**Quimper Unitarian Universalist Fellowship**

**Board of Trustees Meeting**

**Draft Minutes-November 20, 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** – suggestion that the Board do something to express our gratitude to the auction team

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: Dean**

1. **Approve Meeting Agenda-**Moved: Mary; Seconded-Dean, Approved

**Consent Agenda-**Moved: Dean; Seconded: Roseanna, Approved

* 1. Approval of Minutes of October 23, 2024 meeting
	2. Verify the Electronic Vote taken November 1, 2024 to appoint Bill Testerman to the vacant Board of Trustees position
	3. Verify the Electronic Vote taken November 14 to endorse 12 additional new members
1. **Standing R****eports**
	1. **President’s Report – See** [**Attachment A**](#AttachmentA)
	2. **Minister’s Report – See** [**Attachment B**](#AttachmentB)The number of people who recently joined our fellowship is very much appreciated. Attendance at the Sunday service before the election was 95; after the election it was 179. Dashboard should be part of the Board agenda and be publicized more through MBRs. What is the purpose of sharing the Dashboard? Discuss further at Study Session.
	3. **Treasurer’s Reports (several documents) –** See **[Attachment C](#AttachmentC)**

Running 2.5% above previous pledge amounts. Recommendation to include summary statements in all reports and the Dashboard.

* + 1. The Finance committee recommends to the Board for their approval the October 2024 Consolidated Balance Sheet reflecting Total Net Assets of $2,119,365.50 and the October 2024 Operating Fund Income and Expense Statement reflecting Year to Date Excess Income of $58,192.25.

Moved: Julia Seconded: Gary Approved

* + 1. The Finance committee recommends to the Board for their approval the June 2024 END OF YEAR Consolidated Balance Sheet reflecting Total Net Assets of $2,085,712.42 and the June 2024 END OF YEAR Operating Fund Income and Expense Statement reflecting Year to Date Excess Income of $0. These End of Year Financial Statements reflect the transfer of $91,446.33 from the Maintenance Reserve, the Operating Reserve and the Capital Reserve to the Operating Fund, to absorb the 2023-24 Operating Fund deficit.

Moved: Peg Seconded: Roseanna Approved

* + 1. The Finance committee recommends to the Board for their approval the restated July, August, and September 2024 Consolidated Balance Sheets reflecting the impact of the June 2024 End of Year Transactions in the Maintenance Reserve, the Operating Reserve and the Capital Reserve to absorb the 2023-24 Operating Fund deficit.
			- July 2024 Consolidated Balance Sheet total net assets of $2,156,408.14
			- August 2024 Consolidated Balance Sheet total net assets of $2,151,676.13
			- September 2024 Consolidated Balance Sheet total net assets of $2,160,002.18

Income and Expense, and Balance Sheet for June, July, August and September Balance Sheet only – 2024 EOY, Restated to reflect year end entries to absorb the deficit

Moved: Dean Seconded: Roseanna Approved

Committee of John Tyburski, John Collins, and Maria Mendes will review the budget on a yearly basis.

1. **Trustees’ Reports – Congregational Committees**
	1. Endowments – Mary T. – see Attachment C
	2. Nominating Committee – see Attachment D – Gary F.

The Nominating committee recommends two documents for approval by the board related to filling vacancies for elected positions – including the Board of Trustees, Nominating Committee, and Endowments Committee when they occur between elections. If we approve the draft process, the Nominating Committee can proceed with seeking a candidate for the open position on Endowments.

Moved: Julia Seconded: Megan Approved

**BREAK** 6:55 – 7:00

1. **Program Council Report – see** [**Attachment E**](#AttachmentE)

Program Council goals will be shared with the Board. Sarah will check with Diane and share if approved.

1. **Board Task Force and Committee Reports**
	1. **Communications Subcommittee—Peg:** MBR to be approved and posted on Monday, November 25; Update on Bill Testerman; meeting on Board Procedures with Governance Committee. Peg attended the Governance Committee meeting and will be meeting with Board members and others throughout the year to detail Board procedures.

