**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**Draft Minutes for December 18, 2024 6:00 pm**

**RE 2/3 and Via Zoom**

Meeting ID: 912 1619 4835 – Passcode: Board

<https://zoom.us/j/91216194835?pwd=SUM4cVZYZUtpVXFydWxiQUE2dlpMQT09>

We acknowledge that these waters, mountains, valleys and shorelines are the traditional territory of the S’Klallam and Chemakum peoples. We will work to restore and sustain their homelands and all living beings.

**Present:** Gary Forbes, Mary Tucker, Bill Testerman, Dean Carr, Roseanna Almaee, Sarah Walker, Peg Hunter

On Zoom: Julia Cochrane, Megan Cate, Linda Hart

Observer: Jenell DeMatteo

Tech: Christina Tweed

**Meeting Called to Order 6:00**

**Spiritual Practice and Opening**

**Chalice Lighting** –

**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**

**Executive session:** motion to go into executive session. **6:20**

Moved by Roseanna, seconded by Dean, approved

Motion to end executive session and return to regular meeting.

Moved by Peg, seconded by Gary, approved

**BREAK 7:45 -7:50**

**Announcement:** Sarah announced that the Board has voted to extend Linda’s contract for the rest of this church year at 75% and for the 2025-2026 church year, also at 75%.

**Consent Agenda**

* Approval of Minutes of November 20, 2024 meeting

Moved by Roseanna, seconded by Mary, approved

* Approval of consent agenda
* Moved by Peg, seconded by Gary, approved
* Passed unanimously by electronic vote December 3, 2024:   
  Motion: We recommend that QUUF enter into a contract with Rachel Maxwell as described in parts one and two of her proposal to conduct a Searching for the Future weekend on February 7, 8 and 9th “engaging the membership in developing a new vision and mission and an initial set of goals and strategies that can jump-start a strategic plan.” The board has reviewed her complete proposal and contract documents and fee schedule and will use a financial grant obtained from the QUUF Endowments Committee to fund the workshop and several hours of consultation time not to exceed a total expenditure of $6,762.
* Approval of the housing allowance for Linda Hart of $25,000 designated from her salary for tax purposes.

**Standing R****eports**

* **President’s Report – see** [**Attachment A**](#AttachmentA)
* **Minister’s Report – see** [**Attachment B**](#AttachmentB). Linda reported that attendance numbers are somewhat elevated since the election and that sermons are going well. Linda expects that this number may decrease over time, similarly to the first time Trump was elected. Linda feels that things are moving along in the right direction.
* **Program Council Report – see** [**Attachment E**](#AttachmentE)

(Discussion: how to utilize/share information about the Ministry Dashboard) deferred to a future board study session)

* **Treasurer’s Report, also RAMP Report – see** **[Attachment C](#AttachmentC)**

Mary said there was nothing remarkable about the treasurer’s report this month. Gary had a question about insurance; Christina clarified that it is paid in installments.

Motion to approve Treasurer’s Report

Moved by Gary, seconded by Mary, approved

**Trustees’ Reports – Congregational Committees**

* **Endowments – Mary T.**

**Discussion:** Information about how the grant for the Searching for the Future workshop is being managed. MOVE TO JANUARY MEETING.

* **Nominating Committee – see** [**Attachment J**](#AttachmentI) **– Gary F.**

**Discussion:**

* + Status of open position on Endowments Committee: still looking
  + Board-related elections information: timeline, declaration of openings on the BOT: to be scheduled after the mission workshop. Nom Com will be meeting with the VET (Volunteer Engagement Team). Everyone whose term is up will be given the opportunity to state whether or not they will continue.
  + Suggestion: Board announcements could include description of various leadership roles and feature leaders to speak briefly.
  + Megan notified everyone that she will be resigning at the end of this church year, so that leaves a two-year term to be filled. Mary Tucker is also leaving at the end of the year since she has filled the third year of Bruce’s term.
  + Leadership sermon scheduled for February 2.
  + Review BOT service job description to be used – MOVE TO JANUARY MEETING

**Board Task Force and Committee Reports**

* **Communications Subcommittee (no report) – Peg H.**

**Discussion:** Planning for January 28 State of the Fellowship Meeting

* **Governance Committee – see** [**Attachment G**](#AttachmentG) **– Julia C.**
* **Denominational Affairs – (no report) – Julia C.**
* **Personnel Committee – see** [**Attachment I**](#AttachmentI) **– Roseanna A.**

**Discussion:** Recommended policy regarding severance provisions. Clarify questions and identify any needed information to put a motion on the January BOT Agenda. This may need an MBR to provide explanation and implications.

