**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**Minutes July 24, 2024 6:00 pm**

**RE 2/3 and Via Zoom**

Board members attending in person: Sarah Walker (President), Megan Cate (Vice-President), Mary Tucker (Treasurer), Peg Hunter (Secretary), Julia Cochrane (Scribe), Dean Carr (Timekeeper and Process Observer), Linda Hart, TECH: Christina Tweed

Board members attending on Zoom: Roseanna Almaee

Board members absent: Gary Forbes (travelling)

Observer: Jenell DeMateo

**Check-ins:** Megan Cate is resigning as Vice President due to personal reasons. Her position will be discussed at the September retreat.

**Land Acknowledgement:**

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 at 6pm**

**Chalice Lighting and Opening Words**

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**

* Assign process and time observer: Dean Carr
* Many Board Committees had a minimal report or did not meet.
* Personnel does not have a chair but is functional with several strong board members.
* Kathy Stevenson has resigned as co-chair of the Denominational Affairs Committee. Julia is looking for a co-chair.
* A Monday Board Report was published July 22.
* Board badges need to be provided for two new BOT members (Mary and Julia).
* Membership update: Peg emailed 40+ QUUF members to let them know their membership has lapsed.
* BOT meetings in November and December will be held on the 3rd Wednesday because of holidays.

**Approve Meeting Agenda:** Moved by Dean, 2nd by Roseanna, Approved.

**Consent Agenda:** Moved byMary, 2nd by Roseanna, Approved.

* 1. Approval of Minutes of June 26, 2024 meeting
  2. Appointment of John Tyburski to the Financial Audit Team (3 year term to end 2027)
  3. Appointment of Larry Morrell to Chair of the Finance Committee

**Standing R****eports**

**President’s Report – See** [**Attachment A**](#bookmark=id.tyjcwt)

**Minister’s Report – See** [**Attachment B**](#bookmark=id.1t3h5sf)

**Treasurer’s Report –** See [**Attachment C**](#bookmark=id.4d34og8)

Motion to approve Treasurer’s Report Training for reading the financial report will be during the August study session. Moved by Megan Cate, 2nd Roseanna. Approved.

ACTION ITEM: Sarah will figure out who and when.

The Finance Committee requests that the Board develop a policy on accepting restricted funds such as grants for QUUF. There is a need to clarify who has the ability to spend the funds, to ensure that all grants align with our values, and to encourage funding for QUUF.

ACTION ITEM: The Board will ask the Governance Committee to work on this.

Approve collecting 5% from designated offerings for fees and overhead. (e.g., credit card fees and staff time to process) Roseanna thinks we should tell the congregation and organizations that we are donating money to. Moved by Megan Cate, 2nd Roseanna – all approved.

ACTION ITEM: who will follow through?

**Trustees’ Reports – Congregational Committees**

**Endowments –** Mary reported that the columbarium loans were paid off and will be reflected in next month’s financial report.

**Nominating Committee – No action**

**Board Task Force and Committee Reports**

**Communications committee – Peg.** Committee members communicated by email around the Monday Board Report for this last Monday. We will meet in person to talk about the next MBR with a message about the Salish Sea Fellowship. Peg will meet with Linda regarding the content of the upcoming MBR and report back to the Board.

**Governance Task Force – No action**

**Program Council Report – See** [**Attachment J**](#bookmark=id.2s8eyo1)

**Denominational Affairs** – vacancy in the co-chair position.

**Agenda Item(s)**

**Review the Board Calendar Draft (attached in the email with the Board Packet)**

**Retreat September 12 – Roseanna and Peg**

The morning will be spent on getting to know each other better and understand each other’s work styles. There may be guided questions during our half hour lunch break. The afternoon will be a visioning working meeting based on congregational input. Staff will join us for lunch and afternoon.

We will also look at the board covenant at the retreat.

The Board Study Session on 9-11 is canceled.

**BREAK**

**Review Smartie Goals (attached in the email with the Board Packet)**

We had goals for finance, communication, and healthy community.

**Review and discuss the UU Self Assessment Tool (Attached in the email with the Board Packet).** We individually rated QUUF on all the charts indicating various aspects of congregational life. This assessment will lead to goals and interface with feedback from the Annual Meeting.

