**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**Draft Meeting Minutes**

**April 24, 2024, 6pm**

**RE 2 and Via Zoom**

<https://youtu.be/C1oaembYfog>

Board members present in person: Sarah Walker (chair), Larry Morrell (time and process observer), Liesl Slabaugh, Roseanna Almaee, Mary Tyburski, Elizabeth Walker (minutes), Rev. Linda Hart.

Attending via Zoom: Bruce Zalneraitis

Board members absent: Sarah Hull, Jesse Wild

Future Board members present in person: Peg Hunter, Dean Carr, Julia Cochrane.

Attending via Zoom: Megan Cate

Others attending via Zoom or phone: Jenell DeMatteo, Henry Amick

Tech support: Christina Tweed

**Protocol for observers during virtual or hybrid meetings:**

* All non-board members will be muted and video turned off
* Observers may be asked to respond to a question (e.g., parliamentarian for a question on process)
* Invited observers may be asked to join to provide information or opinions

**Land acknowledgement:**

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

**Meeting Called to Order** 6:00

**Spiritual Practice and Opening**

Chalice Lighting

Check-in

Opening announcements:

Sarah: Finance Committee is holding a Financial Summit May 1; all current and future Board members as well as other leaders are requested to attend, to help us prepare next year’s budget.

**Approve Meeting Agenda.** Motion: Larry. Approved.

**Consent Agenda**

* Approval of Minutes of March 27 meeting.
* Verify approval of Minister Appointments Policy from January 24 meeting.
* Treasurer’s Report for March 27 (reviewed at Board Study Session April 10).
* Approval of February 6 Congregational Meetings minutes.

Motion to approve Consent Agenda: Roseanna. Approved.

**Standing R****eports**

**President’s Report**

**Minister’s Report** –Things are going well. Sunday service was great. Emma’s Revolution was a wonderful concert.

Leaving soon for worship intensive for 5 days.

Summer: Several Sunday service speakers from the congregation.

Linda will be on vacation from last week of June to late July.

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

Bruce: Our projected deficit for the current year has increased, with some pledges not yet met and fundraising goals that will not be met. Jenell has presented several budgets depending on deficit. This coming fiscal year is the final year we can accept a deficit budget because our reserves will have run out. After that we will need to have a balanced budget.

Motion to approve financial report: Roseanna. Approved.

Board will vote on the budget at the May 8 study session. Need to put into the calendar to make this be a formal Board meeting.

**Trustees’ Reports – Congregational Committees**

* **Endowments** – Bruce. Committee has not met; will meet next month.
* **Nominating Committee** – see[**Attachment I**](#AttachmentI)

**Board Task Force and Committee Reports**

**Communications committee – Elizabeth**

* We’ll put out a Monday Board Report next week on the results of the stewardship campaign.
* We will need another MBR on the budget, including why it is important that members come and vote on the budget at the Annual Meeting.
* And another on the Annual Meeting – what to expect and why people should come. Tell members: we won’t actually have discussion of the budget at the meeting, so this is how to ask your questions about it before the meeting.

**Governance Task Force** – see [**Attachment D**](#AttachmentD) – **Roseanna**

* Board sub-committee is needed to follow through on GTF suggestions for procedures and reconciling with by-laws. We suggest that Jesse, Roseanna, Frances Loubere, and perhaps David Alvarez meet to identify the holes and write this up.
* We also need a group to work on the recommendations on procedures around conflict, including who is responsible for what.
* Reconcile old Operations Manual with new policies.

**Board Records:**

* We need Board committees to be writing down what they do as they are doing it: How to do Monday Board Reports. How we talk about policies. How to do congregation meetings, quorums, and proxy voting. Steps for how to put pending policies on the website. Please do this in your committee work.
* Larry thinks our Ops Manual is way too detailed; we can’t think of all situations. Rely on individual discretion and write that into procedure. Take out “the Board will.” Instead, use “may,” to give the Board flexibility.
* Larry: remember that transparency is the top-layer guideline for what we do.

**BREAK**

**Program Council Report** – see [**Attachment J**](#AttachmentJ)

No discussion tonight.

**Healthy Community Team.**

No discussion.

