

ESUC Board of Trustees

Minutes

July 18, 2017

Minutes, Leadership Reports, Consent Agenda:	Com. + Board Liaison Reports Consent Agenda:
July Board Agenda + Upcoming Events	
Minutes of Last Board Meeting – June 27 and Open Action Items	Personnel Com. – Jerry Bushnell Interim Dir of Music Job Description
Board President's Report – Jack Slowriver, & report on Policy + Governance Com. & Policy on policies Draft 2	
Finance - Treasurer Report – Ryam Hill	
Interim Minister Report-Rev Elaine Peresluha & Membership + Communications Report, & ESJCC Minutes	
Director, Finance & Operations–Jason Puracal Appendix A – Summary Income Statement Appendix B+C Jessie Zhao, Balance Sheet and Draft Financial Analysis / Charts	Discussion Agenda: New Board End Statements – from President and Minister's reports – re-classified by Doug Strombom (Vice President)

East Shore Unitarian Church
Board of Trustees Meeting Agenda
July 18, 2017

Board Host: Uzma	Doug will facilitate this meeting in Jack's absence.
6:45 Social Gathering	
7:00 Opening Words, Chalice Lighting, Check in	Uzma
7:10 Welcome to members/guests.	All
7:20 Approval of Consent Agenda	All
7:30 Review and approve Ends statements	All
8:00 Review policy template and discussion of questions (see President's Report)	All
8:45 Closing words	Uzma

Upcoming Events for Your Calendar

- July 23 – Town Hall to discuss the Current Budget
- August Exec Council – Aug 1
- August Board Packet items due Wednesday, August 9: email to Ryam Hill
- September Beacon Board Buzz due Wednesday, August 9 by xxx: email to Nicole Duff
- August Board Meeting August 15; Marcy is host.
- Sunday Services Announcements 7/30 Jack, 8/6 Lee, 8/13 Ryam, 8/20 Paul, 8/27 Lee

Opening Words – Uzma passed to Elaine who provided the opening reflection. Uzma hosted the meeting providing delicious snacks.

Check-in – The Board of Trustees includes David Baumgart (secretary), Paul Buehrens, Jerry Bushnell, Uzma Butte, Tom Doe, Lee Dorigan, Ryam Hill (treasurer), Marcy Langrock, (absent) Jack Slowriver (president), and Doug Strombom (VP). The Board also includes our interim minister, Rev. Elaine Peresluha, Jason Puracal – Director of Finance & Operations, and (absent) Aisha Hauser – Director of Life Long Learning.

- Visitors – none.

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*) – Doug asked if anyone requested to move items from the Consent Agenda to the Discussion Agenda – no items were moved to discussion (see list of topics, below).

Lee moved and Marcy seconded to approve the consent agenda. Motion passed. This included tonight's board agenda, the revised June 27 Board minutes, and the board liaison reports. 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).

Consent agenda topics (see Appendix 1)

- [President's Report] Recommendations from the Policy and Governance Committee,
- [Treasurer's Report] Explanation of data input error in OFD spreadsheet and steps taken to rectify the issue; also report from Financial Stewardship Com,
- [DFO Report] FY 2016/17 budget surplus appears to be about \$14k,
- [DFO Report] New revised contract for interim minister due to numerous inconsistencies found in the original contract for her second year with ESUC.
- [DFO Report] Analysis of pre-school offerings continue and planned for a final decision upon Aisha's return from vacation. ...and 5 other items.
- [Personnel Com] Down to just 3 members: Grace Colton, Marc Wanless, and Ralph Lutz..

Discussion agenda topics (see below)

- [Minister's Report] Board needs to complete the new End Statements developed during the July 7/8 annual board retreat,

During the discussion of the treasurer's report, it was noted that she had had reported the endowment committee was moving forward with the Bequest Campaign, whereas the DFO reported they had decided to temporarily put it on hold. Ryam stated that Jason's report reflected the current status. Lee moved that we revise the July Board Packet stating the bequest campaign was on hold and Paul seconded. Motion passed.

Effective Board Meetings → on schedule, on task) (Dave)

Dave appointed Lee as our Process Checker and Dave as our Time Keeper for the meeting.

- Process Checker – insures that the board meetings stay on task in terms of the regular format of our board meetings as guided by the agenda with the current list of agenda items.
- Time Keeper – insures that presentations + discussions are conducted within the agenda time schedule.