**Discussion regarding Communication goals**

* 1. **Governance Committee-**Peg attended their meeting yesterday. The GC drafted a preliminary list of Board goals which will be fleshed out over the course of the year for inclusion in the Procedures Manual. Peg will meet with individuals and small groups and present this work to the Board as it progresses.
	2. **Denominational Affairs** (no report) – **Julia**
	3. **Personnel Committee** – **see** [**Attachment I**](#AttachmentI) **– Roseanna A.**

What happens if an employee has to be terminated through no fault of their own? Example: if staff positions need to be cut because of budget constraints, should there be severance pay? Looking into what other organizations do. Board will need to approve any policy.

1. **Discussion: Donation Jar policy suggested by Finance Committee – see** [**Attachment J**](#AttachmentJ)

Approval of the policy as stated in the attachment.

Moved: Roseanna Seconded: Gary Approved

Peg will submit to Pat Rodgers as a Pending Policy and follow through.

* 1. **Update and discussion on Mission Workshop and logistics**

Sarah and Robin will attend the Endowments Committee meeting to clarify plans for the workshop. Two Board members have offered to make a donation for the workshop. Discussion: role of the Board (possible facilitators, other tasks), funds coming from Endowments, not operating budget, benefits of bringing congregation together for a common cause.

Proposed workshop dates: February 7, 8, 9.

* 1. **Initial planning for State of the Fellowship meeting (January 28)**

Content for the meeting: RE, Governance Committee, Financial report, Endowments connecting with the mission workshop, fundraising goals, projected shortfall without talking about cuts in programming or staff, leadership/service opportunities.

**Process Feedback:** the meeting was run efficiently with everyone participating.

**Extinguishing the Chalice**

**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 |   |   |   |   |   |
| 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 |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
|  |  |
|  |  |

**Attachment** **A**

**QUUF Board of Trustees**

**President’s Report – November 20, 2024**

1. I conducted conversations with candidates recommended by the Nominations Committee to fill the vacant Board of Trustees position. I met with two candidates along with Gary Forbes, and Roseanna Almaee and Bill Testerman agreed to join the board for the remainder of the year and were approved by an electronic vote on November 1. I provided some materials for Bill along with a Board notebook.
2. I coordinated with the Membership and Belonging team to provide the Board with information about 12 prospective members who were being recommended. An electronic vote was conducted on November 14 to approve them.
3. I prepared a document outlining the rationale for QUUF to engage in a workshop to develop a new Mission and participated in a Zoom meeting with Rachel Maxwell along with Stewardship Chair Robin Stemen. I continued discussions regarding the potential Mission workshop with the Stewardship chair, Endowments chair, and Finance chair with a focus on dates (February 7,8, and 9), expenses and funding resources, and processes for contracting with Rachel Maxwell. This information and Rachel’s proposal were presented to the BOT at our study session for additional comments and questions. The consensus was to move forward with refining the proposal.
4. Participated in a discussion at the Study Session with the Chair of the Nominating Committee regarding the Board goal to explore potential changes in the functions of that committee using a task force. Meanwhile for the remainder of this year, a major area of clarification is the role of the Nominating Committee when vacancies arise in elected positions.

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**

|  |  |  |
| --- | --- | --- |
| Treasurers Dashboard | Oct. 202433% of year |  |
|  |  |  |
| Membership Data | # serving |
| 1. Membership *individuals*
 | 280 |
| 1. Membership *Households*
 | 211 |
| 1. # of Friends
 | 29 |
| 1. # of Guest of Record
 | 240 |
| Total individuals serving (A+C+D) | 549 |
|

|  |  |
| --- | --- |
| Pledge Data | # Pledging |
| Total # of Pledges committed 24-25 | 212 |
| Membership *individuals* | 231 |
| Membership *Households* | 173 |
| # of Friends  | 14 |
| # of Guest of Record  | 26 |

 |  |  |
| Plate  | YTD | Budget |
| Total |  $ 4,314.77  |  $ 15,000.00  |
|  |  |  |
|

