**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**Meeting Agenda October 23, 2024 6:00 pm**

**RE 2/3 and Via Zoom**

Meeting ID: 912 1619 4835 Passcode: Board

<https://zoom.us/j/91216194835?pwd=SUM4cVZYZUtpVXFydWxiQUE2dlpMQT09>

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** –

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 with items on the Agenda may be asked to join when that agenda item is being discussed

Opening Announcements or acknowledgements 6:10

Assign Process and Time Observer

1. **Approve Meeting Agenda**
2. **Consent Agenda**
	1. Approval of Minutes of September 25 meeting
	2. Approval of the Addendum to Linda Hart’s Ministry Contract as reflected in the unanimous electronic Board vote taken on October 11, 2024. Linda will reduce her contract hours and re-prioritize her responsibilities by 25% for October, November and December.
3. **Standing R****eports**
	1. **President’s Report – See** [**Attachment A**](#AttachmentA)
	2. **Minister’s Report – See** [**Attachment B**](#AttachmentB)
	3. **Treasurer’s Report –** **See** [**Attachment C**](#AttachmentC)
		1. Motion to approve Treasurer’s Report
		2. Additional Financial Motion (Pending: approve the Financial Review of the 2023-24 budget)
4. **Trustees’ Reports – Congregational Committees**
	1. **Endowments – Mary T.**
	2. **Nominating Committee – See** [**Attachment D**](#AttachmentE) **– Gary F.**

Discuss the appointment of a task force to explore possible recommendations for the Nominating Committee

1. **Program Council Report – See** [**Attachment E**](#AttachmentE)
2. **Board Task Force and Committee Reports 6:45**
	1. **Communications Subcommittee – Peg H.**
	2. **Governance Committee**  **– Julia (no report)**
	3. **Denominational Affairs**  **– Julia (no report)**
	4. **Personnel Committee – Roseanna A. (no report)**

**BREAK 6:55-7:00**

**Motion to finalize and publish the (Draft ) Board Goals – See** [**Attachment J**](#AttachmentJ)

**Discuss the Board Calendar and lead responsibility implications**

**Discussion and Motion to Approve the Revised Sexual Misconduct Policy and Procedures – see documents in** [**Attachment K**](#AttachmentK)

* 1. **Motion to approve(“endorse”) the four new members recommended by the Membership and Belonging Team and Linda Hart – see** [**Attachment L**](#AttachmentL) **(not included in agenda) for candidate information.**
	2. **New Item – see** [**Attachment M**](#AttachmentLM)**)**
1. **Executive Session** – Optional

**Extinguishing the Chalice:**

<Closing Words>

**ADJOURN**

**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.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Updated: 10-11-2024
 | Sarah W. | Roseanna | Peg | Julia | Mary | Gary | Megan | Dean |  |  |
| Number of Assignments |  |  |  |  |  |  |  |  |  |  |
| **Officers** |   |   |   |   |   |   |   |   |   |   |
| President | X |   |   |   |   |   |   |   |   |   |
| Vice President |   | X |   |   |   |   |   |   |   |   |
| Secretary  |   |   | X | X |   |   |   |   |   |   |
| Treasurer |   |   |   |  |  X |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
| Executive Team | X | X | X |   |   |   |   |   |   |  |
|   |   |   |   |   |   |   |   |   |   |   |
| **Standing Committees** |   |   |   |   |   |   |   |   |   |   |
| Finance –Treas required by bylaws |   |   |   |  |  X |   |  X |   |   |   |
| Endowments Treas required by bylaws |   |   |   |  | X  |   |   |   |   |   |
| Nominating- Chosen by board members, and is a voting member of committee |   |   |  |   |   |  X |   |   |   |   |
| Personnel |   |  X |   |   |   |   |  |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
| **Board Committees/Task Forces** |   |   |   |   |   |   |   |   |   |   |
| Communications |   |  | X |   |   |  |   |   |  |  |
| Governance Committee |   |   |   |  X |  |  |   |   |  |   |
| RAMP |   |   |   |   |  |   |  X |   |   |   |
|  |   |   |   |   |   |   |   |   |  |   |
| **GOALS-LEADERSHIP** |   |   |   |   |  |   |   |   |   |   |
| Finance |   |  |   |   | X  |   |  X |   |   |   |
| Nominations - Governance |   |   |   |   |   |  X |   |  |   |   |
| Mission |   |   |   |   |   |   |   |  X |   |   |
| Developmental Ministry | X | X |  |  |  |  |  |  |  |  |
| Board Procedures |  |  | X | X |  |  |  |  |  |  |
| Fellowship Meeting & Annual Meeting | X | X | X | X | X | X | X | X |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Pending Committees/Task Forces** |   |   |   |   |   |   |   |   |   |   |
| Long Range Planning (5-Yr plan) – not yet formed-requires board action |   |  |   |   |   |   |   |   |   |   |
| Leadership Dev. Program – not yet formed-requires board action |   |  |  |   |   |   |   |   |   |   |
| (1) Treasurer member per bylaws |   |   |   |   |   |   |   |   |   |   |
| (2) Elected from Board Members as voting member |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
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**Attachment** **A**

