**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**Meeting MINUTES for March 27, 2024**

**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.

**Start:** 6:02 p.m.

Attending: Sarah Walker, Sarah Hull, Elizabeth Walker, Roseanna Almaee, Larry Morrell, Liesel Slabaugh , Rev Linda Hart, Mary Tyburski, Jesse Walker

Absent: Bruce Zalnaritis

Online: Jenell deMatteo, Share deWiess, Peg Hunter, Julia Cochrane

Technical: Jesse Walker

Process Observer: Liesel Slabaugh

**Meeting Called to Order** 6:00

Spiritual Practice and Opening

**Chalice Lighting** –- Rev Linda

**Check-ins**

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 6:15

Information:

Widening the Circle – as of April 2024 will move to the ministry side under the Program Council, and this means that this group will no longer report directly to the Board. This will need a Board vote to complete this move.

The Healthy Community Team, differences from their attached report, more recently their move to the Program Council is pending a discussion. They will update the Board next month. This will need a Board vote to complete this move.

Hotchkiss Governance books – we need some to be available to pass along to new Board members - 2 will be donated by current board members and others will be ordered.

Proposal for using the Study Session on April 10 as a time for subcommittees to work instead of the whole Board.

Roseanna reports that the Minister Review Committee does not need help right now.

New board orientation-Larry says we need time and help for board training, so we could use 30 minutes to talk about this. We need to come up with a better plan for the next board to be a visioning board.

Annual meeting planning – Roseanna and Larry say yes, we need more input for planning. Some has started-Linda is planning an installation, but we need to plan gifts and goodbyes for those leaving, we need to structure what will be done, and we need to get plans done so that we can get notices posted.

Suggestion to have an open meeting as usual and for the first hour work on training, while the second hour can be for the on annual meeting.

1. **Approve Meeting Agenda** Jesse Walker approved and Larry Morrel second, motion passed.
2. **Consent Agenda**
   1. Approval of Minutes of February 28, 2024 meeting – revised for clarity. Motion to approve as amended Larry Morrell and second by Mary Tyburski. Motion passed.
   2. **President’s Report – See** [**Attachment A**](#AttachmentA)

No comments on the President’s report.

1. **Standing R****eports**
   1. **Minister’s Report – See** [**Attachment B**](#AttachmentB)

Rev Linda reports that there were more pastoral things this month than previously, she loves the Shared Pulpit class she is leading – good sermons coming out of that for the summer. The Growth & Learning group is coming along well. And she feels a continued sense of exhalation / good things in the congregation.

* 1. **Treasurer’s Report – See** **[Attachment C](#AttachmentC)**

(Will be submitted in April)

**3.3** Financial Motion: In Accordance with Bylaws Article V, Section 5, Larry moves that the Financial Review committee members are appointed as follows:

* Janet Palmer is appointed to a term starting now running until June 30, 2024
* John Collins is appointed to a term starting now running until June 30, 2026
* Joining is Maria Mendes who was appointed in Feb 2023 with term expiring June 30, 2025

And the Financial Review Committee will be directed to review QUUF Financial records for Fiscal year 2023.

This committee is already doing the review, and it should be complete soon.

The motion moves received a second by Liesel Slabaugh. Approved

1. **Trustees’ Reports – Congregational Committees**
   1. **Endowments – Bruce Z.** – none
   2. **Nominating Committee – See** [**Attachment I**](#AttachmentI) **– Elizabeth W. –See Attachment** – no comments
2. **Board Task Force and Committee Reports 6:30**
   1. **Communications committee – See** [**Attachment L**](#AttachmentL) **– Elizabeth W. – See Attachment**
   2. **Governance Task Force – See** [**Attachment D**](#AttachmentD) **– Sarah H.**
      1. Approval of the Conflict and Grievance Policy

Consider the Addition of the by-laws link in the policy as recommended by Dean Carr in a letter to the board – note that links degrade so they should not be added.

