

ESUC Board of Trustees

Minutes

August 16, 2016

Minutes, Leadership Reports, Consent Agenda:	Com. + Board Liaison Reports Consent Agenda:
August Board Agenda	
Upcoming Events	Beloved Racial Justice Ministry Team -Marilyn Mayers
Minutes of Last Board Meeting – July 19	Climate Action Ministry - Marilyn
Open Action Items	Earth & Social Justice Councils – Marilyn
Board President's Report – Jack Slowriver	Economic Justice - Marilyn
Finance - Treasurer Report – Ryam Hill	Second Sunday - Marilyn
BFS Summary – Jessie Zhao	UU Partner Church - Marilyn
Interim Minister Report – Rev. Elaine Peresluha	Women’s Perspective / WHW - Marilyn
Director, Finance & Operations–Jason Puracal	Endowment Committee – Kristi Brennan
Director of Religious Education – Aisha Hauser	

Agenda
East Shore Unitarian Church
Board of Trustees
August 16, 2016

Board Host: Marcy - Thank you! September’s host is Reed.

- 6:45** Social Gathering
- 7:00** Opening Words, Chalice Lighting, Check in Marcy
- 7:10** Welcome to members/guests. All
- Report from Interim Transition Team (ITT) Clair Voetberg, Elaine
- Approval of Consent Agenda All
- Orientation to “green books” Elaine
- Vote on Board Standing Committees and Staff Teams All
- Board relationship with Standing Committees All
- Update from Search Committee, organization of negotiation team Mary Anderson
- Timeline review + effective communication strategies (Big Rocks calendar) Elaine
- Open Board Position Dave
- 9:10** Closing Words and Adjourn Marcy

Upcoming Events for Your Calendar

- September Board Packet items due Wednesday, Sep 14: all
- October Beacon Board Buzz due Wednesday, Sep 14: Tom or Jack
- September Board Meeting (Tuesday, 9/20) Host: Reed
[Note that we will need a temporary recording secretary.]

Worship Welcomer's Schedule: 8/14 xxx 8/21 xxx

Opening Words – Jack welcomed the board members. Marcy provided the opening reflection – reading a passage from a book titled: “The Impossible will Take a While.”

Check-in – The Board of Trustees includes Kristi Brennan, David Baumgart (secretary), Reed Cundiff, Tom Doe, Ryam Hill, Marilyn Mayers, Connie Hirnle (VP), Marcy Langrock, and Jack Slowriver (president). There is currently one open Board position. We all discussed our energy levels. Dave pointed out that we need a substitute secretary in Sep., as he will be out of the country on vacation. Connie will miss the Board meeting in Oct.

The Board also includes our interim minister, Rev. Elaine Peresluha as well as Jason Puracal – Director of Finance & Operations and Aisha Hauser – Director of Religious Education. Two guests also attended, Barbara Elliott, a member of the Nominating Com, and Claire Voetburg, Interim Transition Team (ITT). At about 8pm, we were joined by Mary Anderson, Ministerial Search Com (MSC).

Interim Transition Team Report – presented by Claire & Elaine

[Ref: Reports were distributed Sunday, Aug 14 via email from Bert Velasco with hyperlinks.] Claire stated that Elaine had hosted multiple listening sessions over a period of 2 ½ months with participation of 125 members. There were a lot of concerns expressed about “decision making” and “broken trust.” Some folks questioned if the church leadership was putting enough effort into Membership Sustainability.

Other recurring themes were expressed during these listening sessions – e.g. many participants referred to a sense of community at East Shore. With regard to “your vision/dream for ESUC in 5 years” the most common themes were Membership Diversity and Programs & Ministries. Elaine suggested that the board follow up on some of these concerns and themes, taking action, as appropriate. For example – refer members with concerns to the various sources of information that are available on www.esuc.org.

Review of Board Agenda + Consent Agenda - (*see content of Board Packet – all Board members are expected to review the entire Board Packet prior to the Board Meeting*) – Jack asked if anyone requested to move any item from the Consent Agenda to the Discussion Agenda – no items were moved to discussion.

Jack requested that the July 19 minutes be revised to indicate that the ten year mortgage option was approved.

Jack moved and Ryam seconded to approve the remaining consent agenda. Motion passed. This included tonight's board agenda, the revised June 21 Board minutes, and other items that are explicitly listed in Appendix 1, below. All board members are reminded that items for the Discussion Agenda are required by the cutoff date for the board packet. It is better to have such items for the Executive Council (first Tuesday, each month).

Orientation to Green Books – Hard copies were distributed to 5 members. Many thanks to Nicole, Jason, and the volunteers who pulled together all this content. Nicole and Jason also uploaded all the content into “One Drive” and all board members received an email with the necessary information for access.

Jack pointed out that there were “versioning challenges” with the by-laws and policies but that he believed they have been captured correctly.

Organization: Board Standing Committees and Staff Teams

During the Board Retreat there was discussion about how to properly organize the various committees, teams, and ministries aligned with policy based governance. Jack stated that the “ends” are foundational to the oversight mechanism of this organizational model, which he also documented in his August board report. The following 5 Ends Statements were unanimously adopted at the August 5 and 6 Board Retreat:

- *By the 2017 annual meeting, ESUC will have a multi-year (5-7) financial plan to manage the resources of the church.*
- *Within two years, we will develop a plan to reduce the environmental impact of our facilities and membership activities.*
- *Within two years, we will achieve sustainable membership growth (new members and retention) through increased generational and cultural diversity.*
- *In five years, ESUC will be a diverse community welcoming people of all ages, abilities, socioeconomic statuses, and cultural, ethnic and gender identities. We will increase membership in the 18-35 age group and work to more closely represent the demographics of Bellevue.*
- *East Shore social and earth justice activism provides an opportunity to publicly live out our UU principles. In fidelity to these principles, we will measure outcomes each fiscal year to ensure the resources of our community are being leveraged most effectively.*

Board Committees – Financial Stewardship (includes Endowment), Personnel, Nominating, Ministerial Search Committee, Holly House Taskforce, and Senior Leadership Team.