TABLE TO JANUARY MEETING.

**Discussion:** Dean Carr updated us on the Searching for the Future workshop plans. He has spoken with Rachel Maxwell and will be communicating again. The facilitator training on Friday evening usually is a three-hour session. It may be challenging to decide on the time for this. Saturday will be 2-1/2 hour sessions, both in the morning and afternoon. Sunday will be a debriefing with the facilitators after the service and coffee hour. Rachel says anyone who is interested should be encouraged to attend. Small groups will be 8-12 participants for the Saturday sessions. Question about doing the Saturday sessions hybrid since many people will be traveling. Dean will discuss with Rachel on Friday. There is also the need for scribes so facilitators won’t have to take notes. Linda will greet Rachel, and Christina will be staying at Dean and Cathy’s guesthouse. Lunch and snacks will be discussed. Sarah will write an MBR. Peg will work on Friday Updates and pulpit announcements. Sarah suggested talking to Beau about childcare and encouraging young parents to be facilitators. This might be a great opportunity for new people to take on a leadership role that is limited in scope.

Motion to adjourn moved by Dean, seconded, by Mary, approved

**Extinguishing the Chalice:**

<Closing Words>

**ADJOURN 8:30**

**References**

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

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

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

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

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

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

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| 1. Updated: 10-11-2024 | Sarah W. | Roseanna | Peg | Julia | Mary | Gary | Megan | Dean | Bill |  |
| Number of Assignments |  |  |  |  |  |  |  |  |  |  |
| **Officers** |  |  |  |  |  |  |  |  |  |  |
| President | X |  |  |  |  |  |  |  |  |  |
| Vice President |  | X |  |  |  |  |  |  |  |  |
| Secretary |  |  | X | X |  |  |  |  |  |  |
| Treasurer |  |  |  |  | X |  |  |  |  |  |
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| Executive Team | X | X | X |  |  |  |  |  |  |  |
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| **Standing Committees** |  |  |  |  |  |  |  |  |  |  |
| Finance –Treas required by bylaws |  |  |  |  | X |  |  |  |  |  |
| Endowments Treas required by bylaws |  |  |  |  | X |  |  |  |  |  |
| Nominating- Chosen by board members, and is a voting member of committee |  |  |  |  |  | X |  |  |  |  |
| Personnel |  | X |  |  |  |  |  |  |  |  |
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| **Board Committees/Task Forces** |  |  |  |  |  |  |  |  |  |  |
| Communications |  |  | X |  |  |  |  |  |  |  |
| Governance Committee |  |  |  | X |  |  |  |  |  |  |
| RAMP |  |  |  |  |  |  | X |  |  |  |
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| **GOALS-LEADERSHIP** |  |  |  |  |  |  |  |  |  |  |
| Finance |  |  |  |  | X |  | X |  |  |  |
| Nominations - Governance |  |  |  |  |  | X |  |  |  |  |
| Mission |  |  |  |  |  |  |  | X |  |  |
| Developmental Ministry | X | X |  |  |  |  |  |  |  |  |
| Board Procedures |  |  | X | X |  |  |  |  |  |  |
| Fellowship Meeting & Annual Meeting | X | X | X | X | X | X | X | X |  |  |
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| **Pending Committees/Task Forces** |  |  |  |  |  |  |  |  |  |  |
| Long Range Planning (5-Yr plan) – not yet formed-requires board action |  |  |  |  |  |  |  |  |  |  |
| Leadership Dev. Program – not yet formed-requires board action |  |  |  |  |  |  |  |  |  |  |
| (1) Treasurer member per bylaws |  |  |  |  |  |  |  |  |  |  |
| (2) Elected from Board Members as voting member |  |  |  |  |  |  |  |  |  |  |
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**Attachment** **A**

