**Quimper Unitarian Universalist Fellowship**

**Board of Trustees**

**Draft Meeting Minutes for January 22, 2025 6:00 pm**

**RE 2/3 and Via Zoom**

**Present:** Dean Carr, Gary Forbes, Mary Burke, Roseanna Almaee, Sarah Walker, Julia. Cochrane, Peg Hunter, Guest: Larry Morell, On Zoom: Linda Hart, Megan Cate, Kathy Stevenson, Jenell DeMatteo, Tech: Christina Tweed

**Meeting Called to Order 6:00**

**Spiritual Practice and Opening**

**Chalice Lighting** – Linda, words by Albert Schweitzer

**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 6:10**

Two policies are pending for consideration at the February board meeting:

Donation Jars at events and Sexual Misconduct Policy.

Assign process and time observer: Bill Testerman

**Approve Meeting Agenda**

Moved: Dean Carr Seconded: Bill Testerman Passed

**Finance Committee and RAMP presentation regarding preliminary work with budget projections and State of the Fellowship message – Larry Morrell and Mary Tucker**

Larry explained that there are three categories of employees: exempt, non-exempt, and ministers, of which Beau is considered one. Exempt employees are supervisors, those in leadership positions, salaried. The state has been raising minimum wage plus the multiplier for calculating wages. Jenell is the only exempt employee we have; the others are non-exempt and are paid an hourly wage and can be paid overtime. We are running at a deficit of $89,000. Some committees have requested more funds, but to deny those funds would only save $15 to $20,000 and is not a good way to balance the budget. We will have close to $100,000 in reserves. The Finance Committee estimates that our deficit this year will not be the $47,000 expected, but more like $11 to $12,000. There is a possibility that we will end up with no deficit at the end of this year. We won’t be out of reserves as anticipated. We could use some of the reserves to cover part of the $89,000 deficit. Last year we had a net increase of 14% on pledges. We have 220 pledges this year; 37 members pledge nothing. If all members pledge at last year’s average, we would have $450,000. We need more pledges and we need average pledges to increase. We are 20% below the average UUA pledge in this congregation. What is the kind of conversation we need to have with the members who don’t pledge at all? Although we are pleased that we have reduced the deficit, it is important that we share the message that our pledges fall well below the UU average.

Larry asked for guidance from the Board about what we want from the membership. Sarah suggested a meeting involving the stewardship committee, the finance committee, and the board. Strategies and messaging need to be determined by mid-February, although Robin already has some strategies in place for the stewardship campaign.

Approval of the draft budget:

Moved: Julia Seconded: Mary Approved

**Consent Agenda 6:45**

* Approval of Minutes of December 18, 2024 meeting

Moved: Dean Seconded: Roseanna Approved

**Standing R****eports**

* **President’s Report** – see[**Attachment A**](#AttachmentA)
* **Minister’s Report** – see[**Attachment B**](#AttachmentB)
* **Treasurer’s Report** – see **[Attachment C](#AttachmentC)**

(see also Finance dashboard attached in agenda packet email)

Motion to approve Treasurer’s Report:

Moved: Mary Seconded: Roseanna Approved

**7:00-7:05 BREAK**

**Trustees’ Reports – Congregational Committees**

* **Endowments – Mary T.**
* **Nominating Committee– Gary F.**

The committee met with Diane Haas and Kathy Stevenson to discuss coordination of leadership training and minimize overlap of efforts as we move into recruiting season. We then spent the remainder of the meeting reviewing the membership directory, reaching consensus on a large group of individuals who might be candidates for office for the coming church year.

We’re still working to fill the short-term vacancy on endowments – all interested parties have been referred to Sandy Tweed for more details on the specific duties of that committee’s members. There was general agreement that a better job description for each of the elected offices is necessary to help with the recruitment process.

There is a candidate suggested for the Endowment Committee. If we receive a strong recommendation from the Nominating Committee, we can approve the appointment electronically.

**Program Council Report** – see [**Attachment E**](#AttachmentE)

(See also Ministry Dashboard attached in Board Packet email)

**Board Task Force and Committee Reports:**

**Communications Subcommittee – Peg H. 7:15**

**Update on State of the Fellowship meeting arrangements – Peg**

Peg went over the schedule for the SOTF Meeting, and some adjustments in time were made with input from Board members. Rehearsal is at 1:00 on Monday, January 27. Roseanna reported that plans for food and beverages are all set.