* + - Sec 2 Parag 8 on Conflict and Grievance Policy: Where are confidential documents held, who has access to them, how are these kept confidential?
      * Jenell says there is a locked file for these in her office in a locked file cabinet – so these are secure. Where is this procedure? It is in the new procedures manual and should be in the office/employee book.
    - Suggest: Jenell should update procedures for documents and security – she said yes.
    - Larry is concerned about procedures 1.3.3 – issues with board – Change “will” to “may”.
    - Communications will let Dean and Cathy know that we considered their suggestions but are not acting on them.
    - Motion: Sarah Walker moves we accept the policy as is and the procedure with that word change. Elizabeth Walker seconded – approved.
    - NOTE: great kudos to the GTF committee for the amazing work that has been done.
    - Approval of posting of the Sexual Misconduct Policy
    - Larry Morrell moves, Roseanna Almaee second – this is approved to be posted to Pending Policies. Roseanna do this! Make sure it has the correct heading and is in the correct place on the website.
    - Board takes recommendation by GTF to let the Executive Committee look over the procedures before we post those for the congregation. Check after Pat has done this to be sure it is correct.
    1. Approval of the Governance Committee Charter – Roseanna Almaee moves and Jesse Wild seconds to accept the Governance Committee charter – at a later date the board will officially end the GTF and begin the GC with members.

Ask the GC to report to board as needed once they move to committee status, and work on their evaluation system mentioned in their report. Having a board liaison for this committee will be up to the board to decide at a later date.

At another board meeting the board will disband the GTC and appoint the GC.

* 1. **Widening the Circle – See** [**Attachment E**](#AttachmentE) **– Roseanna**

Motion for WTC to move to Ministry side – Larry Morrell moves – Mary Tyburski seconded – motion passed.

* 1. **Program Council Report – See** [**Attachment J**](#AttachmentJ)

No comments

* 1. **Healthy Community Team –** [**See Attachment F**](#AttachmentF) **– Jesse W.**

They are looking for new members.

* 1. **Denominational Affairs – See** [**Attachment G**](#AttachmentG) **– Roseanna**

Discussion regarding status of DAC as a Board Committee vs. Program Council Committee. For now, DAC will stay a Board Committee.

**BREAK** 6:55 – 7-00

* 1. **Fundraising Coordinating Cmte** [**See Attachment H**](#AttachmentH) **– Liesl S**.

Working on ideas to retire the debt with columbarium.

* 1. **Personnel Committee – See** [**Attachment K**](#AttachmentK) **– Mary T.**

No meeting this month

1. **Agenda Item(s) – Motions, proposals, invited presentations. etc.**

**See** [**Attachment M**](#AttachmentLM) **(SMARTIE GOALS from September 2023)**

* 1. **Brief update on Minister Evaluation process –** see notes at the start of this meeting.
  2. **Brief update on Orientation process and materials for new Board members, Board Notebooks list—virtual or physical?** Some dates already set for training and board candidates have been notified. We will work on this at the April Study Session.
  3. **Annual Meeting components and time-line -** work on this at the April Study Session
  4. **Review SMARTIE goals** set aside time in late May or June to set 2024-2025 goals with new board members sitting in so that the new board will have a start on these – discussed several of these with ideas to be brought up later.

**Note:** We have actually accomplished many of these goals.

Governance goals met except for staffing of new committee, and that will be done next month.

Healthy Community goals: many of these have been met. The communication part of a healthy community has improved. We need more leadership development ideas. Physical attendance on Sunday is stable at 80-100. Sunday morning YouTube is low, but after views are about 100. Ideas about a “chat Chaplin” sort of person to improve connection. The problem is finding someone to lead/manage the online meeting/greeting and “coffee hour” after the service. This idea needs to be developed by one of the ministry groups – not the Board. Christina needs to be included in these conversations. This team needs more volunteers.

Financial goals: we need a more formal plan for 3-year and 5-year goals. The Fundraising Team needs to evaluate how this year’s fundraising went and how the pledge program went. Idea: use the Finance Committee as a forward-thinking group instead of immediate and evaluation group. This group would work specifically on long term planning.

Mission: create a new mission for our church – something compelling that everyone is excited and wanting to participate.

Note: the current goals were huge and that we complete about 80% was astounding. We have amazing board committees and teams that have done a huge amount of work.

The current goals need to be posted for the congregation. They should have been posted previously. Sarah Walker will create a President’s Report or Board Report, and they will be in the Annual Report.

