**Quimper Unitarian Universalist Fellowship**

**Board of Trustees Meeting**

**May 22, 2024, 6:00 pm**

**RE 2 and Via Zoom**

<https://youtu.be/sS6l-sKcDIQ>p

Board members present in person: Sarah Walker (Chair), Mary Tyburski, Liesl Slabaugh (process observer), Elizabeth Walker (minutes)

Board members attending virtually: Larry Morrell, Rev. Linda Hart

Board members absent: Sarah Hull, Roseanna Almaee, Jesse Wild, Bruce Zalneraitis

Next year’s Board members attending in person: Peg Hunter, Gary Forbes

Next year’s Board members attending virtually: Julia Cochrane, Megan Cate, Dean Carr

Tech specialist assisting: Christina Tweed

Observers attending virtually: Jenell DeMatteo, Henry Amick

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** – 6pm

**Chalice Lighting**

**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:

Board Training: May 28, 6:30

Minister Review meeting: May 29, 6:00

Volunteer Reception: May 31, 4:30

Difficult Conversations workshop: June 3, 6:30, on Zoom

Budget Q & A sessions: June 3, on Zoom

Annual Meeting: June 9, 12:30

**Approve Meeting Agenda.** Motion: Mary. Approved.

**Consent Agenda**

* Approval of Board meeting Minutes of April 24, 2024 (posted on website)
* Approval of Board meeting Minutes of May 8, 2024 – See[**Attachment M**](#AttachmentLM)
* Approval of the move of the Healthy Community Team to the Community Council
* Approval of transition of the Governance Task Force to the Governance Committee as of July 1, 2024, with Co-chairs for 2024-25 being Frances Loubere and Phil Burwell.

Motion to approve Consent Agenda: Mary. Approved.

**Standing R****eports**

* + **President’s Report** – See[**Attachment A**](#AttachmentA)
  + **Minister’s Report** – Linda was at a conference last week on enhancing worship experience. She is planning summer sermons by congregants and getting ready for GA.
  + **Treasurer’s Report** – See Attachment C. Will wait and discuss when Bruce is here.

**Trustees’ Reports – Congregational Committees**

* **Endowments Committee** – **Liesl.**

Columbarium loans update. In 2019, QUUF got loans from members to build the Columbarium, five loans for $10,000 each, loaned with interest. These are due for repayment this year. We could ask the lenders for extensions. Liesl is meeting with these five people. One forgave the loan, one forgave half. Others are in process. Pay-outs, as needed, will come out of Endowments Fund, to be repaid as the Columbarium spaces sell. Endowments Committee will start to promote spaces again, as well as legacy giving.

* + **Nominating Committee** – see[**Attachment I**](#AttachmentI) – **Elizabeth**

**Board Task Force and Committee Reports**

* **Communications Committee** – see[**Attachment L**](#AttachmentL) – **Elizabeth**

Appreciation of the work done by the Committee on Monday Board Reports.

* + **Governance Task Force** – See[**Attachment D**](#AttachmentD)

Approval of Sexual Misconduct Policy. We posted the pending policy for a month and got no feedback on this, so we can approve this as a Policy, with a slight change in wording: “Religious Educator” becomes “DFM.”  
Motion to approve: Mary. Approved. Sarah will get this posted to the web.

* + **Program Council Report** – see[**Attachment J**](#AttachmentJ)
  + **Healthy Community Team** – see [**Attachment F**](#AttachmentF)
  + **Denominational Affairs** – [**Attachment G**](#AttachmentG)
  + **Fundraising Coordinating Committee** – see [**Attachment H**](#AttachmentH) – **Liesl.**Planning for next year. Will add one additional major event and increase the financial goal. Plan to recruit people for the auction earlier in the year. Christina will be the auction chair.
  + **Personnel Committee** – see[**Attachment K**](#AttachmentK) – **Mary.**Linda Spratt is moving away. Need a new chair of Personnel. Nom Com is helping to find this person.

**BREAK**

* + **Discussion of the Annual Meeting plans.**(See Agenda with President’s Report – Attachment A)
  + Will give out Membership Renewal Forms at the Annual Meeting and then mail out to members who aren’t there. Completed forms are due back to the office by July 15. We have a clear Membership Policy to guide us this year.