**Denominational Affairs** – see [**Attachment G**](#AttachmentG) – **Roseanna.** No requests for the board.

**Fundraising Coordinating Committee** – see [**Attachment H**](#AttachmentH) – **Liesl**

* Motion to confirm moving FCC to Program Council, which will assign which specific council they go to. Motion to confirm: Larry. Approved.
* Discussion. Larry: how to continue to coordinate FCC with the Board?   
  Liesl: We will still have liaison with Finance Committee. We will still communicate and coordinate.   
  Larry: perhaps we need to do this for 2 years and see how it works. Need to be sure that communication is strong. FCC could report to finance committee, and finance committee to the board.   
  Liesl will continue working with the Finance Committee and will provide continuity. Natural collaboration if some members are on both FCC and Finance Committee, as Deb Carroll is now.  
  Dean: does FCC charter address the need to act long term? Liesl says yes.
* What to do about the $13,000 that we hoped FCC would bring in this year, but didn’t? Liesl: possibly a major donor campaign. Hard to tell if those people have already given big, because of confidentiality. Timing is not great, with this so close to pledge drive. Can we do a summer event? Staff capacity may not be there. Mounting another big project is probably not useful right now.

**Personnel Committee** – see [**Attachment K**](#AttachmentK)– **Mary**

* We need to appoint a new committee chair, as Linda Spratt is moving away. No one currently on committee wants to chair. Linda Spratt has asked people but no success. Need experience in HR, preferably. Linda Spratt will send job description.
* May 16 meeting board liaison substitute needed. Roseanna can do.

**Agenda Item – Motions, proposals, invited presentations etc.** – see[**Attachment M**](#AttachmentLM)

Roseanna: Need an extra Board meeting to do our ministerial eval. Confidential session, with Linda. Develop goals for her as an employee for the next year. Should be done in May; renew contract in June, plus send report to UUA.

**Annual Reports**

Jenell: Process is now started. She is asking committees to keep reports to 300 words. Tell committees: this is what we want in an annual report. We don’t need all 45 committees to write a report. Good to have a record of what the congregation has done. Write this up as a process for next year.

See John Collins’ note regarding Board discretionin what is included**.** Purpose is to give more flexibility; we don’t want a 100-page document. Reduce staff and Board workload.

Sub-committee to sort out necessary reports and communicate with relevant groups and Office Administrator.

**Developing our Annual Meeting Agenda** – Roseanna and Sarah

Finalize agenda by May 10.

Sarah: develop an interactive activity.

Refreshments: Mary

We don’t need a vote count for the votes at this meeting. No proxy voting. Just hold up a card to vote.

Need someone to take notes for the meeting. Elizabeth can do, after we establish a quorum.

Denominational Affairs will do education for Article II vote. And they want to present the delegates to General Assembly.

Budget. We need to set the budget by May 10. Put the budget into the pre-meeting publication on the web site. Vote at Annual Meeting.

Explain the budget ahead of time. MBR. Informational meetings. Publish budget on web page ahead of time.

Finance Committee is responsible for educating members about the proposed budget ahead of time; they will hold a Zoom meeting. They will schedule, end of May. Treasurer should be there.

All packets for annual meeting should be out by May 20.

**Discussion and approval of the suggested Board Training outline** – Larry

**Extinguishing the Chalice**

**ADJOURN** 8pm

**References**

**Open Questions for QUUF Vision building from 2021 BoT Retreat**

Together how can we better meet the spiritual needs of our community?

How can we create a more unified, diverse, equitable and inclusive   
QUUF community for all?

**QUUF Board Covenant (revised 9/14/15)**

As Board members of the Quimper Unitarian Universalist Fellowship, we will:

1. Hold in love all that we do for QUUF and the Board. Love serves to make service on the Board a spiritual experience.
2. Listen mindfully and deeply, encourage each other, work toward trusting relationships in order to transcend our individual limitations and achieve a greater result.
3. Seek consensus, honoring dissenting opinions. We will speak with one voice about Board decisions once they are made.
4. Be prepared to achieve the goals we collectively set, keeping in mind the spirit, cooperation, and joy.
5. Resolve our conflicts in a timely manner. Forgive each other and ourselves.
6. Speak honestly and be discerning about what needs to be kept confidential.
7. Express sincere appreciation of each other.
8. Maintain a sense of humor.
9. Represent the congregation by listening to their concerns and dreams and by acting in their best interest.
10. Be guided by the Seven Principles.