1. **Executive Session** –None

**Extinguishing the Chalice:**

**ADJOURN: 8:07**

**References**

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

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

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

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

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

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

**Attachment** **A**

**QUUF Board of Trustees**

**President’s Report – March 27, 2024**

1. Communication regarding the Budget Review Team regarding misunderstandings regarding membership terms. The Board needs to clarify these and appoint a member this spring to replace outgoing member Janet Palmer.
2. Attended the Regional UU Presidents’ meetings with Sarah Schurr on February 26 and March 25.
3. Attended Stewardship launch meeting March 2.
4. Communication regarding progress with Minister evaluation, revising future Board roles and duties, transitional Board training, calendar priorities for this spring, transition for Board to meet goal-setting responsibilities.

Pending:

Planning for Annual meeting

Executive team Charter

Planning the foundations for the Board’s transition to Strategic and long-range planning including work with the Fellowship in self-assessment and preparation for Mission/vision work with a consultant

Framework for leadership development process

Respectfully,

Sarah Walker, President

QUUF Board of Trustees

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

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**Attachment B**

**Monthly Minister’s Board Report**

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**Treasurer’s Report to the Board**

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**Attachment D**

**Governance Task Force Board Report**

March 20, 2024Submitted by Frances Loubere

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

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

**Sexual Misconduct, including Sexual Harassment Policy:**

We forward a final policy draft and recommend that the Board post this as a pending policy for congregational review for possible adoption in April.

We forward potential draft **procedures** for this policy. Procedures will be the responsibility of the Board, Director of Family Ministry, and Minister. We recommend that these procedures be reviewed and amended as appropriate at a Board Executive Committee meeting.

**Consequences of Destructive Behavior Policy:** We began discussion of a brief policy and accompanying procedures to bridge the gap between the Conflict and Grievance Policy and Article III Section 6 of the Bylaws, potentially incorporating UUA recommended Limited Access Agreements.

**Glossary:** The completed and ongoing Glossary will be posted on our website along with the Policy Manual when our reorganized manual and handbook are ready to post online.

**Ops Manual subcommittee**: Bylaws, Policy Manual, Procedures Handbook and Employee Handbook will be separate documents. The Policy Manual and Procedures Handbook will be forwarded to the Board by the end of June. Some policies are also listed in the Employee Handbook.

**Governance Committee Charter:** We finalized content for a draft GC charter and forward this for Board approval. GTF transition to GC is planned for July 1 assuming confirmation and recruitment of committee members and a committee chair(s) and Board approval. GTF will be prioritizing agenda items for completion before the end of June.

**Program Council:** The Adult Growth and Learning Team is up and running with a chair and several members.

**Ministry Executive Team:** The Board approved this team’s charter at the January meeting. Linda will be choosing congregant members.

**Governance Committee (GC) Charter  
Draft 3-20-24**

**Mission:**

To work with QUUF members, minister(s), lay leaders, staff and Board to create, evaluate, update, and maintain a democratic, shared/policy governance structure that lays out the authority and shared responsibility of Board and Ministry, and how different groups work together in community. This governance structure:

* Puts our QUUF Mission into practice as an organizing principle of governance.
* Allows the Congregation to exercise its self-governing authority.
* Is appropriate for our congregation size and needs.
* Fosters, through governance, an atmosphere in which all are included and invited to lead and participate.
* Educates about our shared/policy governance structure.
* Is a resource for all committees, teams, councils, and other groups within QUUF.

**Membership:**

* The committee shall consist of at least four members.
* All committee members must be members of QUUF or QUUF staff.
* There may be liaisons from the Ministry Coordinating Team or the Program Council and from the Board.
* All members including liaisons shall have a vote and are encouraged to serve on the committee for at least three years.

**Leadership:**

The Chair(s) is appointed by the Board and the committee reports to the Board.

**Decision Making:**

Decision making will be with respectful and attentive listening in an attempt to reach consensus. In the event of disagreement, the majority will decide. Final decisions about adoption of policies will be made by the Board.

**Conflicts:**

If needed, the Healthy Community Team process or the established Conflict and Grievance Policy and procedures will be used to attempt to resolve a conflict.

**Major Activities:**

* Monitor Bylaws and policies on an annual basis to see if they need updating.
* Develop and implement an evaluation system to measure the success of our governance structure as it relates to our QUUF Mission.
* Respond to requests to draft new or revised policies from the Board and other entities.
* Review new or revised policies submitted by other entities to ensure they will be in alignment with bylaws, other policies and UU values.
* Make recommendations to the Board for new policies.
* Provide monthly Governance Committee reports to the Board prior to Board meetings.
* Provide education as new leadership and members come on board.
* Collaborate with the Board and Ministry to educate, train, update and communicate with the congregation, staff, and lay leadership regarding governance issues.