**Extinguishing the Chalice**

**ADJOURN 8pm**

**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 – May 22, 2024**

1. Collaborated with the Executive Committee and Roseanna Almaee to plan the agenda of the Annual meeting and to manage details.
2. Completed Annual reports: President of the Board and the Executive Committee.
3. Attended the Zoom Article II discussion.
4. Attended Financial summit May 1 discussion of:
5. Strategies for constructing a budget for 2024-25 to recommend to the Congregation for a vote at the annual meeting.
6. Implications utilizing reserves and impacts for the revenue needed for a balanced budget in 2025-26.
7. Attended May 3 potluck and new board training session.
8. Called a special board meeting May 8, 2024: discussed and approved the 2024-25 budget recommendation for presentation to the congregation.
9. Attended Western District Board President’s meeting May 20.

Respectfully,

Sarah Walker, President

QUUF Board of Trustees

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**Quimper UU Fellowship Annual Meeting Agenda – June 9, 2024 – 12:30 PM**

* Call to Order
* Land Acknowledgement
* Welcome and Chalice Lighting
* Designation of Parliamentarian—John Collins
* Verification of Quorum—Elizabeth Walker, Board Secretary
* Approval of the Agenda (Floor Vote)
* Procedures for meeting
* Motion to Approve Minutes of June 11, 2023 Annual Meeting
* President’s Report and Special Recognition for Governance Task Force past and present
* Minister’s Report
* Director of Family Ministry’s Report
* Program Council Report
* General Assembly Delegate presentation and Article II advisory poll
* Treasurer’s Report—July 1, 2023, to June 30, 2024
* Approval Operating Budget for 2024-25 (Floor Vote)
* Congregational feedback activity
* Presentation and Covenant Ceremony for newly elected leaders: Board, Nominating Committee, Endowments
* Recognition of outgoing Board members
* End meeting 8 pm.

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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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**Attachment C**

**Treasurer’s Report to the Board**

May 17, 2024

The information below summarizes highlights from April 2024 and represents ten months (83%) of the current FY23-24 Fellowship year.

**Income**:

Current Pledge Income for April of FY23-24 was $22,181 which is $25,410 less than the same period for last year. Total overall income for the month was $24,765 which is $25,054 below the same period for last year. The total income for the first ten months of FY23-24 is $405,404 which is $77,824 less than last year and 81.7% of the annual budget of $496,020.

**Expenses**:

The expenses for April were $53,184 which is $2,488 less than last year for the same month. The total expenses for the first ten months of FY23-24 are $470,882 and $6,904 greater than last year for the same period.

Total net deficit for the first ten months of FY23-24 is $-59,460 and $78,710 greater than last year(surplus of $19,250) for the same period.

At the end of the first ten months of the fiscal year our reserves are as follows:

**Operating Reserve** $ 55,729

**Maintenance Reserve** $121,969

**Capital Reserve** $ 11,679

**Total** $**189,377**

Balance Sheet as of April 30, 2024:

**Assets**:

Total Cash: $189,386

Investments: $254,308

Overall Total Current Assets: $443,694

Temp. Restricted Funds: $197,769

Permanently Restricted Funds: $ 17,725

**Liabilities**:

Current Liabilities: $ 72,332 Prior Year: $ 55,125

Long-term Liabilities: $236,633 Prior Year: $256,541

Total Net Assets: This year: $2,107,305 Prior Year $2,145,497

Annual Pledges Made: $392,342

Pledges Received by 4/30/24 $334,184(85%)

Balance Remaining $ 58,158

Annual Pledge Budget: $399,000

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**Attachment D**

**Governance Task Force Board Report**

May 15, 2024Submitted by Frances Loubere

**Meeting Schedule:** First and third Wednesdays 10-noon. Remote attendance is with advance notice. May 1 meeting was canceled. We are shifting to one meeting a month.

**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)

**GTF Transition to GC:**

GTF will transition to GC on July 1, 2024 – Yay! We will meet one more time as GTF on June 12 (postponed from June 5) and then take a summer break. We are planning a beginning of year celebration in August and our first meeting as GC will be on Wednesday August 14 from 10-noon. Phil Burwell will be co-chair. Frances Loubere will co-chair for one more year. David Alvarez may transition to be co-chair following that. Confirmed members next year will be: David Alvarez, Phil Burwell (Co-Chair), Julia Cochrane (Scribe), Jenell DeMatteo (QUUF Administrator), Diane Haas (PC liaison), Frances Loubere (Co-Chair), Christina Tweed (QUUF Tech), Anne Weaver.

