seeking. Thus, our current Safe Park Task Force has decided to cease meeting and will defer these decisions and responsibilities to our Affordable Housing Action Group. Kate Kinney has been the ministerial lead working with the Safe Park Task Force so she may have additional information to report.

**Co-Sponsorship of the Refugee Family from Afghanistan –** We have been working with JCIRA to meet the needs of the first Afghan refugee family to reach Port Townsend, the Mamounds. This family of 3 includes 31-year-old Aly, the dad, 21-year-old Storya, the mother, and 2½-year- old Nehal, their daughter. Our sponsorship duties thus far include:

* Housing – New member Linda Jangaard is hosting this family of three in her ADU in Uptown.
* English Lessons – Gary and I are paying to give Aly and Storya individualized English lessons.
* Rides – Member Jan Albee is driving the Mamounds on errands once weekly.
* Bus Transportation – Member Karen Hamelein is teaching Aly and Storya how to use our public bus service.
* Raising Funds for a Car – We have set up a special budget line item at JCIRA to establish a fund for purchasing a car for the Mamounds. We did our first collection on April 3 and will do another one on Easter.

**Sign-Up Genius and ALPs:** You will recall that we recently decided to transfer Sign-Up Genius administration duties to a staff person, Christina Tweed. Christina is now the Administrator but is now working with ALPs member Jessie Wild to ensure proper communications between ALPs and staff. The transfer is going well.

**Congregational Dialogue on the 8th Principle:** You will recall that the Board created a sub-group to work with our Consultant, Marcia Christen. The members of this subgroup include Liesl Slabaugh, Virginian Nixon, and me. Our first task was to meet with Marcia on April 22 to:

1. Set a date for the dialogue;
2. Set a date for the training of small group facilitators which Marcia will lead; and
3. Establish a draft of the Ground Rules which will establish.

The next step will be to engage the Healthy Communications Team (HTC), and the Ministerial Advisory Team (MAT) to work with Marcia to determine the dialogue content and format. Our HTC members are being asked to serve as small group facilitators. Some feel ready; others do not. We may need to recruit other people as needed and will focus on those with facilitating experience who are viewed as being as neutral as possible on the topic.

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**Attachment C**

**Governance Task Force (GTF) Board Report – April 2022**

Compiled by Frances Loubere

GTF continues to meet via Zoom on the first and third Wednesdays at 9:30. This allows time in the intervening weeks for subcommittees to meet.

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

**April 14, 2022 – Report of activities of the Bylaws/Operations Manual Subcommittee of the Governance Task Force (GTF**)

submitted by Bruce Zalneraitis

**Members:** Karl Bach, Bruce Zalneraitis, John Collins, David Covert, Anne Weaver, Invited GTF Member

With the assistance of Anne Weaver, we have received a number of comments back regarding the four proposed policies under review:

Conflict of Interest Policy
Virtual Meetings Policy
Open/Closed Meetings Policy
Notice of Meetings Policy

We have heard from the Program Council, the Social & Environmental Justice Council, the Operations Council, the Community Council, and the Growth & Learning Council.

Before we make our final recommended versions of these policies, we want to make sure we receive any additional comments from the councils and the QUUF office staff. These policies will be placed in the Operations Manual and will be in use for an extended period. This will give us a chance to make any needed modifications before they are incorporated into the Bylaws.

The council members were very gratified to have been given an opportunity to make suggestions regarding these policies.

As we were discussing open and closed meetings and the ability of members to observe, it came to our attention that we do not have an up-to-date, verified membership list as required by our Bylaws (Article III, section 2). In order that we have an updated membership list, we proposed reaching out to all members by both email and postal mail starting next week. Responses need to be returned by mid-May to give the office staff time to create the updated list well in advance of the Annual Meeting on June 12.

**PROGRAM COUNCIL UPDATE – April 14, 2022**

submitted by Patrick Johnson

**The Program Council:**
• Meets on the second Friday from 1-3pm.

• Supports the work of the five Councils and the Ministry Teams through exchanging ideas, identifying specific needs of the Ministry Teams and communicating ongoing and new program activities.

• Monitors and updates the list of thirty plus Ministry Teams.

• Discussed how to keep Congregational and Board committees and task forces updated about Ministry program activities.

• Distributed the Open Meetings, Meeting Notice, and Virtual Meeting polices to the five councils for review. Recommendations, including changing the meeting notice time to three days, will be submitted to the GTF.

• Is working to update the Ministry Team listing on the QUUF website to reflect the new governance structure.

• Continues to support the Community Council in planning for the Reconnection Faire from 1-4pm on June 4.

**Communications Subcommittee Report, 4-15-2022**

submitted by Frances Loubere

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

The next planned article for the Weekly Update will focus on the meaning of shared/lay-led governance and how this form of governance differs from a “top down” structure. We aim for publication on April 22.

Planned webpage updates will include updated links to Board Committees and Task Forces, and Congregational Committees and Teams.

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**Attachment D**

To Board of Trustees

From: Denominational Affairs Team

April 15, 2022

The Denominational Affairs Team has been developing procedures for becoming a delegate at General Assembly. We understand that in the new Governance Model, this is part of our job. The UUA still requires that the Board of Trustees at congregations certify the delegates, so we present you with this report.

Our documents are at:

<https://www.quuf.org/about-quuf/teams-and-committees/denominational-affairs/>

We have 4 applicants for 2022 General Assembly: Diane Haas, Julia Cochrane, Kathy Stevenson, Moe Wolf.

We ask that these delegates be certified.

