**Quimper Unitarian Universalist Fellowship**

**Board of Trustees Minutes**

**August 28, 2024 6:00 pm**

**RE 2/3 and Via Zoom**

Board members attending in person: Sarah Walker (President), Mary Tucker (Treasurer), Peg Hunter (Secretary), Dean Carr (Process Observer), Julia Cochrane (Scribe), Linda Hart, Roseanna Almaee, Gary Forbes, Megan Cate

Observer: Jenell DeMateo

Tech: Christina Tweed

**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** 6:00

**Chalice Lighting** **and Opening Words**

**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**

* BOT meetings will continue on the 4th Wednesdays, 6:00-8:00, change to 3rd Wednesdays including November 20 and December 18 to accommodate holidays`
* Study sessions - 4pm on 2nd Wednesdays
* No Study Session September 11 due to Board Retreat September 12
* Pink Board Badges are in Sarah’s box in the office
* Sign-ups for Board member Announcements and Greeting: all slots are filled for September and October
* Guidelines for building use – responsibilities and procedures available
* Procedures Handbook (<https://www.quuf.org/pdfs/Governance/ProceduresHandbook2408.pdf>) is going online – we should be contributing our Board procedures to that document
* Last session of Weaving the Web of Community Thursday 6:30-8:00

**6:15**

**Assign process and time observer –** Dean

1. **Approve Meeting Agenda** – Peg moved, Roseanna seconded. Approved by all.
2. **Consent Agenda** Roseanna moved,Megan seconded. Approved by all.
   1. Approval of Minutes of July 24, 2024 meeting
   2. Additional Consent Items
3. **Standing R****eports**
   1. **President’s Report** – See[**Attachment A**](#2et92p0)
   2. **Minister’s Report** – See [**Attachment B**](#3dy6vkm) (Linda’s blog this week will address the existence of the Salish Sea Fellowship; a number of board members have been asked about it)
   3. **Treasurer’s Report** – See [**Attachment C**](#1t3h5sf)
      1. Motion to approve Treasurer’s Report: Roseanna moved, Peg seconded. Approved by all.
      2. **The Finance Committee recommends to the Board that we transfer $25,436.72 from the Maintenance reserve, $54,330.60 from the Operating Reserve and $11,679.01 from the Capital Reserve to the Operating Fund to clear the $91,446.33 deficit for Fiscal Year 2023-24.** Discussion: Christina will write something for the Weekly Update to let people know how to earmark their one-time matching pledges. Finance Committee will address how to acknowledge people for those pledges. Julia moved, Dean seconded. Approved by all.
      3. **Motion to approve the Finance Committee Charter** – mentioned One Pot Fund needs to be removed, and the document needs some editing for formatting. Motion to pass the charter with editing from our secretary. Roseanna moved, Dean seconded. Approved by all.
4. **Trustees’ Reports – Congregational Committees**
   1. **Endowments – Mary T. Endowments elected a new Chair, Sandy Tweed. They meet again in September for a two-hour training on administering the columbarium recently turned over to them. They plan to have a campaign to generate new legacy gifting and may need to add another member.**

Put RAMP (Reports, Actions, Measurements, and Plans) on every agenda. There should be a report in October to the Congregation.

* 1. **Nominating Committee** – see[**Attachment I**](#26in1rg) **– Gary.** The chair has stepped down and John Collins is stepping up. Nina McCormick, a QUUF parent, is interested in helping the Nominating Committee.

1. **Board Task Force and Committee Reports 6:45**
   1. **Communications committee** – see [**Attachment L**](#lnxbz9)**– Peg (no report)**
   2. **Governance Task Force** – see [**Attachment D**](#4d34og8) **– Julia**
   3. **Program Council Report** – see [**Attachment J**](#2s8eyo1)
   4. **Denominational Affairs** – see [**Attachment G**](#35nkun2) **– Julia**
   5. **Personnel Committee** – see [**Attachment K**](#1ksv4uv) **– Roseanna**

**(no report but the committee is looking for a lead)**

**NOTE: SUGGESTION THAT IF THERE IS NO REPORT FROM A COMMITTEE THE LIVE LINK SHOULD BE ELIMINATED**

**BREAK 6:55 – 7:00**

1. **Discussion: Board Retreat** – September 12, 9:30-2:00

Board Covenant – review for homework

Morning: board members only, a deeper dive into who we are so we know each other better – to discover commonalities and understand each other’s work and learning styles.

