

ESUC Board of Trustees

Minutes

September 19, 2017

Minutes, Leadership Reports, Consent Agenda:	Com. + Board Liaison Reports Consent Agenda:
September Board Agenda + Upcoming Events	Personnel Liaison Report – Jerry Bushnell
Minutes of Last Board Meeting – August 15 and Open Action Items	Right Relations Task Force Update – Lee Dorigan
Board President's Report – Jack Slowriver, Nominating Com. Charter	Policy & Governance Com. Work Plan Progress Chart – submitted by Jack Slowriver
Finance – Treasurer's Report – Ryam Hill 5 Year Financial Strategic Plan Draft v2	
Interim Minister Report-Rev Elaine Peresluha & Membership + Communications Report	
Director, Finance & Operations–Jason Puracal App A&B – Sum Income Statement, BS FY17 Appendix C Financial Analysis / Charts,	
Director, Lifelong Learning – Aisha Hauser	Discussion Agenda - Policy & Governance Com. Charter - submitted by Jack Slowriver

East Shore Unitarian Church
Board of Trustees Meeting Agenda
September 19, 2017

Board Host: Jack

6:45	Social Gathering	
7:00	Opening Words, Chalice Lighting	Jack
7:05	Check In/ Guest introductions	All
7:15	Approval of Consent Agenda	All
7:25	Fund-A-Need	All
7:35	Holly House Task Force 2 membership	Jason
7:45	Timetable for Search Nominating Committee	All
7:55	Board Ends – discussion of metrics	All
8:15	Policy vs. Operating Procedures	Elaine
8:30	Executive Session	
8:58	Closing Words and Adjourn	Jack

Upcoming Events for Your Calendar

- October Exec Council – Oct 3
- October Board Packet items due Wednesday, October 11: email to Ryam Hill
- October Beacon Board Buzz due Wednesday, October 11 by Dave: email to Nicole Duff
- October Board Meeting Oct 17; Dave is host.
- Sunday Svc Announcement 9/24 Uzma, 10/1 Marcy, 10/8 Dave 10/15 Tom, 10/22 Uzma + 10/29 Marcy

Opening Words - Jack read a poem from Mary Oliver

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

Visitors - Vail Weller from UUA Pacific Western Region joined us from San Francisco to update us on the national UUA events and situations.

Grace Colton (personnel committee chair)

Review of Board Agenda + Consent Agenda - (see content of Board Packet - all Board member are expected to review the entire Board Packet prior to the Board Meeting) - Jack asked if anyone request to move items from the Consent Agenda to the Discussion Agenda - no items were moved to discussion (see list of topics below).

Consent agenda major topics (see Appendix 1)

- The charter for Nominating Committee was submitted for approval in the President’s Report.
- The charter for Policy & Governance Committee was submitted in the Board Packet.
- ESUC Five-Year Financial Strategic Plan, Draft #2 was included in the Treasurer’s Report.
- Request approval for the members of the Holly House Development Task Force: David Baumgart, Marcy Langrock, Benjamin Langrock, Seth Hamilton, and Jason Puracal as DFO.

- The balance of topics is informational.

- All votes were forwarded to Jerry, Paul, Uzma, and Dave by Jack for their votes. It is noted that Jerry, Paul, Uzma, and Dave approved both votes – the Consent Agenda, and the Auction fund-a-Need.

Marcy moved to accept the consent agenda Tom seconded. The vote for approval was unanimous.

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

We need a Board member to deliver the [Sunday Service Announcements on October 22](#).

Auction – Fund-a-Need

Recommendation to add “air conditioning of the office” as a fund-a-need. There was a brief discussion about the keeping the carbon footprint low and the using the most sustainable methods. We now have sun blocking shades. The heat is a health issue for staff. New windows and insulation would be a separate and later expense. Jack moved to accept. Marcy seconded. The vote was unanimous in favor.

Board Procedure and Operational Procedure -

Operational procedures are written by the staff for the effective operation of the church. They will share the agendas of their weekly meetings and the service will be reviewed.

Personnel Committee Charter -

Grace Colton is creating documents at a furious pace for procedures. Is everything a board document or are some operational? She is creating documents and she does not know what to call them. Staff already reviews with other churches for like positions. Where should the hiring process be documented? Reports from staff have been by the ends and not by policies. Hiring and job descriptions are operations. Personnel committee does exit interviews. The committee should be in touch providing review and oversight on the personnel process and call out issues to the board. This discussion is to be continues. Grace will send a draft of their charter for the next board meeting via Jerry.

Table timeline for search nominating committee and board ends discussion of metrics.

Executive Discussion @ 8:30pm,

Closing Words and Adjourn

Jack read Today by Mary Oliver as a closing.

Our board meeting ended at 9pm. Our next board meeting is October 17, 2017. Please review these draft minutes and send corrections or additions to Dave as appropriate.

Respectfully submitted by David Baumgart and Lee Dorigan (Recording Secretary)
Secretary, ESUC Board of Trustees

OPEN ACTION ITEMS: (REVISED SEPTEMBER 19)

What	Who	When / Notes
Refresh and publish all Policies to the Board and Congregation.	Ryam, Dave, Policy Committee	In Progress – Ryam has now compiled a current document of policies.
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).
Plan Congregational Meeting to approve change in Fiscal Year	Exec Com, SLT	Nov or Dec

CLOSED ACTION ITEMS:	Who	When / Notes
Salmon Bake – Sep 10	Paul, Uzma	Paul will lead with support from Uzma, Reed & Kelly Cundiff, Nicole Duff, and the Martin Cox Family Covenant Circle
Recruit Members to HHTF 2.0 and launch their first meeting.	Jack, Lee, Marcy + Dave	Initial membership approved by consent agenda on Sep 19.

Appendix 1

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

Consent Agenda from President's Report

Approval of the Nominating Committee Charter – ref pages 10 thru 15

Consent Agenda from Treasurer Report

ESUC Five-Year Financial Strategic Plan, Draft #2 – ref pages 16 thru 20

Consent Agenda from Minister's Report

Right Relations Workshop – it is recommended that all members of the board plan to attend. – ref page 21

Clarification of Bylaw Article V, A, 2 – **Removing inactive members from membership roll,**

[Ref: Pages 11 + 12, Board Packet] “made a financial contribution of record to the operating or capital fund for the current or previous fiscal year;”

It was noted in the **Communications & Membership Metrics** (ref Minister's report, Membership Numbers, page 22) that having applied this criteria for inactive members, 29 Letters were sent mid-August to those who haven't pledged and only 2 have come back asking to stay on. The current membership is now, officially, 471 members.

Elaine's report included an evolving issue regarding our lean staffing, the dependence on volunteers, and the ripple effects of staff fatigue: “*We continue to staff lean, utilizing non-paid staff to fill staff hours, in order to stay within the operating budget. I am aware of staff showing signs of fatigue. I estimate that we are short, approximately, the equivalent of one full time position for operations.*” – ref page 23

Consent Agenda from DFO Report

- **HHTF v2 aka Holly House Development Task Force** – ref page 24

We have had several people interested in serving on the Holly House Development Task Force, and several who agreed to provide support by answering specific questions related to their expertise via email. **We ask that the following Members be approved for the Holly House Development Task Force: David Baumgart, Marcy Langrock, Benjamin Langrock, Seth Hamilton, and Jason Puracal as DFO**

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