Although we created a deadline for applications, we also wanted the ability to approve more applications if they came in. If that is the case, we will ask for your certification at your May meeting.

We are in the process of developing the procedure for requesting financial assistance. We will update our website when we get that written.

Please let us know if there is anything else you need from us.

Kathy Stevenson and Julia Cochrane, co-chairs

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**Attachment E**

Report on QUUF’s Safe Park Program

We notified our social service partners that we were ready to accept referrals on December 8th. Since that time, we have had only two referrals. The first guest never made it to our lot as she realized she needed electricity to run a nebulizer at night, instead choosing to park at a relative’s home. The second only stayed a few hours as her location became known to an individual she needed to avoid. Given this lack of use, we have determined it is in the fellowship’s best interests to terminate the program and redirect our energies and resources.

This situation came as a real surprise to our group, and we have spent time trying to analyze why we weren’t successful. The model was presented by Housing Solutions Network as a powerful way to assist those living in their vehicles. Knowing there is such a population here, we had every expectation that our program would be well used. Bayside, Dove House and OlyCAP were eager to add us as a valuable resource for their clients. In searching for an explanation, we went back and looked at the successful programs we had studied. What stood out was they were located in large metropolitan areas. These areas may be less tolerant of overnight parking. It is also possible those residing in vehicles may feel much more threatened in these areas. In a smaller community, such as Port Townsend, those forces may be less and the loss of anonymity may be too great a tradeoff for the services we could provide.

While use of our program was entirely underwhelming, the support of the congregation for our efforts has been overwhelming. As we addressed the difficult issues of rules, logistics and infrastructure both the staff and members worked hard to make our program possible. The generosity shown by the congregation in funding our dream of a Tiny Commons House demonstrated the commitment we share for serving our unhoused neighbors. Our team wants to honor the intentions behind the generous gifts shared in the auction. For that reason, we will be recommending to the Finance Committee that donors are given three options: Direct their donation to the Winter Welcoming Center to support an organization providing a space with a mission similar to the commons we planned, the QUUF Ministerial Discretionary Fund to help individuals facing crisis often centered around housing or to request the return of their donation.

Finally, we would like to thank the Board of Trustees for how supportive they have been of our efforts.

Safe Park Team

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**Attachment F**

****Widening the Circle (WTC) of Concern

Board Task Force

Report to the Board- April 13, 2022

1. The task force is continuing to work on our “Working Document” which we will complete this month, I believe. The Working Document lists the recommendations to be addressed at the Congregational level from the book *Widening the Circle*. Under each of the recommendations we are discussing:
2. Where we/QUUF is at in relation to the issue – what is currently in place.
3. Next steps
4. Our dreams, wishes, etc.
5. The obstacles we face

The Widening The Circle (WTC) Working Document will serve to track our progress over time.

When we complete setting up the Working Doc we will:

1. Identify our priorities and
2. Discuss the best ways to engage the larger congregation, Councils and Teams.

This ‘working document’ can be found as a Google Doc.

1. As a group we have gone through a UU Institute training:

[Co-Creating Diversity, Inclusion, and Equity in our Congregations 107 - UU Institute](https://uuinstitute.org/courses/co-creating-inclusion-and-equity/) (<https://uuinstitute.org/courses/co-creating-inclusion-and-equity/>)

We wanted to experience it for ourselves before making recommendations.

We liked it a lot, and we will be discussing the how/when/who we want to provide the training to during our next meeting. Although individuals can go through the videos, it is the rich sharing and discussions that make it meaningful.

Here is more information from the Pacific Western Region website about this training:

The [Intercultural Development Continuum](https://idiinventory.com/generalinformation/the-intercultural-development-continuum-idc/) (IDC) (<https://idiinventory.com/generalinformation/the-intercultural-development-continuum-idc/>) is a theoretical framework developed by Dr. Milton Bennett to describe the process of developing intercultural competency. According to the website: “Developing intercultural competence is a self-reflective, intentional process focused on understanding patterns of difference and commonality between yourself (and your cultural group) and other culture group’s perceptions, values and practices. It is the intentional reflection on the cultural patterns of commonality and difference that will contribute to your intercultural competence development.”

I have contacted the Pacific Western Region to find out if they have someone that can facilitate this workshop for us.

1. We are still exploring how to best use the grant that we have gotten. There are different styles/types of DEI trainings and methods that we are still exploring.

Respectfully submitted,

Diane Haas

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Attachment G – Additional Agenda Items for Annual Meeting

**EXCERPT FROM THE OPERATIONS MANUAL – CURRENT EDITION – 2022**

**QUUF Bylaws**

ARTICLE IV. MEETINGS AND VOTING

Section 1. THE ANNUAL MEETING: . . . . .(last sentence) “The agenda for the Annual Meeting shall include elections for members of the Board, the Endowments Committee and the Nominating Committee, approval of the annual budget and **such further business as the Board feels is necessary.**”

**ORGANIZATIONAL STRUCTURE**

Board of Trustees

The President

3rd Dot:

“Provide an annual planning session at the beginning of each church year to set goals for the coming year. The agenda for the Annual Meeting usually includes: (1) Call to order (determines that a quorum is present and name a parliamentarian, and a Right Relations representative) (2) Correction and approval of the minutes as previously published, (3) Elections, (4) Committee Reports, (5) Special Committee Reports, (6) Treasurer’s Report, (7) Approval of Annual Budget, (8) President’s Report, (9) Ministers’ Reports, (10) Election Results, (11) Unfinished Business, (12) **New Business [To be placed on the congregational 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.**] and (13) Adjournment.”

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