**QUUF Board of Trustees**

**President’s Report – October 23, 2024**

1. A major emphasis of my time this month was on getting the draft Board Goals into final form. Our goals are aimed at serving community building, leadership development, and creating a new mission statement as a foundation for long-range planning. I put the key Board tasks into our Board Calendar. I met with Peg Hunter to consolidate and edit the goals and I worked independently to format them. I met with the Program Council Chair Diane Haas, to coordinate our ideas about the interim goals and tasks for this church year. I met with the Governance Committee to discuss the Board’s Governance goals. I sent copies to the Nominating Committee of the Board goal related to exploring possible recommendations for the Committee prior to their meeting this month.
2. Roseanna Almaee and I met with Linda Hart to work through a process of making some adjustments to her Ministry contract by mutual consent. She will reduce her time and duties to 75% for October, November, and December. We will review that status after then.
3. I worked with the Governance Committee to make revisions to the Executive Committee Charter to better reflect the emergency voting provisions articulated in the QUUF By-laws.
4. I participated in the 2-day workshop led by Marcia Christianson for Nonviolent Communication.
5. I attended the Harvest Festival event and enjoyed the energy of that multi-generational social event.
6. I met informally with Robin Stemen to discuss the Board’s goal regarding developing a new Mission and the relationship to Stewardship goals.
7. I joined a Covenant group and look forward to participation in the Soul Matters activities.

Respectfully,

Sarah Walker, President

QUUF Board of Trustees

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**Attachment B**

**Monthly Minister’s Board Report**

{Paste Report here}

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**Attachment C**

**Treasurer’s Report to the Board**

{Paste Report here}

**Endowment Board Report – October 25, 2024**

The Endowments Committee is meeting monthly instead of quarterly and are planning a campaign to promote purchases of columbarium niches and plaques in the near future. They will also be inviting members interested in helping with the administrative tasks associated with the columbarium. Training will be included. Future plans include campaigns that will invite members and friends to remember QUUF in our wills and scholarship funds for various UU activities.

**R.A.M.P. Task Force Report for the Board**

**October 16, 2024**

Created a “Ministry Dashboard” report to summarize key activities and metrics. Over time, this report will show trends of attendance, events, and the amount of staff and volunteer hours devoted to these activities. Board feedback on the utility of the report is welcome.

The Treasurer’s Report is being enhanced to highlight most important financial results and identify any potential issues. This is in addition to the full financial report the board already receives.

Larry Morrell

425-753-5745

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**Attachment D**

**Nominating Committee Meeting 10/11/24**

We shall meet every second Thursday at noon.

The schedule for the nomination process for 2025-26 will be completed by the January meeting.

Leadership development process was discussed, and it was suggested that early engagement of the congregation start next month if possible. Ideas included:

* Regular announcements during services with testimonials from various committee members about work being done by those groups
* Regular “blurbs” in the weekly update about leadership positions
* A Sunday sermon about leadership

Nom com members contacted fellowship members who had been identified as candidates for the open board position expiring in June 2025. Of the 14 contacted, as of this writing, 2 had consented to serve. John Collins

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**Attachment E**



**Program Council Report**

**October 2024**

We will be helping provide information to RAMP for the monthly Report on Ministry.

We will be looking at the Developmental Goals and other goals identified by the Board during this interim period in preparation for calling a minister. The Program Council will identify ways to promote and/or collaborate with these goals on the Ministry side. These goals will help guide our activities.