Housekeeping items: upcoming hosts, announcers, etc. (Dave)

Dave passed around sign-up sheets.

Draft Meeting Minutes – Dave proposed that we release the draft version of our board monthly minutes after the exec com meeting which is usually scheduled 2 or 3 weeks after the Board meeting. We are already following the same practice for the Board Packet. After a short discussion we reached consensus to release the draft version of our board monthly minutes after the exec com meeting and indicate the minutes had been approved.

Annual Board Retreat – July 7 / 8, hosted by Rev. Elaine Peresluha

(Reference the new End Statements for FY 2017 / 18 found in the Board Packet, pages 30 – 33.)

Elaine reported that it was a very fine retreat, although two of our newer board members (Doug and Uzma) were not able to attend. We discussed a number of topics with the twin goals of establishing trusted interrelationships with the Board, SLT, + standing committees; and also moving towards a more effective implementation of policy based governance. The latter effort currently includes establishment of the Board's new End Statements for FY 2017 / 18.

Doug had prepared an edited version of the new End Statements that integrates the 3 previous year's End Statements that will continue for another year. Doug's revised document also listed several broad classifications, aligned with East Shore's new Mission Statement; and each End Statement was included in one of these classifications. There was considerable discussion.

Dave moved the Board End Statements as presented by Doug Strombom be adopted except for the Explore Spirituality End Statement with the understanding that we would continue to work on the appropriate measures / metrics as a work in progress, and that we would continue to work on the Explore Spirituality End Statement as a work in progress. Lee seconded the motion. [discussion] Motion passed, one abstention.

Policy and Governance Committee - (ref Jack's report) Presented by Tom

P&G has already established a charter template. P&G also recognizes that the ministry team charters are actually treated as policies. Recognizing charters as policies had been previously approved by the Board.

See the 5 point list in Jack's report. Tom added #6 that a staff person receives the new / revised policy and maintains the file of all policies. Tom stated that these 6 items will become a "Policy on policies" and he will bring that back to the August Board meeting.

Discussion about the transparency of proposed policy changes. Paul suggested that new or revised policies be placed in the board minutes and available for members to see for a month – then they are adopted at the following board meeting. Elaine stated this process would be important for building trust.

Paul asked what insures a policy in progress is actually handled and then brought back to the board? Tom offered to provide a "Policy Update Tracking" monthly report via the Board Packet as part of the Consent Agenda. He stated that this would remind the board of all policy updates that were in progress as of each Board Meeting.

Closing Words and Adjourn

Our board meeting ended at 9pm. Our next board meeting is August 15, 2017. Please review these draft minutes and send corrections or additions to Dave as appropriate.

Respectfully submitted by David Baumgart
Secretary, ESUC Board of Trustees

OPEN ACTION ITEMS: (REVISED JULY 18)

What	Who	When / Notes
Document our process for creating, reviewing, and publishing the Board minutes and monthly packet.	Dave	Work in progress – due by our next exec committee meeting on August 1.
Refresh and publish all Policies to the Board and Congregation.	Ryam, Dave, Policy Committee	Due by August Board Meeting
Recruit Members to HHTF 2.0 and launch their first meeting.	Jack, Lee, Marcy + Dave	Membership Appl. Form due by July 18. Due by August Board Meeting
Board Support for new tax policies	Jack, et al	Due by August Board Meeting
Revised team charters – first drafts are due Sep 30	Board, Elaine, Jason, Aisha	The Board and each SLT leader will be responsible for their respective teams (Appendix 2).

CLOSED ACTION ITEMS:	Who	When / Notes
Conduct the annual Board Retreat	Elaine, Jack	July 7, 8
Invite Chairs of Standing Committees to annual Board Retreat	Elaine, Jason	July 7, 8

Appendix 1

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

Consent Agenda from President’s Report

Recommendations from the Policy and Governance Committee.

Consent Agenda from Treasurer Report

- **Annual Budget 2017/18**

A data input error in the OFD spreadsheet created an overstatement of the pledge total by \$84,600. The Finance Team, Board of Trustees, and Financial Stewardship committee met to discuss how this happened to prevent it in the future. A system of multiple checks for all pledge amounts was developed. Also, a review of likely new income and funds recently freed up from potential use for Holly House maintenance will likely offset the error amount, so the budget can remain balanced. A message to communicate the relevant facts to the members was approved by the Board, Team, and Committee and was sent out. It will be followed by a couple of town halls for members to discuss additional questions.