**President’s Report**

**December 18, 2024**

1. Searching for the Future Weekend: I completed contract and deposit for Rachel Maxwell and met with Dean Carr to do some preliminary planning for the February 7,8,9 event. He will be the main Board Liaison with Rachel. I also met with Beau to discuss the importance of including parents in the workshop as participants and facilitators. I wrote a “Save the Date” announcement for the Weekly Update. Dean and I briefed the rest of the Board at our Study Session December 11 about the components. More detailed planning will occur at the December 18 BOT meeting.
2. State of the Fellowship Meeting January 28: I provided Peg with information about the needed components to organize our State of the Fellowship congregational meeting on January 28. She is the point person for organizing and promoting this event. We started planning with the board at our Study Session. I had conversations with our Finance Chair Larry Morrell, Beau Ohlgren, Diane Haas, Christina Tweed, and Sandy Tweed to begin planning the presentations.
3. I initiated conversation with the board concerning our team culture and level of demand for board service (to be continued).
4. Conferred with Peg and Megan regarding work on the BOT procedures work that will be submitted to the Procedures handbook.
5. I prepared to meet with Linda Hart regarding her contract. The 3-month addendum we arranged with her in September is expiring and we also have an agreement with her that both parties will give indication of their desire to continue or discontinue the contract for 2024-25 by the first week of January.
6. I attended QUUF Holiday Craft Party, my Covenant group, Meaningful Movies, ALSO Field trip to the Suquamish Museum with Native Connections group.

Respectfully,

Sarah Walker, President

QUUF Board of Trustees

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**Attachment B**

**Monthly Minister’s Board Report**

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**Attachment C**

**Treasurer’s Report to the Board**

Will be sent by email attachment following the Finance Committee meeting

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**RAMP REPORT:**

Reports, Actions, Measurements and Plans:  R.A.M.P. Task Force report December 2024

Completed:

Standardized reports from Ministry teams on key metrics describing the activities of the Fellowship. These Ministerial reports can be used to analyze trends on the state of the fellowship  Participation in QUUF events, staff focus, volunteer hours, number and type of events held and planned. Taken together, over time, this information helps quantify the answer to the question: “How are we doing?” using non-financial metrics.

Planned:

RAMP is developing scenarios for financial plans for FY 2026 and beyond using different assumptions on expenses and income for each scenario. Examples: maintain existing staffing and Developmental Ministry using FY 2025 pledge and fundraising as a baseline; Reduce expenses by X% by cutting programming services and assume no increases in pledge or fundraising income; etc.

RAMP intends to provide the Board with estimates of results of the various scenarios in time for the January 28 congregational meeting.

Respectfully Submitted,

RAMP members: Megan Cate, Mary Tucker, Jenell DeMatteo & Larry Morrell

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**Attachment D**

**Nominating Committee Report**

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**Attachment E**

**Program Council Report**

**December 13, 2024**

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**Program Council**

We don’t meet until next Wednesday Dec. 18.

Ongoing…

* For coordination and communication, PC chair Diane meets monthly with Linda, attends the Governance Committee meetings and Executive Board Committee meetings as a liaison from the Program Council.
* We will be helping provide information to RAMP for the monthly Report on Ministry.
* We will collaborate with others to determine what is needed for Leadership Training and who will do what.

**Councils** – and some highlights

**Community Council** – We need to start getting organized for the Women’s retreat.

**Membership and Belonging Team (MBT)** – There has been a lot of interest and newcomers.

**Social and Environmental Justice Council** –

Green Sanctuary and Environmental Action Team – Elizabeth Walker is spearheading a congregation-wide project, Mini Forrest. She will start with an ALSO class with June Scott. Please see this article from UU World: <https://www.uuworld.org/articles/miyawaki-method-introduction-tiny-forest-movement-massachusetts-unitarian-universalism>.

The Housing Action Team has committed to providing 5 dinners a month at the Emergency Shelter at the Legion. There will be sign-ups for helping with meals. Teams are encouraged to participate.

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

**Growth and Learning** **Council** – We are looking for a new Lead for Growth and Learning Council. RE Team sponsored the Holiday Craft Faire which was a big success!

ALSO= Advancing Learning and Spiritual Opportunities – classes are in progress. Offerings for next year are in progress.

Widening the Circle Team – continues to contribute ‘Tid Bits’ to the Friday Update. Members are taking an introductory class offered through the UUA Mosaic Program. The Mosaic Program is a new antiracist, anti-oppression, multicultural curriculum. This is a prerequisite in order to utilize the new curriculum.