**Update on the Searching for the Future workshop arrangements – Dean**

Ten facilitators, 8 of whom can do both morning and afternoon. Zoom session Saturday afternoon in the Den (Kathy Stevenson will set up). Wordsmiths: 2 people have volunteered to do this, looking for two more. Dean has an idea for a third person. Rachel will work with this small group after the forum and on Zoom for several weeks and months. Vote on mission statement at the June meeting. Sign-ups for volunteer help are in the foyer; thanks to Jenell and Holly! There is concern that a very small number of people have signed up on SignUp Genius. Registering people after the Sunday service and after the SOTF Meeting next Tuesday will help.

Ideas for spreading the word: phone trees, Facebook page (Beau), text, posters, notices to all councils. Roseanna will contact Diane Haas to communicate with covenant groups and all councils. Gary and Peg will write an email blast to go out mid-week next week.

**Governance Committee** – see [**Attachment G**](#AttachmentG)– **Julia C.**

Motion to approve the Executive Committee Charter

Moved: Mary Seconded: Roseanna Approved

Update on the informational Governance Powerpoint

**Denominational Affairs** – **Julia C. (no Report)**

**Personnel Committee** – **Roseanna A.**

Update on the process for the proposed Severance policy provisions **7:40**

Defer this to February.

**Additional Agenda Item(s): 7:45**

Sarah: Settled Ministry Search information (2 documents attached with Agenda Packet email). Board members are encouraged to familiarize themselves with this material. To be discussed at a later date.

**Extinguishing the Chalice: 8:00**

**ADJOURN** Moved: Gary Seconded: Dean Approved

**Julia:** Board Dialing for Dollars event idea of a “Buddha bowl” bar. All were in favor. Julia will submit details to the DFD team by the Monday 1/27 deadline.

**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 |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Executive Team | X | X | X |  | X |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **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 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Board Committees/Task Forces** |  |  |  |  |  |  |  |  |  |  |
| Communications |  |  | X |  |  |  |  |  |  |  |
| Governance Committee |  |  |  | X |  |  |  |  |  |  |
| RAMP |  |  |  |  | X |  | X |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **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 |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **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**

**January 22, 2025**

During the month I engaged in many conversations and meetings related to planning and coordination of the State of the Fellowship meeting (Peg is the lead) and the Searching for the Future Workshop (Dean and Gary are the leads). I contacted speakers, worked on the agenda, wrote announcements, wrote a Monday Board Report, and attended a Zoom meeting with Rachel Maxwell.

January 8, I met with Reverend Linda and Roseanna to sign a new addendum to her contract for the remainder of this year and conveyed the feedback and priorities of the Board that were conveyed when the board approved this addendum. I updated Sarah Millspaugh on our current ministry status via email.

I checked the UUA website for information regarding the timelines and anticipated expenses regarding a called minister search process and I shared that information with the Executive Committee and the Board.

Other meetings attended:

* The Western Presidents’ meeting on January 9
* The Program Council-sponsored Leadership Assembly on January 11
* The after-service discussion sponsored by the Stewardship Committee on January 12.
* Zoom meeting with Rachel Maxwell, Dean, Gary, Diane Haas on January 14

Pending:

I am following the progress of a couple of new policies are in development:

* the Governance Committee is formulating a policy regarding Personnel severance.
* the Finance Committee is formulating a policy regarding oversight of grant writing and management.

I am following developments regarding formation of the Ministry Coordinating Team

Respectfully,

Sarah Walker, President

QUUF Board of Trustees

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**Attachment B**

**Monthly Minister’s Board Report**

**January 2024**

It has been a full month already. I’ve had a few extra duty events this month that have been both needed and nourishing.

– a sharing circle on January 16for Nancy Sendler’s sister and close friends

– an open memorial service this Sunday

– a sound bath provided by the Threshold Choir on January 20 where I welcomed folks and shared some readings.

– because of the rhythm of things (my Sunday off in December was the 29th, Joseph was scheduled for January 5, the youth service is on the February 23, which will be my next Sunday off), I’ll be in the pulpit 6 consecutive Sundays. It’s a long stretch.

Working with the Membership and Belonging Team is going well, as we enhance our membership process. Team members have been investigating processes that other congregations use, and we’re looking at how to both support new members and encourage visitors to engage.

Attending the Leadership Assembly this past month was especially worthwhile. The opportunity to look at the amount of change that has gone on over the last 8 years, and how profound those changes have been was helpful to both me and the rest of the participants. As we looked at a U-shaped process – change begins and everything seems off and out of sorts, you bottom out, then begin to rise and feel more confident, comfortable – it seemed the consensus that QUUF is on the upward slope of the many changes over the last 8 years. It’s been a long process, but it feels like the fellowship is on its way up.