Afternoon: look over and revise board covenant and come with ideas if we want changes.

Staff involvement – Staff will say what their roles are, what is difficult about their jobs and how we can help.

**7.0 Discussion: Board Goals 7:10**

**Smartie Goals worksheet** – see [**Attachment M**](#17dp8vu)

**Discussion** of main goal areas and Calendar events and review dates

**Organizing work and timelines for completing the goals**

We need to set in motion a long-range planning process. We need to locate the last Long Range Planning documents.

We have a set of developmental goals.

Need to look at where our deepest priorities are.

Julia wants to bring Anne Weaver to consult with us.

Board’s role in clarifying our mission statement. The Mission is the Board’s responsibility. We need to appoint a team to make a plan, perhaps with an in-house facilitator or an outside consultant. This could be a governance goal that the board sets. The Board sets the process in motion, figures out how to pay for it, and enacts it. Our last mission statement was in 2021 and was not a thorough process with input from the whole congregation. Stewardship for Us (<https://stewardshipforus.com/>) can help us. (Info from Linda)

Sarah’s email re: goals

“First we need to think about 3 or 4 priority areas for development.   
I suggest that these categories might be finances, communication, governance – similar to last year. These are the goals and timelines that pertain to our specific responsibilities together this year. Our draft calendar is attached for reference. As an additional matter, the board is also charged with formulating the bigger organizational goals and future planning. We can develop plans for addressing these under the umbrella of governance. I've also attached the Developmental Ministry Goals for this year and the Board Goals from last year for you to review. The Healthy Community Goals were intended to have been revised to better reflect the SMARTIE format. At the time, sorting out Board and Program Council responsibilities was more fuzzy.”

Three subgroups were formed to come up with a timeline, a couple of goals, and a process. This information will be shared during the afternoon session of the retreat.

**Finance – Mary and Megan**

**Communication – Peg, Gary, Julia**

**Governance – Dean, Roseanna, and Sarah**

**8.0 Executive Session –** Optional

**Extinguishing the Chalice and Closing Words**

**ADJOURNED AT 8:20 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 – August 28, 2024**

1. Preparations and agendas for the Study Session, Executive Committee and Board meetings
2. Completed the UUA training course: Tending Community
3. Attended the Weaving the Web of Community class offered by Elizabeth Walker
4. Various communications to coordinate committee work including

Pending:

Review of revised Sexual Misconduct Policy and Procedures for approval

Personnel Committee Chair

Board member appointee

Board Goals for 2024-25

Respectfully,

Sarah Walker, President

QUUF Board of Trustees

**Attachment B**

**Monthly Minister’s Board Report**

**August 2024**

August is always the time when we begin gearing up for the program year to start. Meetings increase, and planning ramps up.

I began planning worship for the year, and spent time reviewing and reflecting on the Soul Matters materials both for worship and for small group ministry. I’m looking forward to using the guides to create worship that follows an arc over the course of three or four Sundays. A new offering for this year will be an opportunity for some conversation about the themes as I begin planning for worship. We’ll meet on the first Thursday of the month over Zoom to plan two months ahead. For example, September 5 will be a conversation about Generosity, the theme for November.

My blog for this week will be addressing the creation of the Salish Sea Fellowship. My frame around it will be a simple acknowledgment, recognizing that there are some differences that arose, and that we wish them well. My hope is to normalize it to some degree, as there are many congregations that have started when there were differing perspectives on one thing or another.

On September 17, I’ll begin leading my class on John Buehrens and Forrest Church’s *A Chosen Faith*, and I’m looking forward to those conversations.