[Note: the Board needs to define the details of the Financial Stewardship Committees, which include Finance, Stewardship, and OFD.] Tom asked what we will do in the new fiscal year with regard to the OFD. Jack stated that we do not have the details at this point in time. Elaine expects that the details will be available by the end of September with the help of the staff.

Jason Puracal has developed a spreadsheet which lists all of the Staff Teams and Ministry Teams.

Staff Teams - report to the Minister, DFO, DRE, and Membership Manager.

Ministry Teams – report to the Earth and Social Justice Coordinating Council, Caring Coordinator.

Tom expressed that it appears that East Shore was changing from a “member run” church to a “staff run” church and recommended that this transition should be presented to our various church leaders. Both Marilyn and Elaine spoke to the continuing participation and leadership of the church members. Reed stated that as a board member “at large” “I don’t feel like I have an adequate grasp on some of the board decisions” – stating that his feelings echo the same sentiment that Tom expressed in a recent email. <discussion>

Connie moved that we accept the organizational structure as documented in Jason’s spreadsheet. Marcy seconded. Motion passed with one vote opposed.

Jack: Oct 2 is the proposed date for a church leaders’ meeting to present and discuss the new organizational structure within the foundational context of “The Ends.”

Ministerial Search Committee – presented by Mary Anderson

The UUA publishes a recommended schedule – however the MSC is running about two months behind schedule. They are currently working on a congregational record which includes what we will be advertising about the ESUC church. In order to gather the requisite information that will go into our packet, the MSC needs to canvass various committees. On Nov 5, there will be an “all member” workshop to gather some of this information. We may utilize an online survey tool to gather some of this information. Our pre-candidate weekends are already set for February and March. They will also request the board to participate in a cottage meeting. Andy Voss will be coordinating with the board for a compensation review and a salary negotiation team. The salary range will be posted in the church packet as available information to the candidates. The MSC has a budget of \$12,000 (2017 Endowment Grant) to defray travel costs for the various candidates.

Big Rocks Calendar – Both Elaine and Jack cautioned that we need to be sure and update the church calendar with all the milestones relevant to the MSC activities.

Open Position on the Board – if a current candidate does not accept the position – then the Board needs to act to fill this open position. Note that, according to Jenny Hall, the 2016 Nominating Com. has already discharged

their responsibility and disbanded. Connie suggested that the opening should be publicized to bring awareness to the entire congregation.

Jack pointed out that we need a leadership development path – we have several team leadership vacancies or committee membership vacancies that are hampering our ministry.

OPEN ACTION ITEMS: (REVISED AUGUST 16)

What	Who	When / Notes
Fill the open Board Position	All	Elaine Cox resigned in May
Move towards establishing a long term financial strategy – as requested by the Holly House Task Force, and others.	tbd	Our intent is codified as one of The Ends approved at the retreat.
Ongoing - Discussion of long term timeline	Jack	Will be discussed at our board retreat?
Working with Elaine and the ITT, follow-up as appropriate on themes and suggestions from The Listening Sessions.	Tbd, Elaine	
Emergency Plan – in progress	Kristi, Jason	Deferred?? Jason has begun a discussion with Chase about an emergency line of credit.

CLOSED ACTION ITEMS:

What	Who	When / Notes
Review the East Shore Mission Statement and description of “The Ends”	Team	To be discussed at The Board Retreat – this is part of the mission/vision review started in 2015.
Long Term Financial Planning, Org Structure, and related action items.	Jack, Elaine	Has been referred to our Board summer retreat – August 5 and 6.
Request the Endowment Com to coordinate with the Board about SRI	Kristi, Jack	For the July Board Meeting
Fill Board Liaison assignments	Jack	Elaine Cox + Marc Wanless’ former assignments... In FY 2016/17, all board liaison assignments are being reviewed, and re-assigned as needed.
Update the Chase Bank signature cards	Jason, Dave	Add Elaine, Jack and drop Beth, Aisha

Closing Words and Adjourn – Marcy’s closing words were from Mr. Rogers: It is a great gift to offer your true self.

Meeting adjourned: 9:15pm; next board meeting: Tuesday, September 20. As your secretary, I welcome your additions, corrections, and comments.

Respectfully Submitted, David Baumgart

Secretary, ESUC Board of Trustees

Appendix 1

The Board adopted or supported the following decisions, below, as part of the Consent Agenda Approval:

Endowment [from Ryam's Treasurer report]

Endowment has two new co-chairs: Paul Bouchy and Bill Landry. Ryam also stated *"I signed the Schwab paperwork to have Bill become a new signer on the account and to remove Beth Wilson and Andy Voss. Still needed is to have Jack Slowriver added to this account."*

She also noted that Endowment now has a new financial advisor, Greene Wealth Mgt, contacted with a lower annual fee and a focus on Socially Responsible Investments (SRI).

Facilities [from Jason's DFO report]

Facilities Committee researched, approved, and signed contracts with a Reserve Data Study company. They will perform an inventory and analysis on all capital assets of East Shore's campus. They will make a recommendation of how much we need to be setting aside into reserves every year for maintenance and replacement of our Facilities aspects. This will dove-tail into the long term financial plan.

New Ministry team name [from Marilyn's report]

Beloved Racial Justice Ministry Team (New Name)

END OF MINUTES