**Attachment** **A**

**QUUF Board of Trustees**

**President’s Report – April 24, 2024**

1. Gave a Stewardship testimonial March 31
2. Attended QUUF Women’s Retreat March 22-24
3. Attended Candidates Forum April 14
4. Phone calls following up on Stewardship Campaign responses
5. Ordered and distributed books for new Board members
6. Attended Regional Board Presidents’ meeting with Sarah Schurr April 22
7. Communication regarding: Annual Meeting planning, changes in Board Committees status, changing leadership positions needing board action, procedures for Sexual Misconduct Policy, Minister Review process, Board Training, Insurance Policy review, Potential workshop plans for next fall related to congregational input (formats: Open Space Technology Workshop, Conversation Café, Wisdom Council, Next Steps), leadership and volunteer appreciation

Pending:

* Finalize planning for Annual meeting
* Executive team Charter
* Planning the foundations for the Board’s transition to Strategic and long-range planning including work with the Fellowship in self-assessment and preparation for Mission/vision work with a consultant
* Framework for leadership development process

Respectfully,

Sarah Walker, President

QUUF Board of Trustees

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Updated:10-22-23 | Sarah W. | Larry M. | Elizabeth W. | Bruce Z | Roseanna | Sarah H | Mary T. | Liesl S | Jesse W. | Linda H. |
| Number of Assignments | 2 | 4 | 4 | 3 | 2 | 2 | 1 | 1 | 2 | 2 |
| **Officers** |  |  |  |  |  |  |  |  |  |  |
| President | X |  |  |  |  |  |  |  |  |  |
| Vice President |  | X |  |  |  |  |  |  |  |  |
| Secretary |  |  | X |  |  |  |  |  |  |  |
| Treasurer |  |  |  | X |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Executive Team\* | X | X | X |  |  |  |  |  |  | X |
|  |  |  |  |  |  |  |  |  |  |  |
| **Standing Committees** |  |  |  |  |  |  |  |  |  |  |
| Finance (1) |  |  |  | X |  |  |  |  |  |  |
| Endowments (1) |  |  |  | X |  |  |  |  |  |  |
| Nominating (2) |  |  | X |  |  |  |  |  |  |  |
| Personnel |  |  |  |  |  |  | X |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Board Committees/Task Forces** |  |  |  |  |  |  |  |  |  |  |
| Communications |  | X | X |  |  | X |  |  | X | X |
| Governance Task Force |  |  |  |  | ½ | X |  |  | ½ |  |
| Widening the Circle Committee |  |  |  |  | X |  |  |  |  |  |
| Healthy Community Team |  |  |  |  |  |  |  |  | X |  |
| Denominational Affairs |  |  |  |  | X |  |  |  |  |  |
| Bylaws Review/Revision |  | X |  |  |  |  |  |  |  |  |
| Fundraising Coordinating Committee |  |  |  |  |  |  |  | X |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Pending Committees/Task Forces** |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Long Range Planning (5-Yr plan) |  | zz |  |  |  |  |  |  |  |  |
| Leadership Dev. Program |  | zz | zz |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| (1) Treasurer member per bylaws |  |  |  |  |  |  |  |  |  |  |
| (2) Elected from Board Members as voting member |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Key** |  | | | | | | | | | |
| X | Assignment | | | | | | | | | |
| zz | Not yet formed; requires board action | | | | | | | | | |

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**Attachment B**

**Monthly Minister’s Board Report**

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**Attachment C**

**Treasurer’s Report to the Board**

April 18, 2024

The information below summarizes highlights from March 2024 and represents nine months (75%) of the current FY23-24 Fellowship year. The final fundraising income received from *Dining For Dollars* was $8,962.

**Income**:

Current Pledge Income for March of FY23-24 was $22,720 which is $2,973 less than the same period for last year. Total overall income for the month was $32,424 which is $2,374 below the same period for last year. The total income for the first nine months of FY23-24 is $380,638 which is $52,770 less than last year and 76.7% of the annual budget of $496,020.