|  |  |  |
| --- | --- | --- |
| BUDGET | YTD 10/24 | Annual Budget |
| REVENUE |   |   |
| CONTRIBUTIONS |  $ 223,515.97  |  $ 476,014.00  |
| PROGRAM FEES |  $ -  |  $ 26,970.00  |
| RENTAL |  $ 6,384.00  |  $ 6,000.00  |
| FUNDRAISING |  $ 1,748.13  |  $ 57,500.00  |
| INVESTMENT |  $ -  |  $ 20.00  |
| TEMP FUNDS TRANSFER |  $ 12,280.08  |  $ 10,486.84  |
| Total |  $ 243,928.18  |  $ 576,990.84  |
|  |  |   |
|  |  |  |
|  |  |  |
| EXPENSES |   |   |
| Staff Wages & Benefits |   |   |
| *Minister* |  $ 43,485.15  |  $ 140,751.32  |
| *Dir. Family Ministry* |  $ 30,786.48  |  $ 93,715.96  |
| *Cong. Admin.* |  $ 28,350.22  |  $ 86,331.88  |
| *Office Asst.* |  $ 8,218.25  |  $ 25,120.44  |
| *Fac. Coordinator* |  $ 17,281.51  |  $ 50,692.31  |
| *Tech/Bookkeeper* |  $ 26,776.82  |  $ 81,846.88  |
|   |   |   |
| RE & Youth Program & Childcare |  $ 1,853.55  |  $ 10,785.80  |
| Debt/Mortgage |  $ 9,359.44  |  $ 28,178.32  |
| Facility & Utilities |  $ 4,626.01  |  $ 26,208.00  |
| Office & Administration |  $ 5,573.89  |  $ 16,907.00  |
| Committee Activities |  $ 1,420.28  |  $ 10,815.00  |
| Program Events with fees |  $ -  |  $ 26,919.00  |
| Sunday Services & Music |  $ 3,292.15  |  $ 14,930.00  |
| UUA Annul Program Fund |  $ 5,000.00  |  $ 5,000.00  |
| Church Mutual Insurance |  $ 350.00  |  $ 6,000.00  |
| Fees, city, DOR, etc. |  $ 25.16  |  $ 100.00  |
| Total |  $ 186,398.91  |  $ 624,301.91  |
| Transfers (Home Repair Fund to MDF) |  $ 662.98  |   |
| *Difference* |  *$ 58,192.25*  |  *$ (47,311.07)* |

 |  |

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1. Income and Expense, and Balance Sheet for June, July, August and September Balance Sheet only – 2024 EOY, restated to reflect year end entries to absorb the deficit.

**Endowments Report November 2024**

Meeting monthly instead of quarterly.

Henry Amick resigned. Several possible candidates to fill the vacancy will be given to the Nominating Committee.

Set campaign dates for 2025 compatible with other major Fellowship major events as follows:

Early February – Columbarium awareness and sales ($55,000 owed endowments)

May – Direct donations to Endowments

Fall – Focus on legacy giving

Future meeting topics:

Understanding our accounts and investing

Scholarship criteria

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**Attachment D**

**Nominating Committee Report**

**November 17, 2024**

DRAFT PROCESS FOR NOMINATING COMMITTEE ROLE IN APPOINTING VACANCIES OF ELECTED POSITIONS

*Additions to draft approved by NomCom on November 14 are underlined and deletions are crossed out.*

1. The Board will notify the Nominating Committee when a ~~vacancies~~ vacancy occurs mid-year in an elected position on the Board of Trustees (Board), Endowments Committee, or Nominating Committee.
2. The Nominating Committee will work with the body with the vacancy to develop a current job description of the vacant elected position.
3. The Nominating Committee will post in the next two weekly updates a notice soliciting QUUF members who are interested in the position, or who have names to suggest to the Nominating Committee.
4. The Nominating Committee will independently identify ~~possible~~ available candidates, including solicitation of possible candidates from the body with the vacancy.
5. The Nominating Committee will ask each potential candidate to complete an application form.
6. The Nominating Committee will forward to the Board an unranked roster of candidates for appointment to the vacant position along with their application forms.
7. The Board will interview prospective candidates prior to the Board’s selection to fill the vacancy.

