

ESUC Board of Trustees

Minutes

October 18, 2016

Minutes, Leadership Reports, Consent Agenda:	Com. + Board Liaison Reports Consent Agenda:
October Board Agenda + Upcoming Events	Financial Stewardship – see Ryam’s report
Minutes of Last Board Meeting – September 20	Personnel Committee, Evaluation of Health Insurance Options – Connie Hirnle
Open Action Items	Summary of Earth & Social Justice Activities – Marilyn Mayers
Board President's Report – Jack Slowriver	Ministerial Search Com. – Jack Slowriver’s President’s Report
Finance - Treasurer Report – Ryam Hill Financial Stewardship Com. Charter	Holly House Taskforce, Grounds, Auction Com. Building a Bridge to our Future – Dave
Interim Minister Report – Rev. Elaine Peresluha	
Director, Finance & Operations–Jason Puracal and BFS Summary – Jessie Zhao Finance Team Charter Director of Religious Education – Aisha Hauser	Executive Session: Ministerial Compensation Package – Andy Voss Discussion of Health Insurance Options – Grace Colton, Marc Wanless, Beth Wilson

Agenda

East Shore Unitarian Church Board of Trustees

October 18, 2016

Board Host: Reed Thank you! November’s host is Ryam.

6:45	Social Gathering	
7:00	Opening Words, Chalice Lighting	Reed
7:05	Check In/ Guest introductions	All
7:10	Approval of Consent Agenda	All
7:20	Board sign-ups: Buzz, announcements, auction volunteering	All
7:30	Review timelines and communication strategies	Elaine
7:45	Executive Session	Jack
8:55	Closing words and adjourn	Tom

Upcoming Events for Your Calendar

- November Board Packet items due Wednesday, Nov 9: all
- December Beacon Board Buzz due Wednesday, Nov 9: Ryam
- November Board Meeting (Tuesday, 11/15) Host: Ryam
- January Beacon Board Buzz due Wednesday, Dec 14: Dave

Opening Words – Jack welcomed the board members. Reed provided the opening reflection.

Check-in – The Board of Trustees includes David Baumgart (secretary), Reed Cundiff, Tom Doe, Lee Dorigan (new board member), Ryam Hill, Marilyn Mayers, (absent) Connie Hirnle (VP), (absent) Marcy Langrock, Catherine Ramsey, and Jack Slowriver (president). The Board also includes our interim minister, Rev. Elaine Peresluha, Jason Puracal – Director of Finance & Operations, and (absent) Aisha Hauser – Director of Religious Education.

Called to order at 7:00 PM. Present, in addition to the board, were the following:

- Personnel Committee: Grace Colton and Marc Wanless
- Former Board President: Beth Wilson
- Pacific Western Regional Lead - Rev. Dr. James Kubal-Komoto
- Andy Voss, from the Ministerial Search Committee was present for the first item discussed during the Exec Session – Review of the Proposed Compensation Package for our “settled” minister.

Consent Agenda Approval

After some discussion, Marilyn requested that the proposed Financial Stewardship Com Charter be moved out of the Consent Agenda. It was also noted that the proposed vacation and sick day policies for the staff, included in Jason’s DFO report, would be forwarded to the Personnel Committee for review, and then reconsidered at the November board meeting for adoption prior to the end of the 2016 calendar year.

A motion to approve the consent agenda was made by Jack and seconded by Tom. Motion passed. For the remainder of our board meeting, Lee Dorigan, who was approved by consent, was our newest member of the board.

Board Sign-ups

Jack passed around sign-up sheets for Board Host, Board Buzz in the Beacon, and the Sunday morning welcomer and announcements. All board members are encouraged to sign up for these important functions.

Financial Stewardship Committee Charter

Marilyn, who is the board liaison to the Economic & Social Justice Coordinating Council, expressed that she did not see the need for the chair of the ESJCC to be a member of the Financial Stewardship Com. After some discussion, and consideration of several alternate choices, Tom moved and Lee seconded that the following wording replace the active participation of the chair of the ESJCC:

“The goal of economic justice will be considered for making major decisions by the Financial Team.” (The exact wording was suggested by Rev. Elaine)

Motion Passed.

Endowment Committee’s new Investment Policy Statement (IPS)

Jason presented this item, a Discussion Agenda item in his board report. He stated: “We need to approve the IPS so the group can continue with operations, however, over the long term and once the Financial Stewardship completes their 5 year plan, the Charter of the Endowment Committee should be reviewed, which will then potentially affect the IPS. I noted my concerns in my report for this month because 1) Ryam asked me to review, and 2) I wanted the concerns documented for the record.” Xxx moved and xxx seconded the motion to approve the new IPS. Motion passed.

Timelines and Communications

Linking to the Congregation / Preparing for our Town Halls

Jack and Elaine led a conversation about timelines and communication strategies leading up to the various town halls that are being planned in January and the February Retreat.

