

# ESUC Board of Trustees

Minutes

January 17, 2016

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<b>Minutes, Leadership Reports, Consent Agenda:</b>	<b>Com. + Board Liaison Reports Consent Agenda:</b>
January Board Agenda + Upcoming Events	Personnel Com. – Connie Hirnle
Minutes of Last Board Meeting – December 20	Summary of Earth & Social Justice Activities – Marilyn Mayers
Open Action Items	Holly House Taskforce – David Baumgart
Board President's Report – Jack Slowriver	Letter received via US Mail – Jeanne Gardiner
Finance - Treasurer Report – Ryam Hill	
Interim Minister Report-Rev Elaine Peresluha	
Director, Finance & Operations–Jason Puracal and Appendices 1+2 – 1) Jessie Zhao, BFS Detail and Balance Sheet Analysis Appendix A – Gallery Tax Considerations Appendix B – Financial Charts	<b>Discussion Agenda:</b> Policy & Governance Committee Charter – Tom Doe ESUC Ministry Team Charter Guidelines - Jason
Director of Religious Education - Aisha Hauser	<b>Executive Session:</b> Continuing Discussions with UUA

## Preparation Notes and Agenda

### Preparation Notes

Review all items of the consent agenda, be prepared to vote to approve all, or move a piece to the regular agenda if discussion is needed (Please alert Jack in advance!).

### Agenda

#### East Shore Unitarian Church Board of Trustees January 17, 2017

Board Host: Marilyn

February Host: Tom

6:45 Social Gathering

7:00 Opening Words, Chalice Lighting

\*Connie and Marilyn

7:05 Check In/ Guest introductions

All

7:10 Approval of Consent Agenda

All

7:20 Board or other leader worship welcomers

Catherine

7:25	Update on Policy Task Force Charter	Tom
7:35	2017/18 Budget Process and OFD goal	Ryam and Jason
8:00	Debrief Town Halls	All
8:15	Executive Session	All
8:55	Closing words and adjourn	*Connie

\*Connie Hirnle, Vice President, chaired this meeting in the absence of Jack Slowriver, Board President.

#### Upcoming Events for Your Calendar

- February Board Packet items due Wednesday, Feb 15: all
- March Beacon Board Buzz due Wednesday, Feb 15: Jack
- February Board Meeting Feb 21; Tom is host.
- Sunday Services Announcements 1/22 Connie, 1/29 Lee, 2/5 Jack, 2/12 Reed, 2/19 Dave

**Opening Words** – Connie Hirnle was our acting chairperson, in January, and called the meeting to order, at 7pm. She welcomed the board members, SLT, and our visitor. Marilyn provided the opening reflection from Martin Luther King’s speech to SLICC in 1967. Marilyn also provided a great repast of delicious food.

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

- Visitor – Dean Dubofsky

**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*) – Connie asked if anyone requested to move any item from the Consent Agenda to the Discussion Agenda – no items were moved to discussion.

Marilyn moved and Lee seconded to approve the consent agenda. Motion passed. This included tonight’s board agenda, the revised Dec 20 Board minutes, the Personnel Com Recommendations to address member concerns. 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).

#### Assembling the Board Packet

We are missing the Membership Mgr’s report and Tizita’s report on Earth and Social Justice ministry teams. Elaine stated she would try harder to get all the reports submitted on a timely basis. Ryam noted that she is going to help Dick Jacke in compiling the Board Packet by working on the Thursday prior to the Board meeting and finishing the Word document. That will allow a Thursday morning deadline for submissions to the Board.

There was a general discussion about the length and breadth of some of the Board reports. Some Board members appreciated all the details enabling the Board to exercise our responsibility for oversight. Elaine proposed that the SLT utilize a standard for their reports; however, after discussion, we did not see a need to change the way the SLT is providing status reporting.

#### Town Halls Volunteers

Catherine requested that Board members sign up to help with our last Town Halls on Jan 28 and 29 – and a sign-up sheet was passed around. It was noted that Claire Sherley had pitched in for the first two town halls for clean-up in the kitchen – Thank you, Claire! However, that is truly a Board responsibility for a Board Town Hall.

### **Policy & Governance Committee Charter (Tom Doe)**

Tom introduced this draft charter for the Board's review. Tom envisions this group to be a standing committee and during the first year, conduct a complete review of all policies. Tom also suggested that there should be a review process for new policies that are publicized to the East Shore community (e.g. via The Beacon) to let the congregation know about new policies and invite their comments. [Note: there is no requirement for congregational approval of new or revised policies.]

Jason contributed a document that serves as a guideline for ministry team charters. It is our intention that this will serve as a template for all of our team charters including taskforces, standing board committees, core teams, and ministry teams. It is Tom's opinion that the charters are not a part of our policy governance documents.

Ryam pointed out how busy the Board members are, and that it may be difficult to find willing past or current leaders to participate as a member of this new Policy committee. Elaine suggested that past board officers should be considered as potential members. Ryam also suggested that the Policy Committee could also be the group that receives recommendations and comments from the congregation.

Tom is going to continue to fine tune the draft of this charter and seek members for this committee. Tom was requested to come back to the Board in February with a revised charter.