APPLICATION FOR APPOINTMENT TO VACANT ELECTED POSITION

due by \_\_\_\_\_\_\_\_\_\_\_

Quimper Unitarian Universalist Fellowship

The Nominating Committee appreciates your interest in governance and leadership in QUUF through appointment by the Board of Trustees to a vacant position on the Board of Trustees, Endowments Committee, or Nominating Committee to serve for the rest of this current QUUF fiscal year.

If you are interested in being appointed by the Board to fill a vacant elected position on either the Board of Trustees, Endowments Committee, or Nominating Committee, please send the following information to nominations@quuf.com or mail to Nominating Committee, QUUF, 2333 San Juan Ave, Port Townsend by the date listed above.

1. Your name and contact information, including address, phone and email. What method of contact do you prefer?
2. Which position are you applying for?
3. Why do you want to be a member of the Board, Endowments Committee, or Nominating Committee?
4. How long have you been a UU, and in which congregations(s)?
5. How long have you been a member of QUUF?
6. What experiences (such as employment, volunteer work, or education) contribute to your ability to serve in this position?
7. What experiences with the UU world or QUUF contribute to your ability to serve in this position?
8. Please list some experiences that have contributed to your understanding of the mission and covenant of QUUF and the values, strengths, and skills of its members?
9. What experiences help you understand and make a positive difference in areas of diversity, equity, and inclusion?
10. Have you observed (either in person or via Zoom) a recent meeting of the body you are applying for? (Meeting dates and times for meetings are on the QUUF website, under QUUF Calendar.)
11. As part of the application process, please read the following policies in the “QUUF POLICY MANUAL”, which can be found on the QUUF website, under “ABOUT QUUF”, thence “BYLAWS, POLICIES, PROCEDURES”
	1. QUUF *Alignment policy* which can be found on page 55 in the Policy Manual.
	2. The Charter for the committee you are interested in joining: Endowments is on page 29, and Nominating Committee is on page 23.
12. Please sign your application, indicating that you have read and agree with these policies.

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Attachment E**



**Program Council Report – Report to the Minister**

**November 15, 2024**

**Program Council**

We don’t meet until next Wednesday November 20.

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

We did the UUA Self-Assessment Tool. Results are attached at the end of this report. We will continue to discuss the implications.

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

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. This may take the form of a task force exploring ideas for the Nominating Committee.

**Councils**– and some highlights

**Community Council** –cancelled this month

Membership and Belonging Team (MBT) – There are approximately 15 new members; 2 are youth.

**Social and Environmental Justice Council** – SEJC is active with a Native Connections Film called Indigenous Cinema Climate Showcase. Antiracism Action Team has several ALSO classes running, and upcoming. They are also hosting a Restorative Justice project called Court Watch. The opening of the Winter Welcoming Center. Concern for our immigrant neighbors is on our minds, as well as Palestinians. Coming up is preparation for our Holiday Giving Tree.

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 looking at how we can re-energize the Spirit Council and especially the Sunday Services Team in the coming year.

**Growth and Learning** **Council** – Frank Layden is stepping down as Lead.

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

Widening the Circle Team:

* did a walk-through of the facilities with a multicultural lens and are making a few recommendations to help create an inclusive, welcoming atmosphere.
* continues to contribute ‘Tid Bits’ to the Friday Update.
* are taking an introductory class offered through the UUA Mosaic Program. The Mosaic Program is a new antiracist, anti-oppression, multicultural curriculum.

The Library has been given a clean-up and reorganization by volunteers.

**Operations Council** – Meets quarterly.

There was a DASH audit evaluating accessibility issues. We are waiting for their written report (<https://dashproject.org/>). 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 ‘mobility challenged’. The ramp is too steep for wheelchairs. Some recommendations will need further consideration and finances.

Plans for the Auction are under way.