**Success:**

The following indicate success:

* The governance structure has been evaluated.
* The committee met and submitted reports to the board.
* Any changes in policy were evaluated in collaboration with the board in a timely manner.
* Educational meetings and materials were provided.

**Budget:**

To be determined.

**Meetings:**

Meetings will follow the Open/Closed Meetings Policy, will be available by hybrid as needed, and will be included on the QUUF calendar. The Governance Committee will usually meet monthly. The meeting schedule will be determined by the committee. Minutes will be kept and distributed to committee members. Minutes will be kept and available.

**Communication:**

The Governance Committee provides monthly written reports to the Board prior to Board Meetings. These reports are available to the Congregation in the Board agenda on the website. The Governance Committee will consult with committees, councils and teams and provide information when requested for Weekly Updates and Monday Board Reports.

**Inclusion and Equity:**

The Governance Committee will strive to recruit members and create policies with attention to diversity, equity and inclusion.

**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, 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. 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, INCLUDING HARASSMENT PROCEDURES**

Draft 3-20-24

**Reporting Procedure**  
Immediately report suspected sexual misconduct or sexual harassment or retaliation to a report, to the Minister or a Board officer. It is not required to directly confront the person who is the source of the report, question or complaint before notifying the Minister or a Board officer. QUUF will take every reasonable measure to ensure that those named in the complaint of sexual misconduct or sexual harassment or are closely associated with those involved in the complaint will not be part of the investigative team.

**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. QUUF may 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 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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**Attachment E**

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Description automatically generated*

**Widening the Circle Committee**Board Report March 2024

**Updates:**

* **‘Be aware that impact matters even when there are good intentions’**– WTCC wanted to make this change to the Right Relations Covenant. We met with a congregant that had concerns about the phrasing. We also met with the Healthy Community Team to discuss the change. HCT agrees that ‘impact matters’ and will look for a way to address it within the document. It turns out that they have additional changes/additions for the Right Relations Covenant that they want to change based on the discussions they had after the sermon on the Right Relations. Therefore, WTCC will defer to HCT to make the changes to the document. WTCC will be addressing the concept that ‘impact matters’ within the context of addressing subtle acts of exclusion/microaggression and promoting an inclusive environment.
* We are connecting with various teams/committees to share information related to WTC, provide ideas for #11 Equity and Inclusion on their Charters and have conversations.
* Diversity, Equity and Inclusion Training scheduled for April 25th 6-8 (exact time TBD) – Topics:
* Theological grounding- UU Values
* Impact vs. Intent; calling in; How to interrupt microaggressions and why it is important
* Watching a video: are you racist or non? And small group discussion
* ‘Check your Privilege’ handout and discussion; brief illustrations related to classism.
* Who is marginalized? Definitions handout, exercise and discussion.
* Best Practices for Inclusion- a beginning list
* WTCC will move to the Growth and Learning Council beginning in April. We will be WTCT. Therefore, this will be your last Board Report! Much gratitude to Roseanna who has been our Board Liaison this year and to Frances Loubere who was in previous years.

**Old news:**

* WTCC would like to contribute Diversity, Equity, and Inclusion Training as part of Leadership Training.
* Postponed until early spring or fall: **DEI training – ‘Class Aware”** developed by Suzanne Zilber, Ph.D. and is designed for UU churches to look at this important aspect of our culture. From the introduction:

In the spirit of love, we must look at how class influences our relationships in this faith and seek to invite greater inclusion. We need to become more effective at welcoming and including people from all class backgrounds. Because all oppressions intersect, dealing with class connects us with issues of race, gender, disability access, democracy and the environment.

[Class Aware: Class and Classism in UU Life – Unitarian Universalist Fellowship of Ames (uufames.org)](https://uufames.org/class-aware-class-and-classism-in-uu-life/)

Submitted by Diane Haas

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**Attachment F**

**Healthy Community Team**

By Joanna Sanders - March 20, 2024

February activities:

* Presence at February Congregational Meeting. No HCT support was needed.
* Discussed what adult interim programs we might want to participate in to inspire our work: Generosity Kindness in Action, UU Read Repentance and Repair were of direct interest.
* Followed Status of Grievance Policy with Governance Task Force.
* Received good blog post feedback on the summary of the January Covenant of Right Relations workshop event.
* Continue to discuss interest in Restorative Circles training for congregation. Following up with Diane Haas.
* HCT Member Recruitment begins. Joanna Sanders’ term ends in June2024. Putting out announcement and looking for those who may be interested and a good fit.

