**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**DRAFT Meeting Minutes for August 28, 2025 – 4pm**

**RE 2/3 and Via Zoom**

Meeting ID: 912 1619 4835

**Reading of Land Acknowledgement and Mission**

**Present: Gary Forbes, Julia Cochrane, Dean Carr, Sarah Walker, Peg Hunter, Roseanna Almaee, Joanna Sanders, Bill Testerman Absent: Reina Garcia**

**Tech: Christina Tweed; Observers: Jenell DeMatteo, Larry Morrell, Henry Amick**

**Meeting Called to Order at 4:03pm**

**Spiritual Practice and Opening**

**Chalice Lighting/Opening Words** by Bill. His poem on Three Things

**Check-in** – What were a few of your “I learned” moments from our Board retreat?

**Assign process and time observer**. Roseanna Almaee was assigned. Peg reviewed/reminded about the meeting protocols.

**Meeting Agenda.** No Changes.

**Opening Announcements or Acknowledgements**

Gratitude all around for a successful Board retreat

Roseanna circulated the Conflict of Interest Policy for Board review and signature. She recently reviewed the policy in the context of renting her personal residence and entering into a housing Rental Agreement with Rev. Don. The board did not have concerns and circulated and signed an acknowledgement of having read the policy. Committee members will also be asked to review/sign the policy. A copy will be kept in QUUF records.

Board Notebook: There was discussion about moving to an electronic format. There was no Board objection to making the shift away from a binder.

**Consent Agenda. Motion: Unanimous approval of the consent agenda**

* Approval of Minutes of July 24, 2025

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

* President’s Report – See [Attachment A](#AttachmentA). No discussion.
* Minister’s Report – See [Attachment B](#AttachmentB). Discussion occurred later in the meeting.
* Treasurer’s Report – See [Attachment C](#AttachmentC).Julia Cochrane and Jenell DeMatteo reviewed the dashboard report summary and responded to questions about the definition of guests of record.

Finance Chair Larry Morrell gave the budget report, reviewing the balance sheet. He recommended and there was no objection from the Board to continue to review the monthly dashboard and income and expense statements but only reviewing the balance statements quarterly.

**Motion: Unanimous approval of the June 2025 Restated Consolidated Balance Sheet reflecting Total Net Assets of $2,041,234.23 and the June 2025 Operating Fund Income and Expense Statement reflecting Year to Date Income of $23,083.14.**

**Motion: Unanimous approval of the July 2025 Consolidated Balance Sheet reflecting Total Net Assets of $2,133,301.89 and the July 2025 Operating Fund Income and Expense Statement reflecting Year to Date Income of $71,264.49.**

**Motion: Unanimous approval to move $23,083.14 in the following way: $2,078.11 will come from Operating Reserve Checking, and $21,005.03 from Maintenance Reserve Checking.** Christina will then finalize this and report next month.

**Motion: Unanimous approval to change the account entity manager for Treasury Direct from Janet L. Palmer to Julia B. Cochrane.**

**Finance/Stewardship Discussion item:** Larry Morrell reviewed that Endowments met this week and approved the terms of a $50,000 loan. He proposed these funds be moved to the operating account and the Board approve the loan document. The payback of the loan will start in 2028. It was noted/clarified that endowments currently has $69,000 in unrestricted funds from which to draw for memorial plaques.

**Motion: Unanimous approval to authorize the Board Treasurer and Endowments representative to execute a loan agreement for a $50,000 loan from Endowments (to cover the budget deficit).**

**Finance/Stewardship Option of Second Ask:** Larry Morrell reviewed that while a cash flow problem does not currently exist, a deficit if not corrected would occur in late spring 2026 of $93,000**.** Jenell noted the amount is now $95,106 and includes adding on guest speakers for the fall. The Board considered making a second ask in late fall. Less desirable options discussed were congregant loans of up to $60,000 to 70,000 in $5,000 individual loans or cutting expenses. Suggestions were to craft a pledge communication that pledges are not keeping pace with inflation as well as a more targeted letter to specific groups such as Guests of Record.

There was Board concurrence with making a second ask and it previously authorized the Finance Committee to make a congregational second ask in fall 2025. At that time, the Board also authorized congregational loans although this was not an option the Board wished to pursue at this time.

**Action Item: Sarah Walker agreed to follow up with the stewardship chair and would urge coordination with the Finance Committee on the messaging around the information to the congregation. Jenell DeMatteo and Sarah Walker also agreed to be short-term liaisons through that process.**

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

**Trustees’ Reports – Congregational Committees:**

**Endowments – Julia – None**

**Nominating Committee – See Attachment D – None**

**Board Task Force and Committee Reports:**

**Communications Subcommittee.** No formal report. Later in the meeting,there was proposed action to craft an MBR on email communications so that only the designated minister email is used and copy the program chair. Staff was recognized for an excellent poster at each entrance with photo of Rev. Don.

**Governance Committee – see** [**Attachment G**](#AttachmentG)

**Denominational Affairs – see** [**Attachment H**](#AttachmentH)

**Personnel Committee – see** [**Attachment I**](#AttachmentI)

**Discussion Items:**

**Minister’s Report.** Don highlighted itemson his minister report and noted thecasual references to staff cuts as needing to be carefully considered. He talked about some pitfalls to member loans. Regarding Sunday services, he reviewed options for assisting Beau as the point person. In addition to “Homecoming Sunday on 9/14, Don plans to do the service on 9/21 to buy some time in coordinating future services and he led a discussion of the listed options during this interim period where he is not physically present. Streamlining the governance structure seems necessary because at a size of 150, we have maxed out a solo minister and need to consider adding a half-time minister or assistant minister.

To focus efforts on staff and place, he proposed restructuring his time (hands-on with worship, working four Sundays out with people who are working on worship?, begin to consider speakers and musicians to fill pulpit, and look at targeted ministry program. Don will work to include the Music Planning Team into the Sunday Services Team. Administration (mtgs, mtg prep, UUA contacts, research, getting into the documents – policies, procedures). Jenell recommended the Board set priorities. Peg will follow through with Don and Sarah Millspaugh from the Pacific West Region.

There was discussion of options for structuring pulpit services over next four months with a desire to have Don focus on a January start up: QUUF led by Christina and Beau could fill the pulpit on all but Don’s one Sunday a month, or outside worship assistance to protect staff energy.

The Board provided thoughts on guidance/areas of focus, including getting a transition team together soon, having Don to brief monthly connections/greetings either virtual or via blog, getting worship transition support from UUA, connecting with young families, and engaging with the new online music program.

**Announcement:** Julia announced that on Sept 1, 4 to 5pm, there will be a vigil for Immigrants at Haller Fountain led by Jefferson Interfaith Action Coalition.

**Check Out on Process Observations**

**Extinguishing the Chalice/Closing Words by Gary Forbes**

**Next Meeting:**

* Board Study Session-Sept. 9 from 4-5:30 – a guided conversation on the governance model.
* Board meeting Sept. 25 from 4-6pm – Board Covenant, Board Responsibilities, and Book Study discussion items aside from other topics.

**ADJOURN**. There being no further business, the meeting adjourned at 6:38pm.