Committee work:

Music Planning Team

New Member planning

Pastoral Care Team

2 Membership workshop meetings

ALSO

Program Council

Covenant Group Facilitators

Month Schedule

Sundays away – 9/01

Scheduled leave – none scheduled

Study – none

Vacation – none

Sick days – 1

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**Attachment C**

**Treasurer’s Report to the Board**

**July 24, 2024**

The information below summarizes highlights from July 2024 and represents one month of the current FY24-25 Fellowship year.

**Income:**

Current Pledge income for July is $102,416

Total overall income for the month is $109,313

**Expenses:**

The expenses for were $49,208

The excess income for the month came to $60,104

**Assets:**

Total Cash: $141,810

Investments: $221,764

Overall Total Current Assets $363,574 (does not include real estate **or assets not convertible to cash within 12 months)**

**Liabilities:**

Current Liabilities: $15,565

|  |  |  |  |
| --- | --- | --- | --- |
|  | Transfers to cover  2024 operational deficit | | |
|  | Xfer Amount | Prev. Bal | New Bal |
| Maint | $25,436.72 | $122,811.04 | $97,374.32 |
| Oper | $54,330.60 | $54,330.60 | $0.00 |
| Cap | $11,679.01 | $11,679.01 | $0.00 |
|  |  |  |  |
| Total | $91,446.33 | $188,820.65 | $97,374.32 |

**RAMP is meeting with all of the teams/committees/groups to explain the deficit budget for 24-25 approved by the congregation of $47,000 and ask for their ideas on how they can increase income and decrease expenses in their areas by June 30 of 2025 in order to get to a balanced budget for the 2025-2026 FY.**

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**Draft Charter for the Finance Committee of QUUF**

MISSION:

To advise and support the Treasurer and to assist the Board in its oversight of the financial operations of the Fellowship.

1. MEMBERSHIP:

The committee shall consist of a chairperson appointed in a manner consistent with the QUUF Bylaws, and at least three additional members selected by the chairperson. The Treasurer is an ex officio member, with vote, and may serve as the Board liaison to the committee. The Congregational Administrator is an ex-officio member without vote. All members of this committee must be members of the Quimper Unitarian Universalist Fellowship. The Finance Committee may form a Budget Subcommittee of some of its members or function in its entirety as the Budget Subcommittee.

1. LEADERSHIP: The Finance Committee is a Board committee and reports to the Board. The Finance Committee chairperson is appointed in a manner consistent with the QUUF Bylaws.
2. DECISION MAKING: The Finance Committee uses majority vote to make decisions and recommendations to the Board.
3. CONFLICTS: How does this Committee intend to manage conflicts?

The Finance Committee intends to manage conflicts within the committee through discussion and listening in accordance with UU Principles as outlined in our QUUF Right Relations Covenant (adopted 6-19-19) or other Healthy Community Team recommended policies.

