**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**Meeting Agenda for March 26, 2025 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**

Board correspondence and appreciation notes

Larry Morrell is invited to the Executive Session to provide an update on financial projections

Assign process and time observer

**Approve Meeting Agenda**

**Executive Session 6:15**

**Consent Agenda 6:45**

* Approval of Minutes of February 26, 2025 meeting
* Additional Consent Items:

Motion to Verify the electronic votes from March 13 to approve 10 new members and from March 17 one additional: Patricia Lopker-W.Arkentin.

**“Motion:** We endorse the recommendation from the Membership and Belonging Team and our Minister to welcome 10 people to membership status at QUUF. Prospective members include: Ryan Hoffman, Jessica Logan, Jane Hogue, Patrick Killian, Stefani Scott, Katrina McCormick, Lola White, Chauncey Locklear, Carla Jean Pugh, Kelli Wallace.”

**New motion:** We endorse the recommendation from the Membership and Belonging Team and our Minister to endorse new member candidate: Celeste Dybeck

**Standing R****eports**

* **President’s Report – see** [**Attachment A**](#AttachmentA)
* **Minister’s Report – see** [**Attachment B**](#AttachmentB)
* **Treasurer’s Report** **– see** **[Attachment C](#AttachmentC)**

 Motion to approve Treasurer’s Report

**Trustees’ Reports – Congregational Committees**

* **Endowments – Mary T.**

The Endowment Committee requests the Board approve a Monday Board Report to be sent on May 12 regarding its Donation Campaign for gifts to the Endowment Opportunity Reserve Funds. These funds may be used, for instance, in their entirety for scholarships, or a significant social justice project, or other current need or dream.

**BREAK** 6:55 – 7:00

**Information Items:**

Disruptive persons intervention: seek a staff member to directly communicate with the person.

New board training materials – planning in progress – Roseanna Almaee: discuss at April Study Session.

Preparation for the Annual Meeting on June 8 (we are 1-½ weeks away)

Discussion: in person or online

Voting method – Christina

Deadlines:

April 14 – Finance meets to revise budget

April 23 – Board votes on a proposed budget

May 9 – Annual Reports due

May 10 – Annual meeting agenda. So far there are 3 items for voting: Mission, Bylaws language adjustment, Right Relations Covenant change.

May 9 – Committee, Board and Minister reports due

* **Interim Ministry Search Process:**

**Motion to approve 5 Interim Search Team members**

* **Nominating Committee – (no report submitted)**
* **Program Council Report – see** [**Attachment E**](#AttachmentE)

**Board Task Force and Committee Reports:**

**Communications Subcommittee – Peg H.**

 Two Monday Board Reports were published:

 Regarding Sanctuary March 3, 2025

 Regarding Stewardship March 17, 2025

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

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

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

 **Motion to approve the pending Policy for Severance for Employees as published on the website. Text is quoted in Attachment I.**

**Extinguishing the Chalice:**

We extinguish this flame, but not the light of truth, the warmth of community, the fire of commitment or the power of transformation. These we carry in our hearts until we are together again.

**Motion to 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 | Bill |  |
| Number of Assignments |  |  |  |  |  |  |  |  |  |  |
| **Officers** |   |   |   |   |   |   |   |   |   |   |
| President | X |   |   |   |   |   |   |   |   |   |
| Vice President |   | X |   |   |   |   |   |   |   |   |
| Secretary  |   |   | X | X |   |   |   |   |   |   |
| Treasurer |   |   |   |  |  X |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
| Executive Team | X | X | X |   |  X |   |   |   |   |  |
|   |   |   |   |   |   |   |   |   |   |   |
| **Standing Committees** |   |   |   |   |   |   |   |   |   |   |
| Finance –Treas required by bylaws |   |   |   |  |  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 |   |  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**

**President’s Report**

**March 26, 2025**

March has been a busy month throughout the Fellowship and I have been in communication with leaders and organizers to stay abreast of many events and projects in progress and to give requested input. This has included many meetings and phone calls related to our Mission development process, nominations and elections, Monday Board Reports, new member recommendations, Budget development, Community Sanctuary developments, safety training, building signage, personnel matters, coordination with the Program Council Chair and more. See some details below.