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**Attachment G**

**Denominational Affairs Board Report**

**March 2024**

**General Assembly:**

Julia Cochrane

Kathy Stevenson

Saadi Almaee

David Alvarez

Dean Carr

Diane Haas

Roseanna Almaee

Alternate: Mike Morrissey

**Article II:**

Please see the bulletin board over the water fountain for Article II information. We just began signups for the 4 session in-person workshop and 2 session zoom workshop.

**April 18, 25, May 2, 9. 10:30-12** – Article II Workshop in Fellowship Hall

**April 29 & May 6 6:30-8** – Article II Workshop on zoom

Linda will be giving a sermon on Article II on May 19, which will be followed by a Discussion Circle. We hoped to present at AHA in May, but the programming was full. June 9: We hope for an Advisory Poll on June 9th Annual Meeting.

June 19-23 GA

**Pacific Western Region (PWR)** is having a 2-day Assembly April 19 & 20. Julia and I are attending virtually. Others may too. Any board members? There is a sliding registration fee of $25-100. Endowments funds is available for scholarships. <https://www.uua.org/pacific-western>

**Common Read:** We will support Linda in her offering of the UUA Common Read, *On Repentance & Repair* by Rabbi Danya Ruttenberg. It is an excellent book. There are 16 people signed up for the in-person, and 2 on zoom.

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

**UU the Vote** is a joint effort of Denominational Affairs and Antiracism Action Team. See the Weekly Update for information.

We look forward to the Board’s decision about whether DAC remains a Board Committee or moves to Program Council.

Submitted 3-21-24 by co-chairs Kathy Stevenson & Julia Cochrane

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**Attachment H**

**QUUF Fundraising Coordinating Committee (FCC)**

**Monthly Report – March 24, 2024**

* The FCC focus is on raising funds to address the $56,00 000 deficit in the FY 24 Budget. Significant process in retiring the deficit has been realized via historical and new fundraising events.
* Inclusive of estimated revenue of $2700 from the rummage sale, the remaining deficit balance is approximately $13,800.
* The committee will continue to explore additional fundraising avenues to retire the remaining deficit balance.

|  |  |  |
| --- | --- | --- |
| FUND RAISING INCOME: | |  |
|  | Cribbage Tournament | $ 375.00 |
|  | Rummage Sale (estimate) | *$* 2,500.00 *actual:$4800.00* |
|  | UU're Home | $ 1,100.00 |
|  | Book Sale | $ 4,700.00 |
|  | Service Auction | $ 22,294.00 |
|  | Dining for Dollars | $ 8,857.00 |
|  | Unfunded Deficit | $ 13,800.00 |
|  |  | $ 56,000.00 |

* Upcoming tasks include:

1. Early identification of co-chairs to lead the various fundraising events.
2. Recruiting Volunteers.
3. Establishing a calendar to coordinate fundraising events.

Respectfully submitted,

Patrick J. Johnson, Chair

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**Attachment I**

**Nominating Committee Board Report**

**March 20, 2024**

As per our bi-laws, the Nominating Committee sent out a Congregational notice of nominated candidates to be on the April ballot. The notice went out on Wednesday, March 19 with an announcement that included due dates for petition candidates.

At this time there is nothing the Committee needs from the Board.

Share DeWees, Nominating Committee Chair

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**Attachment J**

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**Program Council – Report to the Minister**

March 2024

**Program Council**

We completed and approved the Program Council procedure for Addressing Conflict Between Ministry Teams/Groups.

We are working on a Charter Process for all Teams. Also some items that need to be addressed in their procedures.

Plans to do a Leadership training are postponed (originally scheduled for 4/27). Leadership Appreciation will be rolled into the Volunteer Appreciation and Social Hour sponsored by the Volunteer Engagement Team and Community Council.

Have had several discussions regarding Committees moving over to the Ministry side. Awaiting decisions by the Board.

**Councils** - and some highlights

**Community Council** – will sponsor a volunteer appreciation and Social Hour- May 31; 4:30-6pm

The Women’s Retreat March 22-24. Currently 55 have signed up. There will be workshops, small group Circles, In gathering, free time, Closing ceremony.