**Expenses**:

The expenses for March were $49,265 which is $6,968 greater than last year for the same month. The total expenses for the first nine months of FY23-24 are $417,698 and $9,392 greater than last year for the same period.

Total net deficit for the first nine months of FY23-24 is $-31,041 and $56,144 lower than last year (surplus of $25,102) for the same period.

At the end of the first nine months of the fiscal year our reserves are as follows:

**Operating Reserve** $ 55,729

**Maintenance Reserve** $121,969

**Capital Reserve** $ 11,679

**Total** $**189,377**

Balance Sheet as of March 31, 2024:

**Assets**:

Total Cash: $182,436

Investments: $254,308

Overall Total Current Assets: $436,745

Temp. Restricted Funds: $198.209

Permanently Restricted Funds: $ 17,715

**Liabilities**:

Current Liabilities: $ 37,760 Prior Year: $ 37,870

Long-term Liabilities: $236,633 Prior Year: $256,541

Total Net Assets: This year: $2,134,927 Prior Year $2,146,492

Annual Pledges Made: $401,342

Pledges Received by 3/31/24 $312,002 (77.7%)

Balance Remaining $ 89,340

Annual Pledge Budget: $399,000

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**Attachment D**

**Governance Task Force Board Report**

**April 17, 2024 – Submitted by Frances Loubere**

**Meeting Schedule:** First and third Wednesdays 10-Noon. Remote attendance is with advance notice. May 1 meeting is canceled.

**Members:** Roseanna Almaee (Board Rep.), David Alvarez, Phil Burwell, John Collins, Julia Cochrane (Scribe), Jenell DeMatteo (QUUF Administrator), Diane Haas (PC liaison), Sarah Hull (Board Rep.), Frances Loubere (Chair), Christina Tweed (QUUF Tech), Anne Weaver, Jesse Wild (Board Rep).

**GTF Priorities**:

GTF will transition to GC in July. We reviewed tasks still to complete.

**Board Procedures and Recommendations:**

GTF recommends that the Board develop/record Board procedures to be included in the Procedures Handbook. An example of a procedure would be the next steps following policy approval to include informing the Congregational Administrator for inclusion in the Policy Manual and Procedures Handbook.

GTF recommends that the Board consider a Bylaws change to allow appointment of any future Treasurer as a Board member.

**Consequences of Destructive Behavior Procedures:** We recommend that the Board Executive Committee develop or delegate development of procedures to bridge the gap between the Conflict and Grievance Policy and Article III Section 6 of the Bylaws. We recommend reviewing and potentially incorporating UUA Limited Access Agreements as well as procedures from the Safety and Risk Management Policy in the current Ops Manual. Further information will be forwarded to the Board Executive Committee.

**Updated Manuals and Glossary:** The completed and ongoing Glossary will be posted on our website when our reorganized Policy Manual and Procedures Handbook are posted online.

**Governance Committee:** The following GTF members have confirmed they are willing to be members of the 2024-25 Governance Committee: David Alvarez, Phil Burwell, Jenell DeMatteo, Frances Loubere, Anne Weaver, Diane Haas as continued PC liaison. We hope for a Board liaison, and a new chair or cochair.

**Charter Elements and Best Practices:**

GTF and the Program Council are updating charter recommendations to include best practices such as any recommended term limits for leads and chairs.

**Consequences of Destructive Behavior Policy & Procedures – Ideas**

**April 1, 2024**

* Our Bylaws empower the Board to terminate membership or exclude members. The Bylaws do not include detailed procedures.
* The Conflict and Grievance Policy includes procedures *that indicate the Board/Minister will decide if there is no resolution following the procedural steps.*
* A separate policy concerning “consequences” and procedures **developed by the Board and Minister** would fill this gap (Board Executive Committee discussion?)
* Our current Ops Manual does have detail in the Safety and Risk Management Policy (these are actually procedures -- see below). However, this policy will no longer be current once the Ops Manual is replaced by the reorganized Policy Manual and Procedures Handbook.
* **So, the question is, what to suggest and how to proceed? Do we draft a policy and procedures to fill this gap for Board consideration? Should we include a Limited Access Agreement?**