1. MAJOR ACTIVITIES: How does this Committee advance QUUF’s mission and goals?
   1. Annual Budget: Per the QUUF Bylaws, the Finance Committee is charged with preparing the annual operating and capital budgets and submitting these budgets to the Board for approval or modification before they are voted on by the Congregation at the Annual Meeting. Sets budget timeline. Communicates with teams and committees regarding their budgets.
   2. Annual Review: Make a recommendation to the board regarding the annual financial review in accordance with the QUUF Bylaws. It is the responsibility of the Finance Committee to make recommendations to the Board as to who serves as Financial Review Team members. Sets timeline for annual review.
   3. Make recommendations via the Treasurer to the Board regarding unplanned expenses, capital purchases and use of reserves.
   4. Monitoring of the operating budget through monthly review of the financial statements. Via the Treasurer, recommend the monthly financial statements to the Board for approval.
   5. Support the Board and the Treasurer in their oversight of and responsibility for Fellowship financial matters Fellowship through implementation of sound financial policies, procedures, practices and internal controls.
   6. Review One Pot Requests and make recommendations as needed to the Board regarding the use of and accumulation of One Pot Funds.
   7. Present the Ministers Allowance for Housing annually to the Board for approval.
   8. Monitor financial interests including insurance, investments, purchases and sales of property assets.
   9. Manage the Fellowship’s debts.
   10. Train & appoint Financial Secretaries in preparation of the weekly deposit.
   11. Advise & support the Treasurer and staff (bookkeeper, Congregational Administrator) in their duties, as related to the financial transactions and records of the Fellowship.
   12. As needed provide research, analysis, and historical financial context in response to planning for QUUF’s future.
2. SUCCESS: How does this Committee conceptualize success, and how can success be measured?
   1. The annual financial review informs the Finance Committee as to how well they are doing their job.
   2. Well-informed and supported Board members as they make financial decisions for the Fellowship.
   3. Well-informed congregants when they vote on the Annual Budget.
   4. Monthly monitoring of the annual budget via financial report review informs the Finance Committee as to how our financial decisions and practices are succeeding.
3. BUDGET: How does this Committee track its financial needs and submit that as a part of the Annual Budget process?  
   As the finance committee is responsible for the oversight of the entire annual operating budget, it tracks its own needs and budget at the same time. In general, the Finance Committee rarely requires funds as a committee to do its work.
4. MEETINGS: How often does this Committee meet? How are meetings called? How are meetings and minutes publicized?   
   The Finance Committee meets monthly, with meetings called via email. We meet in person at the Fellowship or via Zoom, depending on the needs of our committee members. Additional meetings may be held, as necessary, to prepare and finalize the annual budget or to consider mid-year budget adjustments. Minutes are taken at each meeting and are distributed by email to all committee members. For continuity, the Congregational Administrator keeps a copy of the Finance Committee minutes on the office computer.
5. COMMUNICATION: How does this Committee communicate its activities and accomplishments to the QUUF Membership?  
   The proposed Annual Budget is published prior to the Annual Meeting in accordance with the QUUF Bylaws.  
   The Board approved monthly financial reports are available to the congregation as part of the monthly Board minutes which are posted on the website. As needed, communications from the Finance Committee regarding the status of QUUF financial health may be announced at congregational meetings, Sunday Services or published in the Weekly Update.

**Attachment D**

**Governance Task Force Board Report**

**August 2024 – Submitted by Frances Loubere and Phil Burwell**

**Meeting Schedule:** August 14, and then on first Wednesdays from 10 to noon beginning on September 4. Governance Committee (GC) “launch” celebration potluck: September 11.

**Members:** 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

**Launch of GC:** At our first meeting, we reviewed unfinished business from June, confirmed meeting times and leadership as well as future topics for our GC agendas. The Policy Manual and Glossary are now on the website. The Procedures Handbook will follow as groups submit procedures. We will review the Glossary in January and make needed web page updates. As per our charter, our focus will be on continuing, fine tuning, and evaluating our governance process and structure, responding to policy development requests, and on communicating and educating leadership and the wider congregation. We seek two new members with governance interest and skills.

**Board Policies and Procedures:** As requested by the Board, GC will develop recommendations for the Conflict and Grievance Policy procedures and other needed Board procedures. GC will work on a Finance Policy request from the Board. These will be on our fall agenda.

**ALSO class:** A GC subcommittee will meet to plan this October class and bring the draft to our next meeting.

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**Attachment J**

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**Program Council – Report to the Minister**

**August 2024**

**Program Council**

One of our goals is to promote/support multigenerational/younger generation participation. To this end, we invited Beau to meet with us. Turns out, parents are on overwhelm and they need to know that they can just show up. Their spiritual practice is bringing their kids. We will plan a Parents Night Out on September 21, cap on it. 5:30-8:30.

We will offer something again in January and April.

We will be updating the About QUUF pamphlets.

**Leadership Assemblies** scheduled for September 14, January 11, and April 26. All Saturdays 10-12.

**Councils** – and some highlights:

**Community Council**

August Potluck – 45-ish people came! Good opportunity for conversation and visiting 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. Soul Matters provides themed packets for worship, RE and Covenant Groups. Soul Matters emphases spiritual practices and sharing our experiences along with ‘disciplined responses’ instead of discussion on a topic.

Affinity Groups – are in the process of re-upping for this coming program year. There are 10 hosts already signed up for Circle Suppers for the next program year!