**Operations Council** – Meets quarterly.

Submitted by Diane Haas,

Program Council Chair

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**Data Report on Ministry – November 2024**

|  |  |
| --- | --- |
| Membership Data |  |
| Membership Households (1+members) | 224 |
| Membership individuals | 294 |
| # of Friends | 29 |
| # of Guest of Record | 236 |
| Total individuals serving | 559 |

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| Sunday | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 |
| Sunday Service in-person | 91 | 179 | 125 | 107 |  |
| On-line (full week) | 65 | 140 | 90 | 82 |  |
| Wild Church |  |  |  | 15 |  |
| RE Children Classes | 8 | 10 | 12 | 12 |  |
| Child Care/RE Assistants | 0 | 0 | 0 | 0 |  |
| High School/middle school together | 7 | 7 | 8 | 5 at Con |  |
| Coming of Age program |  |  | 8 |  |  |
| AHA group (*not meeting*) |  |  |  |  |  |

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| Weekly Update Click to Open Average for month | | 48% |  |
| Plate Total for month | $1,002 |  |  |

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| Designated Offering for Nov. |  |
| Food Bank | $ 284.75 |
| Central Valley Animal Rescue | $ 1,252.10 |
| Bayside | $ 826.27 |
| Additional Rev. from Oct. DO's |  |
| Olympic Neighbors | $ 213.75 |

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| Rentals |
| Wedding 11/10/24 |
| AAUW monthly meeting |

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| Community Building Events | Attendance | Volt. Hours | Staff Hours |
| Election Vigil | 77 | 3 | 0 |
| Auction Event 11-15-24 | 108 | 222 | 100 |
| Shelter Meal Prep | 110 meals | 97 | 5 |
| Thanksgiving Potluck | 45 | 0 | 8 |
| An Indigenous Cinema Climate Showcase | 40 | 10 | 3 |
| Membership Class Nov. 2 makeup class | 3 | 6 | 4 |
| membership Class Nov. 7 makeup class | 2 | 1 | 4 |
| Recognition Sunday | 14 | 7.5 | 2 |
| Thanksgiving Yoga event | 14 | 3 | 0 |
| Friendship Supper | 5 | 3 | 2 |
| Middle East meeting | 4 | 1.5 | 0 |
| Court Watch | 12 | 2.5 | 0 |

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| ALSO Classes | Attendance | Volt. Hours | Staff Hours |
| NW School of WBB | 15 | 6 |  |
| Wisdom Healing Qigong | 20 | 4 |  |
| How to Successfully use allowance | 9 | 4 | 6 |
| Anti-racism Deck/Kendi | 7 | 6 |  |
| Percival Everett book discussion | 8 | 2.5 |  |
| All about KPTZ | 29 | 3 |  |
| Soul Matter Sunday | 6 | 1.5 |  |
| Monthly Committee Time |  | 8 | 5 |

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| Minister: Highlights of Services or events | |  |  |  |
| 11/3/24 The Center of Democracy: L.Hart |  |  |  |  |
| 11/10/24 So, What’s Next?: L.Hart |  |  |  |  |
| 11/17/24 The Generosity of Life: K.Taylor & new member recognition | | | |  |
| 11/24/24 The Authentic Life: L.Hart |  |  |  |  |

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| RE curriculum past month |
| Week 1: I Can Touch and Gift of Widening Love |
| Week 2: I Can Share- Guest at Your Table and Gift of Connection |
| Week 3: I Can Say Thank You and Gift of Gratitude |
| Week 4: Baking Winter Shelter Cookies |

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| Program Council/RE future events planned for December. | | | | |  |
| Holiday Party | |  | |  |  |
| Christmas Pageant | |  | |  |  |
| Solstice Celebration | |  | |  |  |
| Christmas Eve Candlelight Service | |  | |  |  |
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| Fundraising Coord. Team future plans: |  | |
| Dining For Dollars | planning begun for Feb. DFD | |
| Spring Concert Event | 6 concerts planned | |
| Book Sale TBD | need volunteer | |
| Rummage Sale TBD | need volunteer | |

**Attachment G**

**Governance Committee**

**December 2024  
Submitted by Frances Loubere and Phil Burwell**

**Meeting Schedule:** First Wednesdays from 10-Noon. Due to January 1 being the first Wednesday of 2025, our January meeting is rescheduled for January 15.

**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

Visitor: Peg Hunter (Board)

**Board Policies and Procedures:** As requested by the Board, David Alvarez developed, with editing input from GC (in particular, our Congregational Administrator) a draft of Board procedures. These include recommendations for Board-related Conflict and Grievance Policy procedures. Board member Peg Hunter attended GC meetings for this discussion (we added a November meeting) and she will work with the Board to finalize these draft procedures.

**Power Point Governance** **Presentation**: Although the ALSO Governance classes offered in October were canceled due to low enrollment, we continue to refine an updated Power Point presentation, drafted by Phil Burwell, which we plan to complete in January. Congregants will access this overview online. Links will provide more information for those who have interest. We will offer the presentation with discussion to QUUF groups and update our webpage to align with this information.