**Background info:**

**QUUF BYLAWS Article III ORGANIZATION Section 6. MEMBERSHIP TERMINATION OR MEMBER EXCLUSION:**

A two-thirds affirmative vote of the Board shall be sufficient to terminate the membership of a member. Any person whom the Board intends to expel from membership shall be given thirty days advance notice and the reasons for the proposed action together with an opportunity to be heard by the Board prior to such action. Within one year of any Board decision to terminate a membership, the person whose membership was terminated may appeal the decision to terminate membership at a Special Meeting convened in accordance with Article IV, §2 of these Bylaws. At such a meeting a 2/3 affirmative vote shall be required to rescind the Board’s termination decision. The Board may temporarily exclude a person from participation in the Fellowship for disruptive behavior as defined in the Policy Manual.

**UUA Limited Access Agreement   
(**[**https://www.uua.org/safe/destructive-behavior-policies/laa**](https://www.uua.org/safe/destructive-behavior-policies/laa)**)**

A Limited Access Agreement (LAA) is a document that sets boundaries on the behavior of a member in the congregation, and outlines what they can, and cannot do. It is often used for people who are on the sex offender registry, those who have behaved inappropriately within the congregation, or have other legal issues that lead to the restrictions on their behavior in the congregation. When you are dealing with someone who may need a Limited Access Agreement, please reach out to [your Region's representative to the Safe Congregations Team](https://www.uua.org/offices/staff/safe-congregations).

**Safety and Risk Management Policy currently in the QUUF Operations Manual page 70.**

**Note: The FOST Policies that were recently approved replace much of this policy. The Conflict and Grievance Policy will replace part of it when adopted.**

**Below is an extract from this current policy covers “consequences of destructive behavior.”**

4. Warning: If a facilitated meeting does not provide a mutually agreed upon resolution, and/or a person is not able to abide by the Right Relations Covenant, a formal set of expectations will be presented to the congregant, and the Board will be notified that a warning has been issued.

5. Suspension: The Board will determine if a suspension is warranted. The congregant will be excluded from the Fellowship and/or specific activities for a limited period of time. The reasons for suspension and conditions of the individual's return will be stated explicitly in writing.

6. Expulsion: The Board recommends that the congregant should be expelled from membership in QUUF. If expulsion is approved by a 2/3 majority vote of the Board of Trustees (per QUUF Bylaws III.6), the Ministers will write a letter to the individual explaining the reasons, the individual's rights, and the Appeals Process (see below).

For conflicts with staff members the procedure is:

* Address the problem directly with the staff member.
* If that is unsuccessful, speak to the staff member’s supervisor, or if necessary, the Minister or Board President.

**Suggestions for Thorough Consideration**

Incident Background:

* The Ministers and/or Right Relations Covenant Team will research applicable laws and compile any additional information needed for a more complete picture of the situation. This may include additional written statements from the participants in the dispute.
* If the Ministers and/or Right Relations Covenant Team considers it essential to performing its task, the Board shall authorize funds to pay for additional information such as a professional background check, clarification of identity of the person involved, or records of past criminal activity involving threats, harassment, or actual harm to other persons or property. The following questions MUST be considered by the Ministers and/or Right Relations Covenant Team:
* Dangerous: Is the individual the source of a threat or perceived threat to persons or property, including himself or herself?
* Disruptive: How much interference with church functions is occurring?
* Offensive: How likely is it that existing or prospective members will be driven away?
* Civil Disobedience: Unitarian Universalists have a long history of public engagement with issues of individual freedom and social justice. Therefore, acts of conscience or civil disobedience which may result in criminal charges or convictions will receive distinct consideration and careful attention under this policy.

The following questions MAY be considered by the Ministers and/or Right Relations Covenant Team:

* + Causes: Why is this disruption occurring? Is it a conflict between the individual and others in the Fellowship? Is it due to mental illness?
  + History: What is the frequency and degree of disruption caused in the past?
  + Probability of Change: How likely is it that the problem behavior will diminish in the future?
  + Changes to QUUF Practices: Are there changes to QUUF practices and procedures which will minimize such conflicts in the future?
  + Suggested Changes to Individual Behaviors: The Minister and/or Right Relations Covenant Team may discuss with one, some or all of the participants in the dispute whether one or more of the participants should or is willing to alter their behavior in order to reduce the likelihood and intensity of any future dispute between or among the participants.