ACTION ITEM: We will look at the areas where there were diverseratings as we develop the QUUF mission statement and goals.

**Executive Session –** Mary, Peg moved to go into executive session.

Roseanna, Megan voted to end the executive session. Discussed a confidential personal matter with no further implications.

**Extinguishing the Chalice:**

**ADJOURN 8:05 pm**

**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 – July 24, 2024**

This is the first meeting of the new configuration of the Board. For me it has been a month of organizing and communication in preparation for the upcoming QUUF Board year:

1. Reviewed Congregational Feedback from the Annual meeting
2. Drafted a calendar that includes significant Board activities for the next 12 months.
3. Consulted and met with Linda for the 2024-2025 Developmental Minister Contract
4. Consulted on September 12 Board Retreat planning
5. Consulted on 2 Monday Board Report topics
6. Consulted on use of the UUA Tending Congregations training resource – subsequently registered and began to review the materials
7. Consulted on a possible Congregational workshop
8. Wrote a draft for the Executive Committee Charter
9. Worked on planning for Writing Board Goals

Pending:

Appointment of a Personnel Chair

Appointment of Board member (replacing Jesse Wild)

Respectfully,

Sarah Walker, President

QUUF Board of Trustees

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**Attachment B**

**Monthly Minister’s Board Report**

July 2024

Arriving back from my vacation and study leave on Thursday, my time since then was taken up with creating two memorial services and our Sunday service. I was gratified by the response to Sunday’s service, and a little stunned by President Biden’s announcement happening as I was speaking.

My last few days have been spent starting to get a feel for the work that we’ll need to be doing this year. There are a few that are worth mentioning:

* Congregational size concerns: Our membership number has settled for this year around 275 members with some members who have not yet responded. I’ll be using worship to talk about some of the trends across the US in congregations post-pandemic, in UUism, and what our size means for our operations and processes. A second theme will be around building community and will involve sermons over the year. As a part of this I’ll be reprising my questions from last August: Who are we and what do we want?
* The consultation with the Membership Committee helped to shape the way that we’re looking at membership and our process. It was a creative and energizing conversation, and we’ll be revising the process that’s been in place for a couple of years.
* I’m excited about beginning the work of creating a new mission for the congregation. Though it hasn’t been long since the current mission was adopted, the process used to create it wasn’t as interactive and thorough as is best for a mission that is alive and engaging.

Committee work: Membership Committee consultation/planning

August Schedule

Sundays away 8/11

Scheduled leave

Study None

Vacation None

Study Leave taken 6 days (accrues to 2023-24 contract)

Vacation Leave taken 6 days (accrues to 2023-24 contract)

Sick days None

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**Attachment C**

**Treasurer’s Report to the Board**

**July 24, 2024**

The information below summarizes highlights from June 2024 and represents twelve months of the current FY23-24 Fellowship year.

**Income:**

Current Pledge income for June is $28,564

Total overall income for the month of June is $29,600.

The total income for the twelve months of FY23-24 is $465,048.

**Expenses:**

The expenses for June were $48,436.

The total expenses for the twelve months is $562,245.

**Total net deficit** for the twelve months is **$91,179.**

**Reserves:**

Operating $54,330

Maintenance $118.868

Capital $11,679

**Balance Sheet as of June 30, 2024**

**Assets:**

Total Cash: $178,310

Investments: $217,821

Overall Total Current Assets $396.331

**Liabilities:**

Current Liabilities: $70,452

Long-term Liabilities: $236,633

Total Net Assets: $2,061,822

**Pledges received by 6/30/2024 $378,693 (Represents 94.91%)**

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**Attachment J**

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**Program Council – Report to the Minister**

July 2024

**Program Council**

Our focus for next year will include helping with the Developmental Minister’s goals, provide lots of opportunities to build community, promote good communication and collaboration, connect all generations in multigenerational activities, get organized for leadership training for Teams, and engage with the Congregational Assessment Tool.

Met with Sarah W. to discuss the big picture and coordinate efforts in engaging the Fellowship in moving forward in a positive way.