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”

**Social and Environmental Justice Council**

UU the Vote is continuing. GREAT participation! Letter writing after services also successful and appreciated.

Housing Project – continues to meet and explore options and plans; zeroing in on Bayside Housing.

Usawa workshops on antiracism being attended using Pacific Western Region grant. Participants will bring back what they learn to QUUF.

**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**

ALSO (Advancing Learning and Spiritual Opportunities) Fall Pamphlet will be out on September 8.

AHA – Jane Albee and Frank Layden are stepping down from leadership and are seeking new Leadership.

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

**Operations Council**

The Council will meet again in September and quarterly.

There was a DASH audit – yet to hear the results.

**Upcoming Events**

Homecoming Picnic – September 8

Harvest Festival Saturday, October 5

Leadership Assemblies scheduled for September 14, January 11, and April 26. All Saturdays 10-12.

Submitted by Diane Haas,

Program Council Chair

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**Attachment** **M – Additional Agenda Item**

**SMARTIE Goals Worksheet**

Goals are a concrete way to drive results, but without an explicit equity and inclusion component, goals won’t produce better outcomes for marginalized communities, address disparities, or support belonging. Introducing SMARTIE goals! SMARTIE stands for:

|  |  |
| --- | --- |
| **STRATEGIC** | Reflects an important dimension of what your organization seeks to accomplish (programmatic or capacity-building priorities). |
| **MEASURABLE** | Includes standards by which reasonable people can agree on whether the goal has been met (by numbers or defined qualities). |
| **AMBITIOUS** | Challenging enough that achievement would mean significant progress—a “stretch” for the organization. |
| **REALISTIC** | Not so challenging as to indicate lack of thought about resources, capacity, or execution; possible to track and worth the time and energy to do so. |
| **TIME-BOUND** | Includes a clear deadline. |
| **INCLUSIVE** | Brings traditionally marginalized people—particularly those most impacted—into processes, activities, and decision/policy-making in a way that shares power. |
| **EQUITABLE** | Seeks to address systemic injustice, inequity, or oppression. |

By incorporating equity and inclusion into your SMART goals, you can make sure your organization’s commitment to racial equity and inclusion is anchored by tangible and actionable steps. Here’s an example of a SMART goal turned SMARTIE:

|  |  |
| --- | --- |
| **SMART** | **SMARTIE** |
| Build a volunteer team of 100 door-to-door canvassers by May… | …with at least 10 people of color recruited as volunteer leaders first, so that they can help shape the way we run the canvasses. |

***Please note:*** *There’s a fine line between inclusion and tokenism. What’s the difference? Power. In most cases, it’s not enough to tack on “…and x number of volunteers/new hires/spokespeople should be people of color” unless the people you’re trying to include will be able to influence the work in a meaningful way. SMARTIE goals are about including marginalized communities in a way that shares power, shrinks disparities, and leads to more equitable outcomes.*

Learn more about [**How to Embed Inclusion and Equity in Your Goals**](https://www.managementcenter.org/resources/smart-to-smartie-embed-inclusion-equity-goals/) and visit our [**Goals Bank**](https://www.managementcenter.org/resources/goals-bank-2/) for inspiration. *Ready to get started?* Use our SMARTIE goals **practice sheet** below.

| Start Writing Your SMARTIE Goals | |
| --- | --- |
| *Use this template to write a goal for yourself or a team member.* | |
| **Time-Bound:** My goals between *(start date)* and *(end date)* are to achieve  this **Strategic** and **Ambitious** outcome: | |
| I will know success when I see it using these **Measurable** standards: | |
| A **Realistic** plan to achieve this goal includes these tactics/activities (consider time, resources, capacity): | |
|  | By *(date)* |
|  | By *(date)* |
|  | By *(date)* |
| Thinking about **Equity and Inclusion**: Can you imagine there being any unintentional *disparate impact* along lines of power and identity? How might inequity or exclusion show up? For whom? | |
| How could you *change the goal* to either mitigate that disparate impact or make **Equity and Inclusion** more explicit? | |

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