Roseanna and I had a good conversation with Ann Weaver this morning and I’m beginning the process of recruiting the Ministry Coordinating Team. I learned more about some of the dynamics around the changes and disagreements that will help me to bring that team together over the next several months.

Peter and I have a vacation scheduled for February 17 to 25, and we’re going someplace on a beach where it’s warm. I’m very much looking forward to a little time away.

Finally, I learned that my 50-year High School reunion is going to be held on June 7 this year. I would typically be in the pulpit until the 9th, but would like to be able to head back to Maryland for that event before General Assembly starts 10 days later.

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**Attachment C**

**Treasurer’s Report to the Board**

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**Attachment E**

**Program Council Report**

**January 17, 2025**

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**Program Council**

We have approved the Mini Forest to be an all-church project, and it will ‘live’ in the Program Council. The Program council will organize regular Stakeholders meetings. See letter below for more information.

The Leadership Assembly (1-11) was well received. Approx. 30 lay leaders attended. The theme was ‘Healthy Boundaries’ and ‘Dealing with Change’. The next one is scheduled for March 8. The topic will be on aspects of healthy communication.

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** – Women’s Retreat – planning has begun.

The HCT are making a few revisions to the Right Relations Covenant.

The Membership & Belonging Team will start informal monthly gathering for visitors once a month after the Sunday service.

**Social and Environmental Justice Council**

Approved the Mini Forest Project.

Antiracism Team is sponsoring Food Co-op informational meetings, movie, and ‘Since I Been Down’ follow up by Peninsula Prisoners Solidarity to solicit volunteers for Clallam Bay Correction.

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.

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.

They will be training the ushers and greeters on the emergency evacuation plans.

Stewardship Team doing well – plans are underway.

The Accessibility Team is on hold.

Dining for Dollars is underway.

Submitted by Diane Haas,

Program Council Chair

**Additional information regarding the Mini Forest Project:**

Email to Stakeholders:

During our Program Council meeting yesterday, several things came up regarding the Mini Forest:

~The need to be located within our Governance structure and be accountable to some entity,

~The office/Jenell wants to have oversight on grants, due to liability issues

~ FOST has some questions/concerns that need to be addressed

~ Need to clarify timelines and expenses

~ the need to engage and work collaboratively with various teams

~ need to inform/engage the Congregation

There were a lot of unknowns and concerns. We recognize that many of these things are in process.

At the Program Council meeting, we decided that since the Mini Forest project has been approved as an all-church project by the PC, we would be the logical place to oversee the project. Therefore we decided to organize a Stakeholders meeting where stakeholders can be informed and there will be opportunities to collaborate/problem solve/brainstorm with teams that have a role. Stakeholders meetings will enable a cohesive, collaborative approach and alleviate the concern of 'not knowing what is going on'.

People are excited about this project and see the potential/opportunity to work together!

I am thinking that we could set a meeting for the last week of January to start, and maybe in the future for a half hour before or after Program Council meetings (so that Council Leads can participate and then share information with their teams – this will help with buy-in and engagement).

In Community,

Diane

Program Council Chair.

**Stakeholders:**

Elizabeth and June – initiators/organizers of the project

Patrick and Peg – Green Sanctuary

David Covert – FOST

Program Council – Linda Hart, Diane Haas, Kathy Stevenson, David Alvarez, Debra Buchard, Susan Landau.

Jenell – staff

Sarah – FYI

Who else?

Mini Forest – article from UU World: <https://www.uuworld.org/articles/miyawaki-method-introduction-tiny-forest-movement-massachusetts-unitarian-universalism>