**GC Goals:** Our charter guides our committee goals for this year. Goals include developing an evaluation system and educating the congregation. We aspire to find new committee members with these skills and interests. At Rev. Linda’s request, GC will revisit whether she will activate the Ministry Coordinating Team, which remains on hiatus after Board approval last January. This discussion is currently planned for our **February 5** meeting. Interested Board members are invited.

**Strategic Goals:** These are Board-initiated goals developed with input from the Congregation and implemented by the Minister along with the Ministry Coordinating Team and PC. Developing these is a part of shared governance that still needs to be implemented. These will be informed by Board/Congregational work on the new Mission.

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**Attachment I**

**Personnel Committee**

From Jennifer Stankus

The Personnel Committee met on 12/12/2024.

1. Administrator Jenell presented an initial draft of personnel budget considerations for the 2025-26 year. Assumptions for this draft personnel budget include: no reduction in staffing, projected staff health care premium increases, 2.5% COLA salary increase for non-exempt staff, and DOL minimum salary increase for exempt staff. This initial draft scenario would lead to a projected increase in QUUF personnel costs for the 2025-26 budget.

2. The Committee reviewed and approved changes and additions to the following sections of the Employee Handbook: Hiring Process; Employment Classifications; Job Related Expenses and Mileage Reimbursement; Performance Evaluation; Dismissal, Resignation, Notice, Exit Interview, Severance; Bereavement; Use of Tech Systems; Media Inquiries & Representing QUUF in the Public; Member Employees or Non-staff Time as Volunteers. The addition of severance language involves potential compensation to employees and thus requires Board approval. This proposal is attached.

**Policy Proposal**

To: QUUF Board of Trustees  
From: Personnel Committee  
Date: Dec. 12,2024  
RE: Severance Policy

We would like to submit the following policy for approval:

QUUF Severance for Employees

QUUF, in the case of **involuntary** termination (job restructure, laid off, budget cuts),

* Will provide a minimum of two weeks’ notice.
* Agrees to pay one week salary for each year of service up to a maximum of eight weeks.
* Will write a clear agreement regarding references.
* Allow employee to be on COBRA at employee’s own expense.
* Agree that both parties will not make negative public statements about the other.
* The departing employee agrees to waive any legal claims against the organization in exchange for the severance package.
* Will cash out vacation leave but not sick leave but will reinstate sick leave balance if employee is rehired within 12 months.

**Rational:**

According to a 2009 survey by Hewitt Associates, more than half (51%) of companies offer a standard one-to-two weeks of pay for every year of service and another third (33%) vary their payouts based on a formula that typically combines years of service, salary level and/or grade.

Employers are not obliged to give severance pay. The law only requires an employer to give severance if it has been promised in a contract (as in a minister), or stated in an employee handbook, or if there is an established pattern of giving severance to other employees in similar circumstances. Some employers choose to offer severance pay to employees who are terminated, either involuntarily or voluntarily.

* It can help protect the employee's finances and provide support as they transition to a new role.
* It can also help protect the nonprofit's reputation by offering a fair and reasonable package.
* The primary reasons for offering a severance package are to soften the blow of an involuntary termination and to avoid future lawsuits by having the employee sign a release in exchange for the severance.
* If the employee was terminated for cause, they typically receive nothing beyond what they were due before termination.

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**Attachment J**

**Nominating Committee Report**

**December 12, 2024**

* Reviewed committee calendar for the church year (see document). No revisions. One big question is the date for the open house, originally scheduled for 2/18/25. Given that the mission statement workshop is occurring the week prior, should the open house date be moved?
* **The committee is aware of some vacancies for the 2025 church year. We need to have a solid idea of how many board positions will be open.**
* Also, from John Collins: “The detailed description of Board member responsibilities is excellent. The Nominating Committee has not provided such a description of responsibilities for any of the 3 boards. We have relied in the past on referring candidates to the bylaws and to the relevant charters, i.e., for Endowments and Nominating. For the Board, I think that the list of duties that Sarah has prepared would work the way it is.”
* The committee plans to meet with the Volunteer Engagement Team leaders in January to discuss the most effective means of recruiting members for both elected and non-elected leadership positions.
* There was discussion around planning a “Leadership Sunday” to include a sermon on leadership. We continue to suggest a brief testimonial each service from church leaders about their personal experiences in their roles.