We discussed (brainstormed) recruiting two new members.

**Board Procedures and Recommendations:**

As requested, a subcommittee of GTF/GC will develop recommendations for the Conflict and Grievance Policy procedures. We will work on recommendations for other needed Board procedures.

**Updated Manuals and Glossary:** The completed and ongoing Glossary will be posted on our website in June, when our reorganized Policy Manual and Procedures Handbook are posted online.

**Charter Elements and Best Practices:**

GTF and the Program Council are updating charter recommendations to include best practices such as any recommended term limits for leads and chairs.

**Review for Board approval:**

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.

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**Attachment F**

**Healthy Community Team**May 18, 2024

The Healthy Community Team:

1: Worked with Right Relations document created after 1/11/2024 activity:

* Received input from WTC re request for particular language changes.
* Decision was made to continue to work with RR covenant and hope to consider congregational input in the fall so that final document can be created.

2: Need for new members: HCT has reached out to several members over the month. At this time, no one has expressed interest to be on the team.

3: Discussion of HCT's role in supporting congregational members who may feel excluded or judged. Neurodivergence and emotional intelligence was highlighted. Annemarie attended WTC DEI training to further support this need.

4: Restorative Circles trainer Marcia Christen attended our meeting and it was agreed that her skill set would be beneficial for HCT and QUUF. Outreach was made to discuss a possible budget for future training. Many possibilities for training were explored.

5: An ASKHCT email was received from a member who asked for help with a group leader. Reina responded and there is an ongoing dialogue about different options.

6: Input from the Program Council's meeting that HCT attended re our role in the new governance structure. It was decided that HCT agreed with the consensus that HCT be placed under the Community Council and follow up to notify the Board will be done. There was no decision made re when this would happen.

Respectfully submitted,

Annemarie Mende

HCT Member

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**Attachment G**

**Denominational Affairs Board Report  
May 2024**

**General Assembly:** Delegates were sent their credentials. We met once for orientation.

**Article II:**

Please see the bulletin board over the water fountain for Article II information.

* May 19 Sermon Topic followed by Conversation Circle
* June 9: Advisory Poll on June 9 Annual Meeting
* June 20-23: GA

**Common Read**, *On Repentance & Repair* by Rabbi Danya Ruttenberg, is going well. Kate Kinney joining Linda to co-lead in person, Kathy assisting with zoom version.

**Action:** Article II survey poll at Annual Meeting. Same as last year.

**Next Year:** Kathy would like to step down as co-chair of DAC next year. Anyone interested in picking it up? Someone who is leaving the Board would make a great chair.

Submitted 5-15-24 by co-chairs Kathy Stevenson & Julia Cochrane

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**Attachment H**

**Fundraising Coordinating Committee**

{Paste Report here}

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**Attachment I**

**Nominating Committee Board Report  
May 22, 2024**

The Nominating Committee met on May 10 for the last time until September. We have chosen to re-start again on September 12 and will meet the 2nd Thursday of the month.

We are requesting that our Board Liaison will be someone who can fit that schedule. The date is the one time the four of us can meet. We are all involved in other QUUF happenings and we have other outside commitments.

We hope that all of you have a very relaxing and fun Summer.

Kindest regards,  
Share DeWees, on behalf of the Nominating Committee.

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**Attachment J**

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**Program Council – Report to the Minister**

**May 2024**

**Program Council**

Along with GTF, we are making a few updates for the Council and Ministry Team Charters and developing ‘Best Practices’ for procedures.

Volunteer Appreciation and Social Hour sponsored by the Volunteer Engagement Team and Community Council is scheduled for May 31; 4:30-6.

We worked on getting the annual reports in.

Many attended a Diversity Equity and Inclusion Training on April 25, offered through WTC. This is a component of Leadership Training.

**Councils** and some highlights:

**Community Council** – will sponsor a volunteer appreciation and Social Hour, May 31; 5-6pm

-Healthy community Team will be moving over to the Community Council.

-Reina Garcia has stepped down from her role as Affinity Group Coordinator. Debra Bouchard will be acting Coordinator.

- 4th Principle and Recorder Ensemble have new leadership due to Joyce resigning her membership.

- Affinity Group Guidelines and Procedures has been updated.

-Circle Suppers – John Collins and Carol Graves stepped up to lead this team.