I have also been involved in facilitating an important Board decision regarding Linda Hart’s contract with QUUF. A brief public statement was provided for the Fellowship to inform them that Linda will be departing at the end of June and that QUUF will engage a search for an Interim Minister for the 2025-26 church year this spring. The Board intends to do more communication around that decision and the resulting search process. Linda continues to have the respect, appreciation and support of the board and the Fellowship as she completes her time with us. I have notified the UUA transitions office and have reviewed the requirements and timelines for initiating the Interim search as soon as possible.

Meetings highlights:

February 24: Visit by Pacific Western District contact Sarah Gibb Millspaugh and lunch including staff and the Board Executive team

March 1: New member orientation visit and Stewardship Tea

March 6: Meeting with Diane Haas and Linda Hart to discuss Sunday Services Committee and summer services

March 6: Pacific Western District meeting: *Respond to Now workshop*

March 9: Elective candidate Open House

March 10: QUUF Safety training

March 12: Board Study Session

March 13: meeting with Linda Hart, Roseanna Almaee, Sarah Gibb Millspaugh and Marcia

March 14: with Roseanna preliminary discussion about upcoming goals and responsibilities: new board training, Board retreat planning, appointment of a Long-Range planning Committee

March 18: with Larry Morrell for updates on budget projections and revenue strategies

March 20: Discussion with Jenell about timelines and tasks in preparation for the Annual Meeting June 8.

Let me register my delight in being able to attend the Women’s Retreat March 21-23 as a guest. The excellent planning for this event provided many opportunities for conversation, creativity, wellness, singing and spiritual ceremonies. I especially appreciated the opportunity to establish relationships with some newer members and some members in their active parenting years.

Respectfully,

Sarah Walker, President

QUUF Board of Trustees

[Return to Agenda](#Agenda)

**Attachment B**

**Monthly Minister’s Board Report**

{Paste Report here}

[Return to Agenda](#AgendaPage2)

**Attachment C**

**Treasurer’s Report to the Board**

Available on the website with the posted agenda

[Return to Agenda](#AgendaPage2)

**Attachment E**

**Program Council Report**



**Program Council – Report to the Minister**

March 20, 2025

**Program Council**

We are planning on a different style of Leadership program for the 3rd  (and last) one this church year. We are hoping to do it in April/May: We are planning on working with the proposed Mission statement within the Councils, Teams and Committees with conversation prompts. Tentatively:

1. How does this make you feel? (hopeful, inspired, challenged, excited?)
2. How does this mission statement inform/shape the work of your team/committee/council?
3. Anything else come up for you?

Program Council had a discussion, based on Sarah’s request to review how we are doing on the Ministry side: **‘**Exploring Next Steps Session’. I will attach minutes from this meeting at the end of this report. One of the areas that stood out was the ongoing need for volunteers. To address this we will have a ‘Volunteer Fair’ for 6 upcoming Sundays. There will be 2 tables set up in the Foyer featuring different Teams to inform the membership about what they are and to encourage involvement.

Program Council sponsored another Parent’s Night Out. 22 kids attended. This is an effort to be supportive to the RE families. Parents expressed appreciation.

**Ongoing…**

For coordination and communication, PC chair Diane meets monthly with Linda, attends the Governance Committee meetings and Executive Board Committee meetings as a liaison from the Program Council.

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

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

**Councils** – and some highlights

**Community Council** – Women’s Retreat – this weekend! Lots of workshops and fun activities planned. Kate Kinney and Rosemary Adang are the co-leads. Peg Hunter is the secretary.

The HCT have made a few revisions to the Right Relations Covenant. They are making a plan to update the congregation on the changes and intend for this to be voted on at the June Congregational meeting.

Membership & Belonging Team have started informal monthly gathering for visitors once a month after the Sunday service. We have had a steady stream of newcomers.

**Social and Environmental Justice Council**

Antiracism Team is coordinating with and sponsoring several meetings for community organizations that support their mission. New: sponsoring a dramatic reading of “One Family in Gaza” – March 30

SEJC is hosting ‘JIAC’ (Jefferson Interfaith Action Coalition) discussions on Sanctuary. Two tracks: Coordination among the churches and education within our congregation.

The Housing Action Team has committed to providing 5 dinners a month at the Emergency Shelter at the Legion. There will be sign-ups for helping with meals. Teams are encouraged to participate.

**Spirit Council** – We are actively seeking a replacement and have someone considering to be the Lead. We want to re-energize the Spirit Council and especially the Sunday Services Team in the coming year.