We are updating the Event Review Form and will collaborate with staff on the Event application form for clarity of responsibilities.

PC chair Diane attends the Governance Committee meetings and the Executive Board meetings as a liaison from the Program Council.

We will collaborate with others to determine what is needed for Leadership Training and who will do what.

**Councils** – and some highlights

**Community Council**

* There are9 covenant groups. Several are new – one in Kala Point, a parent group continues with childcare, and one zoom group. We are using the Soul Matters format. Some groups are adapting it to simplify. Soul Matters provides themed packets for worship, RE, and Covenant Groups. There is an emphasis on spiritual practices and sharing our experiences along with ‘disciplined responses’ instead of discussion on a topic.
* Pathways to Membership class this Saturday – 15 new members; 2 are youth.
* Friendship Suppers are resuming.
* Membership and Belonging Team (MBT) – Pathways to Membership class is this Saturday – 15 new members; 2 are youth.

**Social and Environmental Justice Council**

* There was bountiful attendance for the potluck and lots of fun for the zucchini races at the Harvest Festival. It was a combined effort of RE and Green Sanctuary Teams.
* UU the Vote is completed. GREAT participation! Letter-writing after services was successful and appreciated. We sent 4,000 postcards and letters!
* Housing Project – $50,000 was donated to Bayside in support of housing projects for the homeless. To develop our relationship with Bayside and promote volunteering, the Housing Action Team has committed to providing 5 dinners a month at the Emergency Shelter at the Legion which is now coordinated by Bayside. (No longer by COAST) There will be sign-ups for helping with meals. Teams are encouraged to participate.

**Spirit Council**

* We are looking at how we can re-energize the Spirit Council and especially the Sunday Services Team in the coming year.
* Susan Landau is doing a workshop on Crones.

**Growth and Learning** **Council**

ALSO = Advancing Learning and Spiritual Opportunities – classes are in progress.

AHA – Jan Albee and Frank Layden are stepping down from leadership. Thus far no one has stepped up to organize this program so for now it is off the calendar.

**Operations Council**

* Meets quarterly.
* There was a DASH audit (<https://dashproject.org/> – a voice for all people with disabilities) – evaluating accessibility issues. We are waiting for their written report.
* The Accessibility Team is working with FOST to implement recommendations. There will be 2 handicapped van spots in the south parking lot and several spots in the North parking lot for the “mobility challenged”. The ramp is too steep for wheelchairs. Some recommendations will need further consideration and finances.
* Plans for the Auction are underway.

Upcoming Events:

* Pathways to Membership
* Dances of Universal Peace
* Landscaping Work Party
* Leadership Ministry Network (LMN) – October 17
* Leadership Assemblies scheduled for January 11 and April 26

Submitted by Diane Haas

Program Council Chair

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**Attachment J**

**Agenda Items**

**Draft 2 of QUUF BOARD GOALS**

**2024-2025**

**QUUF BOARD GOVERNANCE GOALS**

**Ongoing Goals**

* Align Board practices with the Board Covenant, QUUF Mission, By-laws, policies, and shared governance model
* Maintain fiduciary responsibilities including financial and governance oversight
* Maintain oversight of the Developmental Ministry Goals
* Maintain oversight of the Developmental Minister contract and timely evaluations
* Maintain regular collaboration with Board Committees: Governance, Personnel, Denominational Affairs, Finances, RAMP and with the Endowments and the Nominating Committee
* Recommend policy development and bring policies and procedures to the Fellowship for approval
* Review by-laws and recommend revisions or additions to the Fellowship

**Near-Term Goals**

1. **Develop new Mission and Vision Statements**
2. Articulate a plan to involve the Fellowship including timelines (beginning this fall and to be completed this spring) and communications with the Fellowship (October-November)
3. Appoint a task force to research models for this process and enact a plan (October-November)
4. **Explore and recommend best practices for the QUUF Nominating Committee. Any recommended changes would be implemented in the QUUF calendar year beginning July 1, 2025.**
5. Assemble a collaborative team including representatives from the Nominating Committee, the Governance Committee, a Board representative and other leaders to research and make recommendations beginning October-November.
6. Explore best practices in other UU congregations
7. Clarify implications for QUUF:

Define the Board member's role on the committee

Determine feasibility to expand responsibilities for non-elected leadership recruitment

Determine potential for creating leadership development activities for example:

- Pathways to Service model

- Effective presentations, information sessions, resources and training opportunities

- Diversity, Equity, and Inclusion considerations

1. Prepare a realistic description of Board service responsibilities, needed skills, etc.
2. Prepare a recommendation to the Board so that any proposed By-laws changes can be put to a vote at the June 2024 Congregational meeting.
3. **Collaborate with the Program Council and Minister to assess progress on Developmental Ministry goals** (December 2024, May 2025)

**Long-Term Goals**

(projected for Fall 2025)

1. **Activate a process for long-range planning and developing strategic goals.**
2. **Initiate a Search Committee for a called minister.**

**QUUF Board Financial Goals**

**Near-Term Goal**

1. **Assess the current budget according to costs associated with programs and major activities, and continue to search for ways to increase income.**
2. Develop standard report forms for use in reporting key current conditions and actions, as well as future plans, in a manner to allow for easier summarization and communication of the state of the Fellowship financially and spiritually – October 16, 2024
3. Create a financial “dashboard” to be included with the Treasurer’s Report to the Board to show key metrics of financial current status and forecasts through the end of the church year – October 16, 2024
4. Review current recurring expenses, such as insurance, subscriptions, utilities, and look for ways to update coverage and possibly reduce costs – December 15, 2024
5. Search for grants, Fund-A-Needs, unrestricted gifts, rentals, and other sources of income – Ongoing

**Medium-Term Goal**

1. **Propose options, including pros and cons, for the Board to consider in restructuring QUUF for the 2025-2026 balanced budget goal.**
2. Forecast fundraising and income expectations, including shortfalls from goals – November 20, 2024 and February 12, 2025
3. Develop scenarios for expense reduction, including pros and cons – February 12, 2025

**Long-Term Goals**

1. **Create a long-range vision and plan for a sustainable financial future.**
2. Revise Program and Mission to align with a financially sustainable level of services that will maintain QUUF as a healthy, vibrant, UU congregation for the next five years and beyond – April 16, 2025

**QUUF Board Communication Goals**

**Ongoing Goals**

**Maintain regular communication with the congregation through the following:**

* Weekly Update notifications
* Announcements from the pulpit
* Monday Board Reports (may be submitted by any member of the board)
* Responses to Letters to the Board

**Near-Term Goals**

1. **Record, submit, and update Board Procedures to add to the Procedural Manual** (January 2025)
2. Establish a working team to write up procedures (November)
3. Meet as needed to update procedures (ongoing)

**2**. **Collaborate with the Nominating Committee to plan and conduct elections in April.**

A. Work with the Nominating Committee to set a date for annual Elections (October)

1. Specify the open positions for next year on Nominations, Endowments, and the Board.
2. **Organize a sub-committee to determine tasks and objectives for the January Congregational Meeting**

Starting in November:

1. Establish timelines for informing the Fellowship
2. Prepare the agenda
3. Prepare budget information and related materials
4. **Develop training modules for new Board members and establish training schedule.**
5. Determine who will take the lead on training (March 2025)
6. Review existing materials and resources and identify any additional needs
7. **Organize and conduct the Annual Meeting** (starting in March and April):
8. Establish timelines for informing the Fellowship
9. Prepare the agenda
10. Prepare budget materials and related materials

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**Attachment K**

**Additional Item**

**SEXUAL MISCONDUCT, including SEXUAL HARASSMENT POLICY**

**Draft 7-11-2024**

QUUF does not permit or condone **sexual misconduct** or **sexual harassment**, including but not limited to on our grounds or at any authorized QUUF activity. Employees, members, contractors, volunteers, individuals, and guests of record must follow QUUF procedures when they learn of or witness sexual misconduct or sexual harassment.

Those reasonably suspected or believed to have committed sexual misconduct or sexual harassment will be the subject of discipline, up to and including, but not limited to, termination of employment or membership and possible criminal prosecution pursuant to Washington State law.

QUUF prohibits any retaliation against anyone, including an employee, member, contractor, volunteer, individual, or guest of record who in good faith reports alleged sexual misconduct or sexual harassment or participates in the investigation of same. Anyone who retaliates against someone who has made a good faith allegation of sexual misconduct or sexual harassment, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination of membership or employment.