Submitted by Diane Haas,

Program Council Chair

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dashboard on Ministry** | **Oct.2024** |  |  |  |  |
|  |  |  |  |  |  |
| **Membership Data** |  |  |  |  |  |
| Membership individuals | 280 |  |  |  |  |
| Membership Households | 211 |  |  |  |  |
| # of Friends | 29 |  |  |  |  |
| # of Guest of Record | 240 |  |  |  |  |
| **Total individuals serving**  | 549 |  |  |  |  |
|  |  |  |  |  |  |
| **Sunday**  | **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** |
| Sunday Service in-person | 75 | 66 | 68 | 95 |   |
| On-line (full week) | 91 | 84 | 81 | 89 |   |
| Wild Church |   |   |   | 15 |   |
| RE Children Classes | 10 | 7 | 8 | 17 |   |
| Child Care | 0 | 1 | 0 | 0 |   |
| Middle School | 2 | 2 | 2 | 1 |   |
| High School | 7 | 6 | 6 | 6 |   |
| Coming of Age program | 8 |   |   |  |   |
| AHA group (*not meeting*) |   |   |   |  |   |
|  |  |  |  |  |  |
| **Weekly Update Click to Open Average for month** | 49% |  |  |
| **Plate Total for month** |  $ 771.53  |  |  |  |  |
| **Designated Offering**  |   |  |  |  |  |
| Food Bank | $254  |  |  |  |  |
| Love of a Child | $1,201.75  |  |  |  |  |
| Olympic Neighbors | $161.50  |  |  |  |  |
| **Community Building Events** | **Attendance** | **Volt. Hrs** | **Staff Hrs** |  |  |
| Harvest Festival | 105 | 25 | 25 |  |  |
| Pathways to Membership Class | 12 | 90 | 2 |  |  |
| Universal Dance for Peace | 10 | 4 | 1 |  |  |
| Landscaping Work Party | 5 | 18 | 4 |  |  |
| Clothing Swap | 43 | 5 | 4 |  |  |
| Shelter Meal Prep | 18 | 68 |   |  |  |
| Honoring your Crone | 4 | 20 |   |  |  |
| Vigil for Middle East | 23 | 10 |   |  |  |
|  |  |  |  |  |  |
| **Rentals** |  |  |  |  |  |
| Piano/spoken word for Dove Hs |  |  |  |  |  |
| AAUW monthly meeting |  |  |  |  |  |
|  |  |  |  |  |  |
| **ALSO Classes** | **Attendance** | **Volt. Hrs** | **Staff Hrs** |  |  |
| Autumn Roses | 8 | 5 |   |  |  |
| Painting w/acrylics | 7 | 10 |   |  |  |
| My name is Pauli Murray | 15 | 5 |   |  |  |
| Poetry as Survival | 14 | 9 |   |  |  |
| cicmehan Trail | 14 | 5 |   |  |  |
| Make your own natural products | 12 | 4 | 4 |  |  |
| Mindfulness in Motion/Benji Pro | 7 | 3 |   |  |  |
| Fossils Narrative & song | 6 | 4 |   |  |  |
| Monthly Committee Time |  | 42 | 5 |  |  |
|  |  |  |  |  |  |
| **Minister: Highlights of Services or Events** |   |   |   |  |  |
| 10/06/24 Cosmic Time in the Middle of Nowhere: J. Bednarik |  |  |  |
| 10/13/24 Freedom, Reason, & Tolerance: Rev. Hart |  |  |  |  |
| 10/20/24 Our Theological Heritage: N. Reid-McKee |  |  |  |  |
| 10/27/24 Light a Pumpkin and keep walking, Kate Kinney |   |  |  |
|  |  |  |  |  |  |
| **RE curriculum past month** |  |  |  |  |  |
| **Chalice Hunters:** I Can Talk, I Can See, I Can Hear |  |  |  |  |
| **Wisdom Seekers:** Gift of Staying Close to Roots, Gift of Reclaiming Roots, Gift of LGBTQ+ Roots |  |
| **Multi-age:** Halloween Party |  |  |  |  |  |
| **Youth Groups:** October Youth Conference, Haunt Town, Halloween Fun! |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Program Council Future events planned for November:** |   |   |  |  |
| Auction |  |  |   |  |  |
| Shelter Meal Prep |  |  |   |  |  |
| Thanksgiving Potluck |  |  |   |  |  |
| An Indigenous Cinema Climate Showcase |   |   |   |  |  |
|  |  |  |  |  |  |
| **Fundraising Coord. TeamFuture plans:** |   |   |   |  |  |
| Auction | Event Nov. 15, Around the World |  |  |
| Dining For Dollars | planning begun for Feb. DFD |  |  |
| Spring Concert Event | Planning team started-Larry/Patrick |  |  |
| Book Sale TBD | need volunteer |  |  |  |  |
| Rummage Sale TBD | need volunteer |   |   |  |  |