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ministry Dashboard** |  |  |  |  |  |  |  |
| **Mid-Year Master Report** | **Aug-Dec. 2024** | |  |  |  |  |  |
| **Membership Data** | **12/31/2024** |  |  |  |  |  |  |
| Membership Units (1+mem) | 224 |  |  |  |  |  |  |
| Membership individuals | 295 |  |  |  |  |  |  |
| # of Friends | 29 |  |  |  |  |  |  |
| # of Guest of Record | 246 |  |  |  |  |  |  |
| **Total individuals serving** | **570** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Rentals** |  |  |  |  |  |  |  |
| Solstice Concert | Memorial Private | |  |  |  |  |  |
| Memorial-Private | Memorial Private | |  |  |  |  |  |
| AAUW monthly | Dove Hs |  |  |  |  |  |  |
| Cello Concert | Wedding 11/10/24 | |  |  |  |  |  |
| Martin Memorial | Kirtan 2 sessions | |  |  |  |  |  |
| Morse Memorial |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Sunday** | **Aug. /4 services** | **Sept./5 services** | **Oct./4 services** | **Nov./4 services** | **Dec./5 services** | **Total Duplicated Count** | **Average Attendance** |
| Sunday Service in-person | 292 | 468 | 304 | 502 | 479 | 2045 | 93 |
| Christmas Pageant |  |  |  | 50 |  | 50 | n/a |
| Christmas Eve Service |  |  |  | 71 |  | 71 | n/a |
| Online (full month) | 281 | 397 | 345 | 377 | 511 | 1911 | 87 |
| Wild Church | 0 | 18 | 15 | 15 | 12 | 60 | 12 |
| RE Children | 25 | 41 | 42 | 42 | 60 | 210 | 10 |
| Youth | 0 | 29 | 32 | 27 | 36 | 124 | 6 |
| **Weekly Update Click to Open Average for month** | 48% | 46% | 49% | 48% | 50% | 48% Total Average | Average Plate per month |
| **Plate Total for month** | $ 1,072.00 | $ 1,277.00 | $ 771.53 | $1,002 | $1,470 | $5,598.53 | $1,120 |
|  |  |  |  |  |  |  |  |
| **Community Building Events** | **Attendance** | **Volt. Hrs** | **Staff Hrs** |  |  |  |  |
| All QUUF Potluck | 41 | 24 | 2 |  |  |  |  |
| Weaving the Web of Comm. | 6 | 2 | 1 |  |  |  |  |
| Family Movie Night | 25 | 12 | 6 |  |  |  |  |
| Training Tending Cong. Life | 18 | 50 | 3 |  |  |  |  |
| Homecoming Potluck | 130 | 20 | 3 |  |  |  |  |
| Leadership Assembly | 27 | 15 | 1 |  |  |  |  |
| Parents Night Out | 13 | 12 | 5 |  |  |  |  |
| Meaningful Movies | 36 | 16 | 5 |  |  |  |  |
| Practicing Difficult Conversations | 24 | 22 | 2 |  |  |  |  |
| Practicing Difficult Conversations | 15 | 15 | 2 |  |  |  |  |
| Community Grief Event | 87 | 16 | 10 |  |  |  |  |
| Election Vigil | 77 | 3 | 0 |  |  |  |  |
| Auction Event | 108 | 222 | 100 |  |  |  |  |
| Shelter Meal Prep | 6 | 97 | 5 |  |  |  |  |
| Thanksgiving Potluck | 45 | 0 | 8 |  |  |  |  |
| Indigenous Cinema | 40 | 10 | 3 |  |  |  |  |
| Membership Class | 3 | 6 | 4 |  |  |  |  |
| Membership Class | 2 | 1 | 4 |  |  |  |  |
| Recognition Sunday | 14 | 7.5 | 2 |  |  |  |  |
| Thanksgiving Yoga | 14 | 3 | 0 |  |  |  |  |
| Friendship Supper | 5 | 3 | 2 |  |  |  |  |
| Middle East meeting | 4 | 1.5 | 0 |  |  |  |  |
| Court Watch | 12 | 2.5 | 0 |  |  |  |  |
| AHA Holiday Potluck | 35 | 6 | 0 |  |  |  |  |
| Meaningful Movies | 8 | 3 | 3 |  |  |  |  |
| Shelter Meal Prep | 6 | 65 | 0 |  |  |  |  |
| Christmas Potluck | 48 | 0 | 3 |  |  |  |  |
| Solstice Celebration | 45 | 10 | 10 |  |  |  |  |
| Youth Overnight | 9 | 20 | 20 |  |  |  |  |
| Friendship Supper | 8 | 3 | 3 |  |  |  |  |
| **Total for 30 events** | **911** | **667.5** | **207** |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **22 ALSO Classes** | **Attendance** | **Volt. Hrs** | **Staff Hrs** |  |  |  |  |
| A chosen Faith book | 2 | CANCELED |  |  |  |  |  |
| All about KPTZ | 29 | 3 |  |  |  |  |  |
| Anti-racism Deck/Kendi | 7 | 6 |  |  |  |  |  |
| Autumn Roses | 8 | 5 |  |  |  |  |  |
| Chimacum Ridge Tour | 12 |  |  |  |  |  |  |
| cicmehan Trail | 14 | 5 |  |  |  |  |  |
| Food Bank Gardens | 1 | CANCELED |  |  |  |  |  |
| Fossils Narrative & song | 6 | 4 |  |  |  |  |  |
| How to use allowance | 9 | 4 | 6 |  |  |  |  |
| Make your own natural items | 12 | 4 | 4 |  |  |  |  |
| Mindfulness in Motion | 7 | 3 |  |  |  |  |  |
| My name is Pauli Murray | 15 | 5 |  |  |  |  |  |
| NW School of WBB | 15 | 6 |  |  |  |  |  |
| Painting w/acrylics | 7 | 10 |  |  |  |  |  |
| Percival Everett book | 8 | 2.5 |  |  |  |  |  |
| Plant Science | 12 | 10 |  |  |  |  |  |
| Poetry as Survival | 14 | 9 |  |  |  |  |  |
| Soul Matter Sunday | 6 | 1.5 |  |  |  |  |  |
| Soul Matter Sunday | 7 | 3 |  |  |  |  |  |
| Soul Matters Sunday | 5 |  |  |  |  |  |  |
| Wisdom Healing Qigong | 20 | 4 |  |  |  |  |  |
| Yoga for Head Posture | 25 |  |  |  |  |  |  |
| **Total attendance** | **241** | **85** | **10** |  |  |  |  |
| **Monthly Committee Time** | 25 | 50 | 10 |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Designated Offering** |  |  |  |  |  |  |  |
| Food Bank | $ 1,017.00 |  |  |  |  |  |  |
| Min. Discretionary Fund | $ 3,584.00 |  |  |  |  |  |  |
| Bayside Winter Shelter | $ 1,101.05 |  |  |  |  |  |  |
| Olympic Angels | $ 489.25 |  |  |  |  |  |  |
| Love of a Child | $1,201.75 |  |  |  |  |  |  |
| Olympic Neighbors | $161.50 |  |  |  |  |  |  |
| CVAR | $ 1,252.10 |  |  |  |  |  |  |
| Bayside | $ 826.27 |  |  |  |  |  |  |
| **Total** | **$ 9,632.92** |  |  |  |  |  |  |