**Growth and Learning** **Council** – We are looking for a new Lead for Growth and Learning Council. We have someone considering this position.

RE – Mystery Pals is underway. This is an intergenerational opportunity!

ALSO (Advancing Learning and Spiritual Opportunities) – classes are in progress. Offerings for next year are in progress.

Widening the Circle Team – Continues to contribute ‘Tid Bits’ to the Friday Update.

Members are taking an introductory class offered through the UUA Mosaic Program. The Mosaic Program is a new antiracist, anti-oppression, multicultural curriculum. This is a prerequisite in order to utilize the new curriculum.

**Operations Council** – Meets quarterly.

A training for ushers and greeters was done on the emergency evacuation plans and “Know Your Rights” component was added.

Fundraising coordinating Team/Stewardship Team – everything is under way. Concerts have been successful.

The Accessibility Team is on hold.

FOST is planning a pruning party, worked on the chancel stage for the concerts.

Submitted by Diane Haas

Program Council Chair

**Upcoming EVENTS**

Concerts: 6 scheduled

Women’s Retreat: March 21-23

Mystery Pals – Find out date is March 30

A Family in Gaza – March 30

Brunch-a-Palousa – April 6

Volunteer Appreciation set for May 5, 5-6

May 9 – pruning party

**PC 3-13-25 Exploring Next Steps Session**

For each of the Councils we will use the following (appreciative inquiry) questions:

In the context of being in a transitional developmental period, what is the "balcony view" overlooking the whole constellation of ministry activities and constituent communities? Here are some framing questions that might help thinking about next steps:

**Social and Environmental Council**

1. **What is working well? Where do we see success and effectiveness? (We think we have good ways to sustain and build on these)**

SEJC going well. We have a rhythm to the year, we have designated teams to lead certain things. We have collaboration between teams. Team chairs pay attention to email and overall QUUF functioning. New endeavor is Sanctuary Network with interfaith community. We have shared commitment to love in action.

1. **What seems problematic or stalled or neglected? (We need to give more consideration to problem solving or generate new ideas or develop a systematic action plan).** While we have one inactive team and one without a chair, we are okay with that. Each team depends on committed volunteers and if there isn’t the interest, ok to let it be. Many volunteers wear several hats. Used to be SEJC folks weren’t also in elected positions. Now they are, so people are spread thin. Burnout potential. We need time to get to know newer congregants to engage them.
2. **What has unrealized potential – a growing edge? We have a fledgling program or an idea would like to activate it if we could give it more focus. (It may need research, resources or scaffolding.)** Sanctuary Network interest is high.People willing to step up. Mini Forest proposal had high interest but so many plates are full.

**Community Council**

1. **What is working well? Where do we see success and effectiveness? (We think we have good ways to sustain and build on these)**

All going well. Leaders report positively, HCT bringing Right Relations Covenant to congregation for updating. Collaboration between teams is good. Traditions established (Opening Picnic and Volunteer Recognition). Membership and Belonging Team guiding 16 new members from fall, 11 this spring. There is trust in who we are as a community. Chairs feel connected, for the most part.

1. **What seems problematic or stalled or neglected? (We need to give more consideration to problem-solving or generate new ideas or develop a systematic action plan).** Most Affinity Groups going well. Structure works well. Volunteer Engagement Team needs focused energy. Don’t have the bandwidth to organize and systemize it. Volunteers are stretched thin, and don’t have the time to get to know people to engage them. Sad not to have been able to support the Mini Forest with people’s energy and time.
2. **What has unrealized potential – a growing edge? We have a fledgling program or an idea would like to activate it if we could give it more focus. (It may need research, resources or scaffolding.)**

Need to focus on engaging new folks. Volunteer fair and survey need new energy and highlighting.