**Appeals Process**

The offending individual may appeal an expulsion decision made through a Special Fellowship Meeting (QUUF Bylaws III.6).

Special Fellowship Meeting to Appeal Expulsion

Procedure for Special Fellowship Meeting (SFM) to Appeal an Expulsion: The circumstances resulting in expulsion are so extreme and undesirable that a specific procedure is called for to address its appeal. That process is outlined here.

* + Adult members equal to thirty percent (30%) of the QUUF membership must be present in order to have a quorum for the SFM. Proxy votes are not permitted.
  + The President of the Board of Trustees, or someone he or she designates, shall serve as Facilitator for the SFM.
  + The Facilitator for the SFM shall be the final authority on all procedural matters or disputes during the SFM. The Facilitator will open the SFM by stating to those present that 1) this appeal is a serious matter 2) they should vote based solely upon what they learn during the SFM and 3) that all dialog and discussion must be conducted respectfully and without personal attacks.
  + The offending individual then shall have up to ten (10) minutes to make a presentation regarding why he or she should not be expelled from the QUUF. No one is permitted to interrupt or disrupt this presentation.
  + The Ministers or the Committee then shall have up to ten (10) minutes to make a presentation regarding why the offending individual should not be readmitted to the QUUF. No one is permitted to interrupt or disrupt this presentation.
  + The offending individual then shall have up to five (5) minutes to respond to what was said by the Ministers or the committee and to summarize again why they should not be expelled from the QUUF. The members present then have up to fifteen (15) minutes to ask factual questions of either the offending individual or the Ministers/committee. Speeches, arguments and debating shall not occur during this 15-minute period and the Facilitator has the right to ask a person who is debating or arguing to either stop doing so or ask a specific factual question.
  + The members present then have up to twenty (20) minutes to debate, discuss and argue the sole issue before the SFM, should this congregation reverse the expulsion of Jane Doe or John Smith from the membership of the QUUF.
  + Those present can decide by a voice vote to extend any time frame listed in these rules.
  + At the end of the debate there shall be a secret ballot vote on one discrete issue: “Should the expulsion of Jane Doe or John Smith from the membership of the QUUF be reversed?”:
  + The expulsion of the offending individual shall remain unless 2/3 plus one of those members present and voting vote "yes" on the question listed in the previous rule.
  + It shall not be permissible to change the substance or content of the one discrete issue that is to be voted upon at an SFM.

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**Attachment E**

**Widening the Circle Committee**

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**Attachment F**

**Healthy Community Team**

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**Attachment G**

**Denominational Affairs Committee**

**Board Report – April 2024**

**General Assembly:** We will be setting a date soon for delegates to get together. Most have registered.

**Article II:**

Please see the bulletin board over the water fountain for Article II information.

We have changed the workshop on Article II. We think people will be more responsive to one meeting in person (May 1, 10:30-12), and one meeting on Zoom (April 29, 6:30-8). Linda will be giving a sermon on Article II May 19, which will be followed by a Discussion Circle.

June 9: We hope for an Advisory Poll on June 9th Annual Meeting

June 19-23: GA

**Pacific Western Region (PWR)** Julia and I will be attending this weekend virtually.

**Common Read:** We will support Linda in her offering of the UUA Common Read, On Repentance & Repair by Rabbi Danya Ruttenberg.

**May 8 is the annual** DRUUMM worship service, offered to all UUs. We are one of the sponsors. It is always a beautiful and memorable service. 5:00. I will put the link on our calendar.