**Attachment G**

**Governance Committee**

**CHARTER for the Board Executive Committee**

(draft for approval at January 2025 meeting)

1. MISSION

The purpose of the Board Executive Committee is to meet on a regular basis in service of the governance of QUUF and finalize the monthly Board of Trustees meeting agenda. This committee facilitates information exchange and coordinates planning within our shared governance model in service of QUUF’s mission and goals. With key representatives from both the board and the ministry, broad issues and priorities of QUUF are discussed and communicated.

Board impacts are recognized in the committee’s development of the full board meeting agenda, and ministry impacts are carried by the ministry representatives in further communication and action within the congregation.

2. MEMBERSHIP

Membership of this committee is specified in the QUUF Bylaws. The membership consists of the officers of the Board of Trustees and the Minister, and those staff and congregational leaders invited by the Minister and/or the Board President. Each member acts as a liaison for their constituent group.

3. LEADERSHIP

The Board Executive Committee is chaired by, and the agenda is prepared and facilitated by, the Board President. Each committee member has a major leadership role in the Fellowship and provides information and perspectives that inform the Board of any needed consideration.

4. DECISION MAKING

The QUUF Bylaws give the Board Executive Officers the power to make rare emergency decisions and actions. When an urgent time-sensitive decision is required, Board Executive Officers may act on behalf of the Board. Such actions or decisions must be ratified by a majority vote of the full Board at the Board’s next meeting.

The Board Executive Committee itself makes only advisory decisions. Recommendations are developed through discussion with a preference for establishing a consensus. Polling or voting may be instrumental. All members of the committee agree to support the outcomes of this group process.

5. CONFLICTS

Interpersonal dynamics are guided by our Right Relations Covenant. Further research, consultation with experts, and/or mediation may be needed in the process of finding resolution.

6. MAJOR ACTIVITIES

Tasks and activities that the group adopts are aligned with the prescribed authority and responsibilities granted the board by our governance documents. As such, this committee promotes QUUF’s mission and goals.

* Discuss broad congregational issues, including those directly and indirectly affecting the mission and goals of the committee, which may be brought by any member or participant to the Board Chair before the meeting.
* Identify possible resolutions to congregational issues.
* Create the next full board meeting agenda.
* Advise actions and communications of ministry representatives to their constituent groups.

7. SUCCESS

For this group, success is indicated by effective communication and the coordination of plans and responsibilities so that fiduciary and organizational goals are attained.

8. BUDGET

There is no budget for this committee at this time.

9. MEETINGS

Meet approximately monthly prior to the Board meeting. Board Secretary records minutes for the use of committee members.

10. COMMUNICATION

Communication from this committee forms the Board’s monthly public meeting agenda and proceedings.

11. INCLUSION AND EQUITY

The Board Executive Committee uses an inclusion and equity lens in discussions and recommendations to the Board.

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