**CONGREGATIONAL ASSESSMENT as done by PROGRAM COUNCIL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Topic | #  | Average | Notes | RANK |
| COVENANT | 5 | 3.4 | All gave a 3 or a 4 | 7 |
| MISSION & VISION | 5 | 3.1 | One rater gave a 2.5 | 10 |
| GOVERNANCE, DECISION MAKING | 5 | 3.2 | One 2, one 2.5 | 9 |
| GOVERNANCE, FIDUCIARY DUTY | 5 | 4.35 | Two x 5, a 4 and a 4.5 | 1 |
| SHARED MINISTRY | 5 | 3.7 | All gave a 3 or 4 | 5 |
| TRUST | 5 | 3.6 | All gave a 3 or 4 | 6 tie |
| CONTINUOUS ADAPTIVE LEARNING | 5 | 2.8 | Two persons gave a 2. | 13 |
| NAVIGATING CHANGE | 5 | 4.2 | Two persons gave a 5 | 2 |
| CONFLICT | 5 | 3.6 | All gave a 3 or 4 | 6 tie |
| LEADERSHIP DEVELOPMENT | 5 | 2.9 | One 2.5, and one 2 | 12 tie |
| CONNECTION WITH WIDER UUA | 5 | 3.0 | One reviewer gave a 2 | 11 |
| CULTURE OF WELCOMING & BELONGING | 5 | 2.9 | One 2.5, and one 2 | 12 tie |
| DIVERSITY, EQUITY & INCLUSION | 5 | 3.3 | All gave a 3 or 4 | 8 |
| FAITH DEVELOPMENT | 4\* | 3.75 | One rater gave a 5 | 4 |
| FAMILY MINISTRY | 5 | 3.8 | All 4, except one 3. | 3 |

\*Only 4 persons reviewed/scored Faith Development.

**Attachment F**

**Communications Subcommittee Report**

(no report)

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**Attachment G**

**Governance Committee**

(No report)

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**Attachment H**

**Denominational Affairs Committee**

(no report)

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**Attachment I**

**Personnel Committee**

**November 2024**

FROM – Jennifer Stankus, Personnel Committee Chair

During our last meeting, 10/24/2014, the Personnel Committee began our review of the QUUF Employee Handbook.

We are reviewing and editing this document for any errors, omissions, or needed substantive changes. Specifically, we agreed to begin reviewing sections relating to: employees as volunteers, hiring practices, disciplinary appeals and severance procedures.

Our next meeting will be December 12, 2024.

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**Attachment J**

**Agenda Item**

The Finance Committee recommends this policy to the board for approval:

**Donation Jar Policy for free public events held at QUUF**

FREE Public events (coordinated by QUUF) and held at QUUF will have a donation jar available for voluntary donations.

“Public events” for this Policy are defined as:

* Events open to the general public and QUUF members
* Events held at the QUUF campus
* QUUF has not received a rental payment for the event
* The event is not a QUUF fundraising event (like auction or DFD)
* The event is free

**Procedure**

1. Donation jar is located in the office. Event organizer picks up the Donation Jar and is responsible for displaying the Donation Jar at the event.
2. After the event, the event organizer retrieves the money, puts the donations in an envelope with event name and attendance numbers, and puts the envelope in the office safe or the black box outside the office.
3. Funds from the donation jar are retrieved for the regular weekly deposit and credited to the Operating Fund.

The procedure would be placed in the Financial Handbook and can be modified by the Finance Committee. The Policy would apply to all events.

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