Julia continues to attend Jefferson Interfaith Action Coalition, **JIAC.**

**Action:** Article II survey poll at Annual Meeting. Same as last year.

**Submitted** 4-16-24 by co-chairs Kathy Stevenson & Julia Cochrane

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**Attachment H**

**QUUF Fundraising Coordinating Team (FCT)**

**Monthly Report – April 21, 2024**

1. The Board of Trustees designated the Fundraising Coordinating Committee (FCC) as the Fundraising Coordinating Team (FCT) and reassigned it to the Operations Council thus removing it from the direct purview of the board to that of the ministry.
2. The deficit balance for FY 24 is about $13,000 reflecting revenue raised from the rummage and book sales. The team remains focused on exploring other fundraising opportunities to retire the remaining balance.
3. The FCT is recruiting chairs in collaboration with the Volunteer Engagement Team to lead the various fundraising events with the goal of having chairs in place by May 15.
4. The FCT is developing a template to detail the schedule and requirements to stage an event drawing on the history, expertise and experience of past chairs and team members.
5. The FCT is reviewing the cost benefit of selected events taking into consideration:

* does the event comport with the mission and covenant of QUUF
* availability of chairs and willing volunteers
* time and effort required to plan, setup, host and take down the event
* participation and value of the event to the larger community
* facility requirements
* the impact on staff

1. The FCT is developing a Fundraising Events Calendar taking into consideration:

* spacing of events to avoid asking for funds too frequently thereby leading to “fundraising fatigue” on the part volunteers and the Fellowship
* possible conflicts with other program activities occurring within the Fellowship
* possible conflicts with events in the larger community

Respectfully Submitted,

Patrick Johnson, Chair

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**Attachment I**

**Nominating Committee Board Report**

**April 24, 2024**

On April 10 the Nominating Committee met to create an outline for the Forum, scheduled for after service on April 14. Share DeWees and Julia Cochrane were in attendance. Petitions were due on April 9, 2024. We did not receive any petitions, therefore, our slate of candidates did not change. The only contested election was for the Endowments Committee.

During the Forum, John Galm stated that he was going to withdraw his candidacy for a position on the Endowments Committee. I, Share, spoke with him after the Forum and told him I would like him to consider his decision when he got home and if we wanted to withdraw, to please send me an email to that effect. I received an email about an hour after I returned home and he stated that it was his desire to withdraw. That leaves all open positions non-contested.

The Nominating Committee does not have anything they need from the Board at this time.

Share DeWees, Nominating Committee Chair

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**Attachment J**

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**Program Council – Report to the Minister**

**April 2024**

Along with GTF, we are making a few updates for the Council and Ministry Team Charters and developing ‘Best Practices’ for procedures. Volunteer Appreciation and Social Hour sponsored by the Volunteer Engagement Team and Community Council is scheduled for May 31 from 4:30 to 6pm. We have had several discussions regarding committees moving over to the Ministry side.

* HCT member Annemarie Mende came to our Council meeting to discuss pros and cons of where they may want to land on the Ministry side. She will discuss this further with her team. Of concern is the perception of ‘neutrality’ and channels to connect with the Board and /or the Minister if the need arises.
* I had a conversation with Patrick Johnson with the FCC. He felt the Operations Council was a good fit but needed to talk with his team and Board Liaison. Of concern was the need to consult with the Finance Committee.
* Widening the Circle has moved over to the Growth and Learning Council.

We are awaiting final decisions. Council leads will be helping to make sure the end of the year reports are completed on time.

**Councils** –and some highlights

**Community Council** –will sponsor a volunteer appreciation and Social Hour on May 31 from 4:30 to 6pm.

The Women’s Retreat went well! Approximately 55 women were in attendance. There is a debrief scheduled.

The Men’s Retreat is this weekend. Approximately. 17 are scheduled to attend.

Friendship Dinners – Jenifer Taylor is retiring from the lead coordinator. Carol and John Collins will be taking over this position.

**Social and Environmental Justice Council**

* SJ Sunday-Green Sanctuary and Environmental Action Team (GSEAT) and Native Connections Action Group (NCAG) are partnering to bring Jacob Johns for a sermon on April 21. He is a UU, indigenous and an activist.
* They are gearing up for UU the vote.
* Meeting to brainstorm how to use the donation of$ for housing project was postponed; to be rescheduled.
* AAT chair, Kathy Stevenson and Frances Loubere had 2 meetings with new 4th Principle Affinity Group Leaders. The Affinity group has agreed to not do programming related to Social Justice or the UUA, thereby eliminating the need to pursue action utilizing the grievance policy.