- **Financial Stewardship Committee:**

- The Finance Committee met 7/11. A presentation by our insurance provider provided the committee with new understanding of our coverage and potential additions to it. The committee agreed with the DFO’s recommendations for an umbrella policy, potential cybersecurity coverage, and also to increasing our coverage for renting additional space if our buildings were damaged.

- Paul Bouchey, Chair of Endowment, shared an overview of Endowment’s actions and some history of returns. There was discussion of how to better connect Endowment to the 5-year financial plan and emergency reserves. He also discussed the plans for a bequest campaign.
- **Other Activities**
 - ...continuing to work on another signer for the checks to help cover this need when staff members are on vacation. This should be completed in July. Doug agreed to be the additional check signer as of July 18.

Consent Agenda from Minister Report

We had a great Board Retreat – including 2 of the newer members. Essential to forming the new board, build trusted relationships, and create the first draft of the Board’s End Statements based on the congregation’s new mission and vision statements. We have made significant progress in establishing consistent policy based governance.

Discussion Agenda from Minister Report

Noted that the board needs to complete the new End Statements

Notes – DFO report

Many thanks to Laura Rivendell for significant effort to simplify accounting – daily, month-end, and year-end.

Consent Agenda

- FY 2016/17 budget surplus appears to be about \$14k. This includes all known accrued expenses for FY 16/17.
- New revised contract for interim minister due to numerous inconsistencies found in the original contract for her second year with ESUC. Full review by the Treasurer and President, and fully executed on July 6.
- Analysis of pre-school offerings continue and planned for a final decision upon Aisha’s return from vacation.
- Separate Gallery Checking account closed.
- 95%+ complete revamping all the accounting practices for all our ministry teams. Still outstanding is ANSWER Nepal and Guest At Your Table.
- Effort to complete draft charters by Sep 30 is underway.
- Separate Gallery Checking account closed.
- HHTF II now getting organized, and we have received one proposal (Homestead Community Land Trust) – collaboration with David + Marcy.

Discussion Agenda None at this time...

DLL

(on vacation this month, so no formal report) From DFO’s June report: Aisha, Jason, and Elaine co-led workshop at the UUA GA titled Transition: “**How We Are Is Who We Are.**” Biggest takeaway: there is a high desire by other congregations to learn more about our collaborative leadership model.

Personnel Com (Jerry Bushnell)

- The Personnel Committee will be down to 3 members after our July meeting: Grace Colton, Marc Wanless, and Ralph Lutz. Erin Horner has resigned. A notice that we have three vacancies has been put in the church e-blast for three weeks and the church community is being approached individually.

APPENDIX 2 – CHARTER TRACKING TABLE

First draft of revised charters due Sep 30

Board Standing Committees	Minister Core Teams – Elaine	DFO Core Teams- Jason	DLL Core Teams-
Financial Stewardship	<i>Membership Dev Mgr</i> Communications Seabeck Women’s Perspective	<i>Membership Dev Mgr</i> Outreach – Gallery Outreach – Website OFD Auction East Shore Live	Children & Youth Chalice Players
Endowment	Connections Teams	<i>Facilities Mgr</i> Facilities Grounds Memorial Garden P-Patch Flower	Adult Programs
Nominating	Ace Media Crew - Production	Ace Media Crew - Hardware	RE Teachers
Personnel	Archives / Library		
Policy & Governance	Covenant Circles		
HHTF v2.0	Earth Based Celebrations		
Ministerial Search TF	Extended Families		
Right Relations TF	Lay Pastoral		
	Worship		
ESJCC - Elaine	ESJCC - Elaine	Caring Community - Elaine	Affinity Groups - Elaine
ANSWER Nepal	Partner Church Khasi Hills	Grief Support Group	Coffee Klatch
Beloved Racial Justice	Partner Church Transylvania	Adult Children of Aging Parents	Women’s Friendship Group
Climate Action	Community Relationships	Men’s Support Group	4 th Saturday Bridge Group
CFH	Second Sunday	Parents of Trans Youth	Men’s Breakfast Group
Crossroads Meals	Women Helping Women	PD Support Group	
Food Bank		Widows Flying Solo	
Good Start Back to School		Affordable Housing Support Group	
Holiday Giving Tree		Parents of Teens	
		Helping Hands	

END OF MINUTES