**Social and Environmental Justice Council**

Jacob Johns provided a sermon for SJ Sunday sponsored by the Green Sanctuary and Environmental Action Team (GSEAT) and Native Connections Action Group (NCAG) – April 21

They have 20 people signed up to help with UU the vote.

They had a meeting to brainstorm how to use the donation of money for housing project. A task force was formed who will continue to pursue options.

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

**Growth and Learning** **Council**

-The new Adult Growth and Learning Team is in full swing! They had 9 offerings with wide range of topics. 103 participants. 7 members of the team. Their classes have been well attended. Paul Loubere is the chair. They have a new name: ALSO= Advancing Learning and Spiritual Opportunities.

AHA continues to meet twice a month.

**Operations Council** – FOST is looking at accessibility issues in the Sanctuary, rrangement of chairs.

Submitted by Diane Haas,

Program Council Chair

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**Attachment K**

**Personnel Committee**

**May 2024 Board Report**

* Roseanna Almaee sat in for Mary Tyburski.
* CA gave budget updates.
* Committee reviewed revised QUUF Employee Evaluation Process from information members had researched and then put together by the CA who will make edits and forms. Expected to be finalized in the coming weeks.
* Committee discussed new member recruitment. Roseanna offered to contact Chair of Nomination Committee regarding for Chairperson prospects. Chair will follow up on possible candidate for her replacement.
* Committee reviewed PCC job description. Agreed that many of the responsibilities are infrequent and not time-consuming. CA will revise accordingly.
* Committee members also discussed taking on Chair duties should that be necessary. This will be finalized next meeting June 13.

Submitted by Linda Spratt, Chair

05/16/2024

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**Attachment L**

**Communications Committee**

19 total MBRs in 23-24. (They are grouped on the website.)

7.3.23 ministerial transition team

7.10 announcing members and officers

7.24 minister and shared governance

8.7 Rev. Linda is here – working with her

9.4 What the board has done in July and August

10.2 Policies review

10.23 policies announcement

11.27 shared governance, who does what

1.1.24 financial update

1.22 financial state of fellowship

1.29 planning for state of fellowship meeting

2.14 we need you to run

3.4 conflict policy

3.11 info on upcoming election

3.18 promoting stewardship

3.25 reassurance that fellowship is okay

4.29 stewardship outcome

5.1 elections outcome

5.20 2024-25 recommended budget

Total 19 MBRs

Topics (this is rough):

New minister, her roles – 3

Informing about the Board and on what we have been doing – 2

Financial info (not including stewardship) – 3

Info on elections and results – 3

Info on stewardship and results – 2

Info on shared gov, how we work – 2

Info on policies – 3

reassurance that fellowship is okay – 1

Elizabeth Walker

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**Attachment M**

**Additional Agenda Item**

**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**DRAFT Meeting Minutes**

**May 8, 2024, 6pm**

**RE2 and Zoom**

<https://youtu.be/It4Zs7JZYK4>

Board members present in person: Sarah Walker (Chair), Larry Morrell, Bruce Zalneraitis, Rev. Linda Hart, Roseanna Almaee, Mary Tyburski, Elizabeth Walker (minutes)

Board members attending virtually: Liesl Slabaugh, Jesse Wild

Board member absent: Sarah Hull

Next year’s Board members attending in person: Peg Hunter, Megan Cate, Gary Forbes, Dean Carr

Next year’s Board member attending virtually: Julia Cochrane

Tech specialist assisting: Christina Tweed

Observers attending virtually: Jenell DeMatteo, Kathy Stevenson

Meeting Called to Order, 6pm

Chalice Lighting

Land acknowledgement

Check-ins

This was a special Board Meeting called to discuss the 2024-25 Budget and establish a limit to the deficit.

Discussion of ways to cut expenses and add income.

We appointed a Plan B team to:

* continue to monitor the budget over the next year and help the Board decide if/when we need to make major cuts in programming or staffing.
* oversee the process of identifying new and increased sources of income, including rentals.
* oversee the process of identifying places to cut expenses.
* provide the Board and congregation with quarterly reports.

Larry and Megan will head up this team, appointing additional people as needed.

Jenell will set up a chart showing costs for each program, so that we can identify best places to cut.

After discussion, Roseanna moved and the Board approved unanimously that the deficit on our 2024-25 budget be a maximum of $51,511.

We ask Jenell to use this number to finalize the budget that we will present to the congregation at the Annual Meeting in June.

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