* PC to engage with the Self-Assessment Tool as a way of getting input related to strengths and weaknesses.
* Discussed additional methods of having congregational conversations to get a better sense of folks priorities.
* Promote multigenerational/younger generation involvement.
* Need for better understanding of what it means to be ‘in covenant’ and UU as a Covenantal religion. Maybe a sermon and discussion following.

**Leadership Assemblies** scheduled for Sept. 14, Jan. 11, and April 26. All are Saturdays from 10-12.

**Councils** and some highlights

**Community Council** – sponsored the July Potluck – 50-ish people came! Lots of positive energy. Afterwards some had a song circle organized by Gary Forbes and others played games or just visited with others.

**Homecoming Picnic** will be hosted by the Community Council again this year on September 8.

Covenant Groups will use Soul Matters, a UUA curriculum for next year’s groups. We are considering a “drop in” Covenant Group to give people a taste of what they are like.

Circle Suppers: There are 10 hosts already signed up for the next program year! They may begin to make personal invitations to people to attend.

New Members Orientation Team (NOT) is now Membership and Belonging Team (MBT). They are expanding their mission to address member retention/engagement but need more members on the team to do this. Elizabeth Walker will be the chair. They will be presenting a UUA class/discussion group called, “Weaving the Web of QUUF Community”. See invitation below. This will be sent to all the Team and Board Committee Chairs.

**Social and Environmental Justice Council** – UU the vote continues. Great participation! Letter writing after services also successful and appreciated. Four submissionstoALSO, hope to incorporate Article 2 in year’s activities, Housing Project had its 3rd meeting, Usawa workshops on antiracism being attended using Pacific Western Region grant.

**Spirit Council** – We are looking at how we can re-energize the Spirit Council and especially the Sunday Service Team in the coming year. Current Lead, Susan Landau is over-extended with work responsibilities and is needing step down. We are looking for replacement.

**Growth and Learning** **Council** – ALSO (Advancing Learning and Spiritual Opportunities) is getting submissions.

AHA is taking a break during the summer.

Widening the Circle (Roseanna and Diane) will be presenting a class/discussions on Classism: Explorations on Class.

**Operations Council** – There will be a DASH /accessibility assessment on Aug. 5. The Council will meet again in September and quarterly.

Submitted by Diane Haas

Program Council Chair

**Weaving the Web of QUUF Community**

The QUUF Membership and Belonging Team is offering a training, and we hope you’ll come!

**What’s the purpose of this gathering?**

* To bring people together to connect our work and our ideas about membership and belonging.
* To learn and discuss some powerful ideas a few of us have been learning from a UUA training on membership. We’ll teach you the most relevant ideas and then we’ll think and talk together how we might use these at QUUF.
* The big goal is to collectively generate ideas to help QUUF weave a strong web of community.

**When?**

Three Thursday evenings – August 15, 22, and 29, 6:30-8pm, in RE.

**Who?**

We hope you! Plus lots of others who support these goals. Help us spread the word!

**What we ask of you:**

Come (preferably to all three gatherings, but okay if not), bringing your curiosity, open heart, and open mind. You can expect some reading/ watching/ thinking/ writing homework, taking maybe an hour for each session.

**What we hope you’ll get:**

A sense of connection with others doing work around membership and belonging, with some specific ideas and tools to take into the new fellowship year.

**Tasks for now:**

If you are interested, send me (Elizabeth Walker) an email to sign up, preferably by August 1. Tell me what you do at QUUF (not just your “job title” but what you actually do) that is related to membership and belonging, and/or why you care about helping weave this web. I’ll send you more info and a small assignment to do before our first meeting on August 15.

Help us gather people who belong in these meetings! Forward this email to people on your team or committee, as well as others whose perspective would help us, including newish people and those who might not show up for Sunday services. Invite them to join us in weaving this web of community.

We hope to see you there! Please let me know by August 1.

Elizabeth Walker

Chair, Membership and Belonging Team

[Elizabeth.walker317@gmail.com](mailto:Elizabeth.walker317@gmail.com)

P.S. The UUA on-line training on membership is not at all a requirement for our gathering. But in case you get inspired to dive more deeply into these ideas, it’s called “Tending Congregational Life: Guiding the Membership Journey.” It includes readings and videos, costs $30, and you can find it at <https://uuinstitute.org/courses/congregationallife-220/>

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