**Spirit Council** – Rev. Linda to organize summer services instead of Sunday Services Team.

**Growth and Learning** – New Adult Growth and Learning Team is in full swing! Their classes have been well attended. Paul Loubere is the chair. They completed their charter and are working on procedures. They will enlist help to come up with a new name over the summer – a contest maybe. AHA continues to meet twice a month.

**Operations Councils** – David Alvarez is now the Lead for Operations Council. They completed their Charter.

Stewardship was a great success and fun Brunch. One person complained about the brunch: too much sugar, not enough respect shown Linda Hart, and not enough food. Only reporting this complaint because this person also complained to Board of Trustees. Robin and Peg handled it.

Submitted by Diane Haas,

Program Council Chair

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**Attachment K**

**Personnel Committee Board Report**

**April 2024**

* Update on the Minister Review process – Liaison and Chair
* Review and discuss current staff performance evaluation form. Committee agrees we need to update and will research best practice forms to present at our next meeting.
* Chair presented additions to QUUF’s Equal Employment Opportunity statement located in the Employee Handbook. Committee discussed and approved the changes with some modifications. Board Liaison will present to Board for approval as this is policy.
* CA explained the interaction of the new Governance, the Operations Manual, Policies and Procedures, the Employee Handbook. We hope there is not a quiz!

Submitted by: Linda Spratt, Chair

April 12, 2024

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**Attachment L**

**Communications Committee**

{Paste Report here}

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**Attachment M**

**Additional Agenda Item**

**From:** John Collins <[collinsj37@gmail.com](mailto:collinsj37@gmail.com)>  
**Sent:** Thursday, April 18, 2024 1:52:28 PM  
**To:** larry [larrymorrell.com](http://larrymorrell.com) <[larry@larrymorrell.com](mailto:larry@larrymorrell.com)>  
**Subject:** Annual Reports

Hi Larry,

We are down in Mesa, AZ visiting family. I noticed some emails talking about the annual reports due from committees, et al. I get the impression that it is not yet widely understood that under our revised bylaws, it is now up to the BOT to determine which individual reports now need to be in the overall annual report which is supposed to be available by the time of the annual meeting. I think that gives an opportunity for some individual reports to be done after the year is completed instead of rushing to get them done in time for the office staff to get them compiled for inclusion in the annual report that is to be available by the time of the annual meeting. This provision can ease considerably the load on the office staff to get the annual report by the annual meeting. Has the Board yet discussed how to handle that bylaw change?

Thanks  
John

The relevant language in the By-laws regarding the Annual Meeting: “Written reports by committees and councils so designated by the Board shall be available at the Annual Meeting.”

**Draft Agenda Elements for Annual Congregational Meeting**

**Sunday June 9, 2024**

Call to Order 12:30

Land Acknowledgement

Welcome and Chalice Lighting

Designation of Parliamentarian

Verification of Quorum

Approval of Agenda

Procedures for Annual Meeting (explanations)

Approval of Minutes of June 11, 2023 Annual Meeting

Oral Reports:

President’s Report—Sarah Walker

Minister’s Report—Linda Hart

Family Minister’s Report—Beau Ohlgren

Program Council report—Diane Haas

Treasurer’s Report—Bruce Zaneraitis

Report for July 1, 2023-June 30 2024

Proposed Operating Budget for 2024-25

Call for Floor vote on proposed Operating Budget

(?) Presentation of newly elected leaders: Board, Nominating Committee, Endowments

Covenant Ceremony for newly elected leaders—Linda Hart

Special Recognition for Governance Task Force past and present

Activity for collection of Congregational feedback

Use of cards for written feedback, opportunity to discuss

Ideas: Use open questions. 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? Some other prompt--

General Assembly Delegate presentation and Article II advisory vote

Recognition of outgoing Leadership

Motion to adjourn

Closing – extinguishing the flame

Other elements to resolve:

Budget Q and A session(s) ahead of the meeting refreshments

Gifts

Ballots, proxies

Printed materials, agenda and information (Article II?) names

Announcements and notifications

Sunday Service announcements May 26, June 2

Weekly Update announcements. May 31, June 7

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