**Operations Council**

1. **What is working well? Where do we see success and effectiveness? (We think we have good ways to sustain and build on these)** Teams are self-sufficient. Would function without the council structure. FCT & FOST are functioning well. Some confusion about how teams are formed and unformed. Lead is good communication link between teams. These teams have lots of staff leadership and support. Staff is outstanding. Some communication challenges around accessibility issues and projects, but then great accomplishments.
2. **What seems problematic or stalled or neglected? (We need to give more consideration to problem-solving or generate new ideas or develop a systematic action plan).** Some role confusion between Council Lead and Team chair, learning curve. And uncertainty about how this council model makes sense. Assurance that each council has different structural needs and that is okay. The point is communication and collaboration channels. Lots of ‘asks’ this year, fundraisers on top of fundraisers that need both volunteers and money. Auction is a lot of work, falls on staff. Tech and Admin used to be teams- now the work is managed by staff.
3. **What has unrealized potential – a growing edge? We have a fledgling program or an idea would like to activate it if we could give it more focus. (It may need research, resources or scaffolding.)**

**Growth and Learning Council**

1. **What is working well? Where do we see success and effectiveness? (We think we have good ways to sustain and build on these.)** ALSO success! Team works well. A lot of offerings. RE runs pretty independently because of designated staff person (Beau). Intergenerational programs strong, Harvest Festival, Coming of Age, Time for All Ages. Widening The Circle keeps focused on their mission. Library upkeep is being handled.
2. **What seems problematic or stalled or neglected? (We need to give more consideration to problem-solving or generate new ideas or develop a systematic action plan).** Still seeking a Lead.ALSO programs havecompetition with all other activities, calendars fill up. Consider what the capacity for activities is. Especially difficult for non-QUUFers who offer themselves and we don’t engage.
3. **What has unrealized potential – a growing edge? We have a fledgling program or an idea would like to activate it if we could give it more focus. (It may need research, resources or scaffolding.)** Integration of generations comes up often. Data on intergenerational connections would be helpful. May be more than we think. Suggested idea- have non-parent on the RE Team to promote more crossover.

**Spirit Council**

1. **What is working well? Where do we see success and effectiveness? (We think we have good ways to sustain and build on these.)** Sunday mornings are well attended and appreciated. Visitors return. Choir has been strong. Open Door Sangha has several regular attendees. Wild Church continues strong.
2. **What seems problematic or stalled or neglected? (We need to give more consideration to problem-solving or generate new ideas or develop a systematic action plan).** Still seeking a Lead. Core team of this council, Sunday Service Team, has not been developed. This leaves a void in sense of belonging, collaboration and people skilled in functioning when Linda isn’t present. Music Team doesn’t have financial support, for instance no budget for a pianist.
3. **What has unrealized potential – a growing edge? We have a fledgling program or an idea would like to activate it if we could give it more focus. (It may need research, resources or scaffolding.)** Building the Sunday morning community could be meaningful. A shared vision of that sacred hour, leading to a sense of purpose. Always with minister as the lead. Then expand that to other entities (Wild Church, meditation, aesthetics) for a deepening of why ‘the spirit’ matters and is central to being religious people.

We also discussed that the role/purpose of the Ministry side. The Program council is, besides communication, to promote community, meaningful connection with each other, and shared purpose-addressing our Mission.