Those making intentionally false or malicious accusations of sexual abuse will be the subject of discipline, up to and including, but not limited to, termination of employment or membership and possible criminal prosecution pursuant to Washington State law.

The Minister, Director of Family Ministry, and a Board officer shall be collectively responsible for developing and maintaining the procedures to implement this policy.

**End of Policy**

With two definitions in the Glossary:

**SEXUAL HARASSMENT** is behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances, or written communications, at a workplace or other professional or social situation that does not rise to the level of a possible criminal prosecution.

**SEXUAL MISCONDUCT** is any action or failure to act that would be subject to criminal prosecution pursuant to Washington State law, including, but not limited to, sexual abuse, sexual assault and sexual molestation.

(Policy passed by the Board in May)

**SEXUAL MISCONDUCT, including SEXUAL HARASSMENT POLICY**

**Draft 3-20-24**

QUUF does not permit or condone sexual misconduct or sexual harassment to occur in its workplace or at any activity sponsored by or related to it. To make this “zero tolerance” policy clear to all employees, members, contractors, volunteers, individuals and guests of record, QUUF has adopted mandatory procedures that the persons listed here must follow when they learn of or witness sexual misconduct or sexual harassment. Those reasonably suspected or believed to have committed sexual misconduct or sexual harassment will be the subject of potential commensurate discipline, up to and including, but not limited to, termination of employment or membership and possible criminal prosecution pursuant to Washington State law.

QUUF prohibits any retaliation against anyone, including an employee, member, con- tractor, volunteer, individual or guest of record who in good faith reports alleged sexual misconduct or sexual harassment or participates in the investigation of same. Those making intentionally false or malicious accusations of sexual abuse will be the subject of potential commensurate discipline, up to and including, but not limited to, termination of employment or membership and possible criminal prosecution pursuant to Washington State law.

Anyone who improperly retaliates against someone who has made a good faith allegation of sexual misconduct or sexual harassment, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination of membership or employment.

The Minister, Religious educator and a Board officer shall be collectively responsible for developing and maintaining the procedures to implement this policy.

**End of Policy**

With two definitions in the Glossary:

**SEXUAL HARASSMENT** is behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances, or written communications, at a workplace or other professional or social situation that does not rise to the level of a possible criminal prosecution.

**SEXUAL MISCONDUCT** is any action or failure to act that would be subject to criminal prosecution pursuant to Washington State law, including, but not limited to, sexual abuse, sexual assault and sexual molestation.

**SEXUAL MISCONDUCT PROCEDURES**

**Draft 7-11-2024**

As a spiritual community we take seriously our responsibility to provide a safe and nurturing environment for all who participate.

**Reporting Procedure**

Any individual who suspects sexual misconduct, including sexual harassment, shall report such suspicions to a professional religious educator, board officer, or Minister within 24 hours. Reports can be submitted in person or in writing.

**Investigation & Follow Up**

QUUF will take all allegations of sexual misconduct or sexual harassment seriously and will promptly, thoroughly, and equitably investigate whether the alleged conduct has taken place.

A Response Team will be formed within five (5) days in the case of reported sexual misconduct. It will consist of at least a professional religious educator, a Minister, a board member, and the person coordinating insurance, with exceptions made to ensure that those named in the complaint of sexual misconduct or sexual harassment are not be part of the Response Team. The purpose and task of the Response Team is to protect members of the QUUF community, ensure that the victim and the accused are treated with dignity and respect, and engage in a timely process to respond to the complain.

QUUF may also utilize an outside third party to conduct an investigation of this conduct.

QUUF will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies.

To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep the identities of the alleged victims and investigation subject confidential.

If the investigation substantiates the allegation, QUUF policy provides for disciplinary penalties, including but not limited to termination of the actor’s relationship with our organization, including termination of membership and/or employment.

**Reporting to Law Enforcement or Appropriate Child or Adult Protective Services**

QUUF is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual misconduct to appropriate law enforcement and child or adult protective services organizations, including the prompt reporting of same. The existence of an internal QUUF investigation to assess the validity or credibility of an allegation of sexual misconduct shall not delay or prevent the prompt reporting of the incident to outside agencies or law enforcement.

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