January Planned Board + HH Taskforce Town Halls:

- Sat, Jan 7, 2017 – Earth and Social Justice - what kind of impact do we want to make on our world, our communities, ourselves? (9:30am – noon)
- Sun, Jan 8, 2017, 11:30am – Holly House Task Force Town Hall
- Sat, Jan 14 – Does ESUC want to more closely reflect the population demographics of Bellevue? (9:30am – noon)
- Sat, Jan 21, 2017 – What is the reason ESUC exists? What is our purpose? (9:30am – noon)
- Sat, Jan 28, 2017 – How do we define and achieve financial sustainability? (9:30am – noon)
- February 3 - 5 – All Church Retreat
 - Fri, Feb 3, 7pm – All Church Retreat
 - Sat, Feb 4, 9:30am – All Church Retreat
 - Sun, Feb 5, 11:30am – All Church Retreat

It was suggested that between now and the end of 2016, that the Board would sponsor 2 or 3 cottage meetings to inform and discuss governance and our organizational structures. The purpose of these meetings would be to provide linkage for the congregation to our All Church Retreat.

Friendly reminder → all events – town halls, cottage meetings, bar mitzvahs, etc – the organizer needs to insure that Diane Upton, our Facilities Coordinator, receives an online event reservation.

Executive Session

Ministerial Compensation Pkg; discussion led by Andy, Reed, David, Ryam

The Ministerial Search Committee (MSC) has been hard at work producing the first draft of the Congregational Record, a proposed compensation package, and other documented information, all in accordance with the UUA suggested timetable. The MSC includes Ann Fletcher, Mary Anderson, Shirley Worth, Ed Rittenhouse, Andy Voss, Janet Garrow, Rhonda Brown, and Milly Mullarky.

This evening, Andy Voss met with the board to review the proposed compensation package for our new minister. Andy stated that the MSC had collaborated with Jason Puracal, Ryam Hill, Reed Cundiff, and David Baumgart in producing this package. Jack moved and David seconded to accept the proposed compensation package. Discussion. Motion passed unanimously.

Staff Healthcare Options – discussion led by Grace Colton and Marc Wanless

Grace and Marc represented the Personnel Committee who invested significant effort to analyze multiple options and complexities. The Healthcare Options report was created in a collaborative manner, working with our Finance Com, church treasurer, and DFO. The report was made available to the board, ahead of time – and has been released as a public document. The Personnel Com. cautions that this is a significant decision. There is also significant costs associated with healthcare options that are balanced by long term benefits that impact all our staff. Providing this benefit to our staff aligns with our “Ends” adopted by the Board. It was also noted that this brings our benefits package for staff more in line with what is currently offered by other UU churches in our area. Grace also stated that the Personnel’s charge by the board was to evaluate all feasible options on a timely basis. The Personnel com. does not have a specific recommendation.

Catherine asked if Bob's Healthcare Plan cost estimate was based on part time or full time employment status. Answer: fulltime.

Grace cautioned that the numbers in this analysis were based on 2016 insurance plans. Starting Nov 1 the 2017 schedule of costs and benefits will become available. However, a Board decision was needed this evening if we chose to select the UUA plan; since the UUA enrollment period begins on Nov 1. *[The reader is referred to the healthcare options document for all the details that were reviewed regarding each of the considered options.]*

Three primary options were considered:

1. Status Quo: staff were encouraged to enroll through the WA Healthcare Exchange beginning in 2013, [Apple Healthcare is one of the plans available on the exchange]
2. UUA Healthcare (multiple levels of coverage),
3. Commercially available Healthcare thru a broker (similar multiple levels of coverage)

It was stated that the Washington state healthcare exchange option was now negatively impacting our staff because of increased premium costs, reduction in quality of benefits, and several of the staff had lost their eligibility for the federal subsidies. In other words, this choice was no longer aligned with our principals as expressed in our "End Statements."

As documented in the Healthcare Options, and as presented by Grace and Marc, the UUA plan appeared to be more flexible about how many staff were required to be enrolled. However, the timing was less flexible – enrollment would commence Nov 1 and coverage would become effective Jan 1, 2017. The Brokered plan could begin anytime.

Jack suggested that we begin by acknowledging that the board favored changing from the status quo to the position of offering a Healthcare option (UUA or brokered option). Jack moved that we offer our church staff a Healthcare insurance option; Reed seconded. Motion passed, unanimously.

Since either the UUA or brokered option would increase our costs, Jason reviewed with the board three options for covering the increased costs without requiring a congregational vote:

- 1) Balanced budget (by a combination of increasing our budgeted income and / or reducing our budgeted costs in other areas),
- 2) Incurring unsecured indebtedness less than \$25,000 to cover the increased costs in accordance with Policy VI para 6) [e.g. borrow from Endowment], or
- 3) Transferring the amount required to cover the increased costs from the General Reserve in accordance with the General Reserve Charter.