Friendship Dinners are on hold temporarily; additional leadership needed, sign-ups sparce.

**Social and Environmental Justice Council**

SJ Sunday-Green Sanctuary and Environmental Action Team (GSEAT) and Native Connections Action Group (NCAG) are partnering to bring Jacob Johns for a sermon. He is a UU, indigenous and an activist. – April 21

Gearing up for UU the vote.

April 14– meeting to brainstorm how to use the donation of$ for housing project,

AAT chair had a meeting with 4th Principle Affinity Group to discuss concerns; plan to have another.

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

**Growth and Learning** – New Adult Growth and Learning Team met March 14; Paul Loubere will be the chair. 5 others on the team, they need some tech-savvy people.

**Operations Council** – David Alvarez is now the Lead for Operations Council.

Stewardship Team is in the Operations Council.

Submitted by Diane Haas,

Program Council Chair

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**Attachment K**

**Personnel Committee**

No meeting this month

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**Attachment L**

**Communications Committee**

{Paste Report here}

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**Attachment M**

**Board Goals from Fall 2023**

SMARTIE GOAL September 18, 2023

Specific, Measurable, Achievable, Realistic, Timely, Inclusive, Equitable

**Governance:**

GOAL: Complete required documents and training for our shared governance

transition

MEASURABLE STANDARDS

1. All necessary policies approved and posted to implement Shared Governance model.

2. Educational workshops conducted describing Shared Governance Model including roles and responsibilities for key lay leadership positions.

3. Revision to Bylaws drafted and proposed for Congregational approval.

4. Governance Committee established to monitor governance processes and provide

feedback for improvements.

REALISTIC PLAN TO INCLUDE THESE TACTICS/ACTIVITIES AND COMPLETION

DATES

September/October:

1. Working with the Governance Task Force identify policies remaining to be approved to implement Shared Governance.

2. Working with Ministry and Governance Task Force, provide create a plan for education for the fellowship and key lay leaders on roles, responsibilities and authority as defined in our Shared Governance model.

October:

1. Working with Bylaws Committee, GTF, Program Council, Minister and other

stakeholders, identify issues to address in revision to bylaws.

October/November:

1. Solicit further congregational input for any needed policies and revision to bylaws.

December:

1. Propose bylaws revision to Board in time for consideration and deliberation in the December board meeting.

Jan-June:

1. Working with Program Council, Governance Task Force and Healthy Community team, conduct educational sessions for membership on new governance model, roles and responsibilities.

April:

1. Complete charter and staffing for Governance Committee with plan for transition from Governance Task Force to Governance Committee.

June 2023:

1. Bylaws revisions necessary for Shared Governance approved by congregation.

2. Governance Task Force transition to Governance Committee

THINKING ABOUT EQUITY AND INCLUSION CAN YOU IMAGINE THERE BEING ANY UNINTENTIONAL DISPARATE IMPACT ALONG THE LINES OF POWER AND IDENTITY? HOW MIGHT INEQUITY OR EXCLUSION SHOW UP? FOR WHOM?

Some may want to put our governance structure on hold due to discomfort with change and uncertainty. “How things were” (the previous power structure) includes less emphasis on policies and accountability and was a top-down hierarchy. It is important to incorporate diverse representation on all governing bodies including diversity of opinion. Need to cast a wide net in gathering input, educating and communicating. Knowledge of and commitment to Diversity Equity and Inclusion needs to be part of charters and job descriptions.

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**Healthy Community Goals**

Board goals for healthy community (Draft) 3 2309

Central Goal for this group:

Improve community health for QUUF, including communication between the

Board and the congregation.

Group members: Jesse, Roseanna, Elizabeth

SMARTIE = Specific, Measurable, Achievable, Realistic, Timely, Inclusive, Equitable

Draft 230920 Goals:

1. Create a healthy community where kindness, civility, curiosity, and connectedness are integral parts of our culture.

a. As a Board, continue to work together with respect and appreciation for each other. Work through conflicts as they arise, practicing our best conflict resolution skills.

b. Continue to practice and educate the congregation about our Covenant of Right Relations.

c. Encourage increased member participation in Sunday services, committee and team meetings, and other gatherings.