Return to Agenda

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| **Report on Ministry** |  |  |  |  |  |
| **Month:** | **Feb. 2025** |  |  |  |  |
|  |  |  |  |  |  |
| **Membership Data** |  |  |  |  |  |
| **Membership Units(1+members)** | **220** |  |  |  |  |
| **Membership individuals** | **293** |  |  |  |  |
| **# of Friends** | **29** |  |  |  |  |
| **# of Guest of Record** | **254** |  |  |  |  |
| **Total individuals serving** | **576** |  |  |  |  |
|  |  |  |  |  |  |
| **Sunday** | **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** |
| **Sunday Service in-person** | **74** | **103** | **90** | **99** |  |
| **On-line (full week)** | **89** | **100** | **100** | **148** |  |
| **Wild Church** |  |  |  | **17** |  |
| **RE Children Classes** | **10** | **9** | **9** | **7** |  |
| **Child Care/RE Assistants** | **3** | **3** | **3** | **3** |  |
| **High School/middle school together** | **8** | **9** | **10** | **10** |  |
| **Youth at CON** |  |  |  |  |  |
| **Coming of Age program** |  |  | **14** |  |  |
|  |  |  |  |  |  |
| **Weekly Update Click to Open Average for month** | **43%** |  |  |  |
| **Plate Total for month** | **$946**  |  |  |  |  |
| **Designated Offering for February** |  |  |  |  |  |
| **Food Bank** | **$295**  |  |  |  |  |
| **JC Mash** | **$413**  |  |  |  |  |
| **JCIRA** | **$1,198**  |  |  |  |  |
| **Additional Revenue from Jan. DO's** |  |  |  |  |  |
| **ECHHO** | **$534.85**  |  |  |  |  |
| **Community Building Events** | **Attendance** | **Volt. Hrs** | **Staff Hrs** |  |  |
| **Meaningful Movies** | **30** | **12** | **3** |  |  |
| **Shelter Meal Prep 5 days/5 meals** | **24** | **70** |  |  |  |
| **Mission Workshop** | **98** | **140** | **25** |  |  |
| **Court Watch Feb. 3** | **12** | **2.5** |  |  |  |
| **Clallam Bay Volt info night Feb. 12** | **25** | **3** |  |  |  |
| **Dances for Universal Peace Feb. 16** | **9** |  | **2** |  |  |
| **Dinner & Discussion Potluck Feb. 16** | **12** | **1** |  |  |  |
| **Concert #1 Feb. 22** | **150** | **25** | **25** |  |  |
| **Friendship Supper** | **6** | **6** | **1** |  |  |
|  |  |  |  |  |  |
| **Rentals** |  |  |  |  |  |
| **AAUW monthly meeting** |  |  |  |  |  |
|  |  |  |  |  |  |
| **ALSO Classes** | **Registration #'s** | **Volt. Hrs** | **Staff Hrs** |  |  |
| **Painting with Acrylics** | **6** | **6** |  |  |  |
| **The Serviceberry Book discussion** | **11** | **4** |  |  |  |
| **Photoshop** | **6** | **8** |  |  |  |
| **The Anti Racism Card Deck** | **8** | **6** |  |  |  |
| **Spirit Box Workshop** | **9** | **5** |  |  |  |
| **Soul Matter Sunday** | **5** | **5** |  |  |  |
| **Me & White Supremacy** | **8** | **8** |  |  |  |
| **Roots of Christian Nationalism** | **12** | **5** |  |  |  |
| ***Monthly Committee Time*** | **4** | **30** | **4** |  |  |
| **Minister: Highlights of Services or events**  |  |  |  |  |  |
| **Feb. 2: Other People's Stories Rev. Hart** |  |  |  |  |  |
| **Feb. 9: Who's in Charge Rev. Hart** |  |  |  |  |  |
| **Feb. 16: Grant me Serenity Rev. Walker** |  |  |  |  |  |
| **Feb. 23: YRUU Youth Service** |  |  |  |  |  |
|  |  |  |  |  |  |
| **RE curriculum past month** |  |  |  |  |  |
| **Feb 2: I Can Help, What is Equality, Equity, and Justice** |  |  |  |  |  |
| **Feb 9: I Can Love, The Gift of Building Better Relationships** |  |  |  |  |  |
| **Feb 16: I Can Wait, The Gift of Building a Better World** |  |  |  |  |  |
| **Feb 23: Youth Service, I Can Dance** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Program Council/RE/Board future events planned for March** |  |  |  |  |  |
| **Women's Retreat** |  |  |  |  |  |
| **Concert #2** |  |  |  |  |  |
| **Membership Class** |  |  |  |  |  |
| **QUUF Host Blood Drive March 3** |  |  |  |  |  |
| **Meaningful Movies** |  |  |  |  |  |
| **Peninsula Prisoners Solidarity**  |  |  |  |  |  |
| **Stewardship Coffee** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Fundraising Coord. Team future plans:** |  |  |  |  |  |
| **Dining For Dollars** | **Bidding Completed** |  |  |  |  |
| **Spring Concert Event** | **6 concerts**  |  |  |  |  |
| **Book Sale TBD** | **need volunteer** |  |  |  |  |
| **Rummage Sale TBD** | **need volunteer** |  |  |  |  |
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**Attachment G**

**Governance Committee**

**Quarterly Board Report –** March 2025

Submitted by Frances Loubere and Phil Burwell, Co-Chairs

**Meeting Schedule:** First Wednesdays from 10 to Noon. Our January meeting was delayed until January 15.

**Members:** Roseanna Almaee (Board), David Alvarez, Phil Burwell (Co-Chair), Julia Cochrane (Board Rep & Scribe), Jenell DeMatteo (QUUF Administrator), Diane Haas (PC liaison), Frances Loubere (Co-Chair), Christina Tweed (QUUF Tech), Anne Weaver. Rev. Linda Hart attends regularly.