### **2017/18 Budget Process and OFD goal (Ryam and Jason)**

Ryam outlined the current process of forming a budget team. The Budget team includes Ryam, Jason, Jack, plus members of the OFD, Finance, Stewardship, and Endowment committees. The Budget team is developing two budgets – an enhanced budget and a “bare bones budget.” This team will be hosting an FAQ Town Hall for interested members later in the year.

Ryam has also written a mid-year review to be published as an article in The February Beacon to advise about our current financial status. For example, according to Ryam, a third of the pledging units are donating through an automatic deduction from their banking account. If the level of automatic deductions increase as a % of pledging units, than a continuous pledge drive becomes more feasible. The OFD team is reviewing the current financial environment and beginning to develop an OFD Goal for our annual pledge drive.

Elaine discussed her goal about developing an approach where the OFD pledge drive is a year round, 12 month drive – which would change the shape of the OFD activities. During meetings with the membership committee it was decided to postpone this fundamental change to OFD activity, and that at this point time, we would just have the traditional OFD pledge drive leading up to the June, 2017 congregational meeting. *<general discussion>* During the discussion, Catherine asked for some of the specifics of when we ask members and how we inform members about the importance of stewardship. We also discussed the importance of using the member portal on our website for establishing or increasing our pledge.

### **Debrief Town Halls (Jan 7 and Jan 14)**

Connie started this discussion by asking: how do we think the town halls are going? What is going well?

Marilyn – we are getting good attendance and we are receiving very good suggestions and ideas.

Elaine – the discussions have been framed very well and Jack is doing a superb job facilitating these discussions.

We are getting a lot of diverse thought.

Catherine and Marcy – the tone of the town halls has been respectful and constructive, moving forward and receiving great “out of the box” comments.

Marilyn – it has been very helpful to have a list of questions in advance.

Elaine – the Transition team noted that we tend to get a few letters after the town hall from folks with contrary views – (e.g. East Shore should not be so active in civil advocacy for earth and social justice). <general discussion>

Summary: It was generally felt that we are getting the feedback and comments that we were hoping to get that will lead to refreshed statements of mission and vision.

**Signature Authority for Gallery Accounts (Jason)**

Tom moved that Jason be granted this authority. Marcy seconded the motion. Ryam already has this authority and the leaders and members of the Gallery welcome this action. We will also be removing the previous President of the Board and adding Jack as a new signatory to the Gallery accounts. After a general discussion, the motion passed.

The meeting ended at 9:05pm. Our next board meeting is February 21, 2017

Respectfully submitted by David Baumgart

Secretary, ESUC Board of Trustees

**OPEN ACTION ITEMS: (REVISED JANUARY 17)**

What	Who	When / Notes
Complete the town halls, Jan 28 + 29. Prepare for All-Church Meeting Feb 3-5	Jack / ALL	Jan 19 – Notice of congregational meeting is due (Dave / Nicole) Jan 28 – Financial Town Hall Jan 29 – Final Town Hall – why does ESUC exists? What is our purpose? Feb 3, 4, 5 – Review hopes, aspirations, comments, and establish new mission statement, vision.
Decision regarding UUA and NW District dues	Jack / Ryam	Jan 17 – reviewed Rev. Tayler’s letter. What are the next steps.
Budget Effort for FY 2017 / 18	Ryam, Jason	Ryam reported the budget team is formed and they are establishing a budget goal and considering a stretch goal.
OFD (Chris + Amanda) have a good start but amount of work effort req’d is HUGE. Board should offer support + assistance.	Tom, All	Immediate – Elaine stated OFD is doing traditional pledge drive. Tom reminded the board of reasons why our OFD effort is at risk and behind schedule
Improve the Board Packet Preparation Process	Dave / Ryam / Jason	Jan 17 – The Board packet was more complete and distributed on time Friday – but still missing 2 significant reports. Ryam has offered her assistance in finishing the assembly of packet on Thursdays.
In progress - Formation of a taskforce on Policy Based Governance	Tom, Jack	Draft charter reviewed on Jan 17. Tom will send a revised charter before next Board meeting. Feb 21 – discuss revised charter
In progress - Signature Card for Gallery Accounts	Jason	Jan 17 – Board approved Jason’s request. Now we need to go to Chase and update the signatories

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

<b>CLOSED ACTION ITEMS:</b>	<b>Who</b>	<b>When / Notes</b>
Follow-up from December cottage meetings: revise the PowerPoint and publish.	Board	Jan 7, 14, 21, 28, first weekend in February. Other Follow-up items relevant to Jan town halls/Feb All Church retreat
Leadership are invited to attend a future Gallery meeting.	Aisha, Jason, Jack, and Elaine	Attendance at Jan 8 Gallery meeting - successful in restoring a Right Relationship and moving the discussions forward for positive purposes.
Review of Gallery Tax Considerations / Signature Card for Accounts	Jason	Jan 17 – approved Jason’s request for signature authority.
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

## **Appendix 1**

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

*Personnel Com., reported by Connie Hirnle:*

Personnel Com Recommendations on a process to address member concerns under the purview of the Personnel Com.

**END OF MINUTES**