d. Increase in-person attendance at Sunday service to 130 adults by May 2024. (Attendance for 2023-2024 was 75-100 people plus about 30 people online.) We assume that attendance is a loose measurement overall participation and community, and greeters already keep track of it. (Who will track this? Elizabeth, with periodic reports to the Board.)

e. Identify a volunteer coordinator/social director to coordinate joyful and informal activities. Recruit volunteers for leadership roles that are currently vacant. (Kathy and Diane are temporary chairs of this; we are having a discussion with them on this subgoal and the role of the board.)

f. Foster interconnectedness between groups and teams throughout the congregation. Ask HCT for help with this.

g. Ask Board members, in rotation, to step up as Greeters for Sunday services. Who will do this? All of us, as willing and able.

h. Ask Board members, in rotation, to serve in making announcements at Sundayservices, as a way to become more connected with and visible to the congregation. Who will do this? All of us, as willing and able.

i. Consider developing and conducting a member survey, soon and then again in a few months, to determine how people are participating in congregational life and how they feel the congregation is doing on these measures.

j. Read and discuss together as a Board the book Transforming Conflict. From this, develop several action items for the Board and congregation.

k. Consider putting forth some of the ideas from this book in Monday Board Reports.

l. Decide whether Healthy Community Team belongs as a Board committee or a

Ministerial team. Either way, continue to work with them in leading QUUF to

becoming a healthier community.

k. Develop and implement a plan to help the congregation reach out to serve the

larger community and planet.

2. Improve communication between the Board and the congregation.

a. Continue to Use Monday Board Reports and announcements in weekly updates to communicate what and how we are doing, possibly including meaningful ideas from the books we are reading.

b. Conduct a State of the Fellowship meeting in February, including an understandable update of QUUF finances.

c. Figure out how to set up accessible formats (a comments page?) for members to communicate with the Board on policy proposals and other matters and how the Board can best communicate with them as they do.

d. Train board members in communication/listening skills. Work with HCT on this. Also learn from the Transforming Conflict book.

3. Continue to promote Diversity, Equity and Inclusion teachings and practices as central to who we are and how we operate as a UU community.

a. Read and discuss as a Board all or parts of the UUA book Widening the Circle, and from those ideas make a plan for how we can make diversity, equity, and inclusion more central to QUUF. Integrate this focus and understanding into our policy development and charter development work, among other programs. Work with WTC on this.

b. Promote Board and congregational participation in trainings in Diversity, Equity and Inclusion, as well as transforming conflict and understanding Unitarian Universalism. Work with AAT, WTC , HCT, and DAC on this.

c. Find ways to set up online coffee hour for people who attend Sunday services on-line. Who will coordinate this?

4. Provide support to our minister as she works on our Developmental Goals. Ask Rev. Linda to write and discuss with us at least monthly about her progress and challenges in these goals. Ask Linda how we can support her.

We suggest evaluating our progress toward all these goals at the December study session, and revising the goals and timelines as needed.

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**Financial Health SMARTIE goal, 2023-2024**

Goal: By the end of the church year, create a 3-year plan to have a balanced budget at the end of fiscal year 2025-2026.

NOTE: This goal intentionally lacks numerical specificity in terms of dollars or percentages so as to not tie the hands of the pledge team nor the strategic planning group who will work on the 3-year plan. For example, the pledge team may decide to focus on a certain group of donors rather than the overall total and develop metrics based on that group. Or the strategic planning group may decide that the movement on the budget will be flat in the first year and second years, and more dramatic in year three.

Measurable Standards:

1. Improve on our budgeted deficit by the end of the current fiscal year. (The amount of the improvement will be determined by the group making the 3-year plan).

Tactics/Activities:

1. Hold a financial summit in October or November with the goal of designating a small group to create the 3-year plan in a series of 3-6 meetings.

2. Conduct a 6-month review in January and make any necessary adjustments in order to achieve a deficit less than budgeted.

3. Communicate better with the congregation about finances (at State of the Congregation in February, in the Monday Board reports, in the Friday Update)

4. Coordinate with the FCC on creating a pledge drive that is in alignment with this goal.

5. Recommend to the GTF that the by-laws be changed to include a stipulation that all

members make a financial contribution.

6. Collaborate fully with the pledge team to involve the board in the campaign, including

making leadership gifts and participating in pledge campaign activities.

7. Coordinate with the FCC to ensure that the pledge campaign includes strategies that are inclusive and equitable.

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