1. **Board Policies, Procedures and Charters:** As requested by the Board, we reviewed the draft Severance Policy submitted by the Personnel Committee and made recommendations prior to Board approval.
2. As requested by the Board, David Alvarez developed, with editing input from GC, in particular our Congregational Administrator, a draft of Board procedures. These include recommendations for Board-related Conflict and Grievance Policy procedures. The Board is finalizing these draft procedures.
3. GC provided input prior to finalization of the Board Executive Committee Charter.

**Power Point Governance** **Presentation**: We continue to refine this presentation and plan completion in the spring. Short videos featuring the Minister and Board President will be created. Congregants will access this overview online. Links will provide more information for those who have interest. We will offer the presentation with discussion to QUUF groups and update our webpage to align with this information.

**Ministry Coordinating Team:** Anne Weaver (GC) and Roseanna Almaee (Board) met with Rev. Linda to further discuss the purpose and future of the Ministry Coordinating Team. Rev. Linda plans to choose lay congregant members this summer and establish the MCT by the fall.

**Bylaws Amendment Recommendation:** Our Bylaws, which reference the “seven principles” but not our values, are out of date following the affirmative Article II vote at last year’s GA. Our Governance Committee proposes a wording change be on the agenda for a vote at our June 8 Annual Meeting. This change along with a rationale is forwarded to the Board in a separate document, for your consideration as you plan the agenda.

ARTICLE II. PURPOSES Section 1. The purpose of this Fellowship is to provide a spiritual and liberal religious community that examines, embraces, and practices the values and principles ~~seven principles~~ of Unitarian Universalism as established by the Unitarian Universalist Association of North America, the Quimper Unitarian Universalist Fellowship Mission Statement, and related documents adopted by the Fellowship.

**Governance Evaluation:** We brainstormed different ways of evaluating our governance structure. We began the evaluation process by developing self-evaluation questions for our Governance Committee. We will tabulate answers to these prior to our April meeting and then develop a plan to reach out to more QUUF groups.

**Strategic Goals:** These are Board initiated goals developed with input from the Congregation and implemented by the Minister along with the Ministry Coordinating Team and PC. Developing these is a part of shared governance that still needs to be implemented. These will be informed by Board/Congregational work on the new Mission.

[Return to Agenda](#AgendaPage2)

**Attachment H**

**Denominational Affairs Committee**

March 18, 2025 Board Report

General Assembly is June 19-22.

So far 2 of us have applied to be delegates. Julia and Kathy.

Others are considering. We ran a call for delegates in the Update, and emailed all past delegates, encouraging them to apply. Deadline for early bird registration is March 31.

Without the pressure of voting on Article 2, and with busy lives, we may not be able to fill our delegate quota (6 or 7). However, we will continue to encourage people to apply. The cost of GA is high, by necessity, and delegates are able to register for free, and not attend anything except the business meetings.

We will put more information in the Update soon.

Sincerely, Kathy and Julia

[Return to Agenda](#AgendaPage2)

**Attachment I**

**Personnel Committee**

**Board Report – March 6, 2025**

Attending – Mary Tyburski, Lynn Maier, Jennifer Stankus,

Roseanne Almaee (Board Liaison), Jenell Dematteo (Administrator)

The Committee continues to review the Employee Handbook, editing Section IV (Termination, Resignation, Dismissal) to include the addition of the new severance policy. The Employee Handbook Section IIA (Employee Classifications) needs to be updated. The Committee discussed potential changes in the Department of Labor employment classifications for some QUUF positions. This discussion will be continued. Our next meeting will focus on budget considerations for the coming year.

Submitted

Jen Stankus, Chair

**Policy Proposal**

QUUF Policy for Severance for Employees

QUUF offers a fair and reasonable severance package to assist employees who are terminated **involuntarily** due to job restructure, being laid off or reduction in force, or budget cuts. This intent aligns with Unitarian Universalist Values and with QUUF fiduciary responsibility.

This policy ensures that QUUF:

* Will provide a minimum of two weeks’ notice.
* Agrees to pay one week of current wage for each year of full-time service, or equivalent, up to a maximum of eight weeks.
* Agrees to provide references.
* Will allow the employee to be on COBRA at the employee’s own expense.
* Agrees that both parties will not make negative public statements about the other.
* The departing employee agrees to waive any legal claims against the organization in exchange for the severance package.
* QUUF will cash out vacation leave but not sick leave, but will reinstate the sick leave balance if employee is rehired within 12 months.

[Return to Agenda](#AgendaPage2)