Jack then suggested that we consider contributing 50% of the cost for the "Employee only" option at the Bronze level of the UUA healthcare insurance. It would be his intention that the annual budget for FY 2017 / 18 would increase this coverage to include dependents. A significant discussion ensued. It became obvious that the board favored Jack's proposal but wished to increase the level of contribution to 80%. Part of this position was based on Rev. James and Rev. Elaine's assertions that anything less than that level of coverage would be viewed negatively by any candidate for our open ministerial position.

Specific Healthcare Option - Motion

Jack moved and Dave seconded that

- East Shore offer our staff the Bronze (i.e. basic) level of the UUA healthcare insurance,
- Contributing 80% of the cost of the "Employee only" option coverage.

Each of our staff could exercise the option of enrolling their dependents at their cost. During discussion, it was noted that while some dependents may not be covered, other dependents may be covered by other employer's coverage. Rev. Elaine stated that it was her intention to utilize the pastor's discretionary fund to help employees with the costs for their dependents on an "as needed" basis. It was also stated that the Christmas Eve offering in December would be dedicated to help staff offset their dependent's healthcare costs.

Motion passed, unanimously.

Rev Elaine, as head of staff was authorized to brief staff on this decision and in collaboration with the Personnel Com. encourage staff to enroll in the UUA plan during the enrollment period, beginning Nov 1. (UUA insurance coverage would begin January 1, 2017.) Jason, as DFO, in collaboration with the Personnel Committee, will analyze and calculate the incremental costs and prepare for the presentation to the Board during our November 15 meeting. The presentation will include a funding recommendation. (It was believed that the incremental costs to our current operational budget would be less than \$25,000, subject to review by the Personnel Com.)

Jack also stated that on the agenda of our November board meeting, the board will need to determine which of the three methods, noted above, would be utilized to cover the projected costs reported by the Personnel Committee.

The board also considered two specific situations that may arise, as follows:

- Part time employees – East Shore will pro-rate the amount contributed based on the number of hours worked by the employee – for example – a staff member who works 20 hours per work could expect a contribution of 40%. [It is noted that the UUA plan requires that an employee be working a minimum of 15 hours per week to be eligible for coverage.]
- Employees who choose to opt out of insurance coverage can choose to opt back in at any time according to the rules of the UUA Plan."

See rules at: <http://www.uua.org/careers/compensation/health/eligibility>.

The meeting ended at 10 PM. Our next board meeting is November 15, 2016

Respectfully submitted by David Baumgart
Secretary, ESUC Board of Trustees

OPEN ACTION ITEMS: (REVISED OCTOBER 18)

What	Who	When / Notes
Brief staff on UUA Healthcare Insurance and facilitate enrollment.	Elaine	Enrollment begins Nov 1
Analysis and recommendation for covering incremental costs for UUA Healthcare Insurance	Jason	To be presented to the Board, Nov 15
Schedule cottage meetings to insure linkage with the East Shore Community leading to our All-Church retreat.	Jack et al	Prior to Dec 31
Friendly Reminder – insure that all board sponsored town halls and cottage meetings are signed up thru facilities online form.	Jack	Double check with Diane Upton

What	Who	When / Notes
Emergency Plan – in progress	Jason	Deferred?? Jason has begun a discussion with Chase about an emergency line of credit.

CLOSED ACTION ITEMS:

What	Who	When / Notes
Complete the re-finance of our primary mortgage by BECU	Jason	October
Discussion of long term timeline	Jack	Timeline thru All-Church retreat in February is well established.
Fill the open Board Position	All	Kristi Brennan resigned in September. Lee Dorigan was approved to replace Kristi. Dave

Appendix 1

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

New Board Member - Approved

Lee Dorigan was recommended as a candidate to join the board to fill the position vacated by Kristi Brennan who resigned in September. Welcome Lee!

New Members of the Personnel Committee - Approved

Cindy Snyder and Marc Wanless were recommended as candidates to join the Personnel Com., a standing committee of the board. Connie Hirnle is our Board Liaison to Personnel and Connie reported that Grace Colton was elected as the new chair of Personnel. The outgoing chair of Personnel was Amanda Strombom and the outgoing members were Margaret Hall and Alan Moritis. Many thanks to Amanda, Margaret, and Alan for their years of service to Personnel.

Financial Stewardship Charter – Approved as modified

Ryam wrote in her Board Report: I have had discussions with various BOT members and the Finance Committee about the charter for the new Financial Stewardship Committee. **I am attaching the proposed Charter here for approval as part of the consent agenda for October.** The new committee will begin meeting in November with two members from the old Finance Committee, two members from the BOT, the DFO and I, as the treasurer as ex officio members. See minutes above for the modification as approved by the board.

Auction – Nov 12 – Bridge to the Future

Dave noted in his report that the auction preparations were on track and would occur in just 3 weeks. The Board approved, last month, that the Fund a Need would go to help defray the moving and relocation expenses of our new minister.

END OF MINUTES