

ESUC Board of Trustees

Minutes

February 21, 2016

Minutes, Leadership Reports, Consent Agenda:	Com. + Board Liaison Reports Consent Agenda:
February Board Agenda + Upcoming Events	Letter from Ministerial Search Com. – Milly Mullarky and Mary Anderson, co-chairs
Minutes of Last Board Meeting – January 17 and Open Action Items	Personnel Com. – Connie Hirnle
Board President's Report – Jack Slowriver	Summary of Earth & Social Justice Activities – Marilyn Mayers
Finance - Treasurer Report – Ryam Hill	
Interim Minister Report-Rev Elaine Peresluha Addendum – Woodinville’s Resolution for Movements for Black Lives	2016 Auction Summary Revenue and Expense – David Baumgart
Director, Finance & Operations–Jason Puracal Appendix A+B Jessie Zhao, Summary Income Statement + Balance Sheet Analysis Appendix C – Financial Charts Appendix D – S. King County Home Ownership Project Appendix E – Building Use Policy	Discussion Agenda: Policy & Governance Committee Charter – Tom Doe Funding for Interim Minister contract extension – Jason Ongoing pledge scenarios – Jason
Director of Religious Education - Aisha Hauser	Executive Session: SLT annual evaluations – Aisha, Jason, Elaine Board Options for the road ahead...

Agenda

East Shore Unitarian Church - Board of Trustees

February 21, 2016

Board Host: Tom (March Host will be Jack)

6:45	Social Gathering	
7:00	Opening Words, Chalice Lighting, Check in	Tom
7:10	Welcome to members/guests	All
7:20	Approval of Consent Agenda	All
7:25	Approval of minutes and publication timing	Dave
7:35	Review of Policy Task Force Charter	Tom
7:45	OFD goal	Ryam

Upcoming Events for Your Calendar

- March 5 – Congregational Meeting
HELP WANTED: Dave will be out of the state on vacation – so we need a volunteer to keep the minutes!
- March Board Packet items due Wednesday, March 15: all
- April Beacon Board Buzz due Wednesday, March 15: Lee
- March Board Meeting March 21; Jack is host.
- Sunday Services Announcements 3/5 Marcy, 3/12 Tom, 3/19 Marilyn, and 3/26 Reed

Opening Words – Jack Slowriver, our Board President, called the meeting to order, at 7pm. He welcomed the board members, SLT, and our visitor. Tom provided the opening reflection and also provided the “Best Banquet for Boardies” of delicious snacks.

Check-in – The Board of Trustees includes David Baumgart (secretary), (absent) Reed Cundiff, Tom Doe, Lee Dorigan, Ryam Hill (treasurer), Marilyn Mayers, Connie Hirnle (VP), 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 Aisha Hauser – Director of Religious Education.

- Visitor – Trish Hunter

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 although we did discuss some aspects of the coming pledge drive.

Marilyn moved and Marcy seconded to approve the consent agenda. Motion passed. This included tonight’s board agenda, the revised Jan 17 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

- Eagle Scout project – see Jason
- Board approval of OFD goal - \$735K – followed by 2 Budget town halls in April.
- Tom stated he had great confidence in our OFD group and our Membership Mgr but concern our goal is very ambitious. We should think about a Plan B if we do not meet that goal. We can still be a vibrant successful church even if we do not meet the goal. Jack – let’s discuss Plan B in executive session.

Elaine’s report indicated that the attendance at the All Church Summit was somewhat low. Elaine stated we should still go forward with the congregational vote on March 5. She said: “I believe we should think about why it was such a low turnout (estimated at 33%) and about what the low turnout means.” Please refer to the Minister’s report for more comment on our summit.

Jason was asked about his written remarks about the land trust and he briefly discussed how the use of a land trust model could allow us to pay off our mortgage while retaining our land. Jason also noted that the next HH Task Force meeting is tomorrow evening, Feb 22. Also, the HH Town hall originally planned for January 8 was re-scheduled for March 19.

Board Action to schedule a Congregational Meeting – March 5

On Feb 12, 8:30am, the Ministerial Search Committee, co-chaired by Milly Mullarky and Mary Anderson, and the Board of Trustees conducted a joint meeting to discuss the MSC's recommendations regarding calling a settled minister. The MSC provided a written statement summarizing the results of their search in which they concluded that none of the candidates that applied for our ministerial position had the needed skills and experience to become East Shore's next settled minister. *[Please refer to the Board Packet for a copy of the written MSC statement.]* They stated that their decision was the unanimous consent of the entire committee. They also stated that their decision was made in consultation with the UUA. On behalf of the board, Jack thanked the MSC for their recommendations as well as the tremendous effort expended by the committee in support of this search. He stated that the board would formally consider the recommendations at our Feb 21 Board meeting. It was also agreed that the MSC would inform the congregation on Feb 12, immediately following the church service of their decision and recommendations and distribute the MSC's written report to the membership.

MSC Attendees: Milly Mullarky, Mary Anderson, Shirley Worth, Ed Rittenhouse, Ann Fletcher, Rhonda Brown, Andy Voss, and Janet Garrow

Board Attendees: Jack Slowriver, Connie Hirnle, Ryam Hill, David Baumgart, Marilyn Mayers, Catherine Ramsey, Tom Doe, Marcy Langrock, and Reed Cundiff

On February 15, Jack initiated an email vote by the Board. Jack moved that the Board follow-up the Church Summit with a called congregational meeting on March 5 to finalize a new Mission Statement. In his motion, Jack stated that a majority of attendees at the Summit had also approved having a congregational meeting for that purpose. Jack also included the scheduling of a board town hall for Feb 26 – to promote discussion and respond to Q&A. A majority of the board members approved this motion via email by end of day on Feb 15.

Approval of Minutes and Publication Timing (David Baumgart)

Dave introduced the topic by stating that he has heard from active members of the congregation that they would like to be able to review the board packet sooner than one month after the board meeting. Trisha Hunter, our visitor this evening also stated that she would like to see the board agenda published at least a week before the board meeting. Other members of the board also spoke in favor of this change in process. Trisha also spoke in favor of publishing the packet for the current month at the same time as the agenda. She pointed out that interested members wanted to know, ahead of time what the board would be discussing during their monthly meeting, and the board packet provides background information and context.

During discussion it was noted that the packet is generally not available until shortly before the board meeting and therefore the timing prevents publishing the packet ahead of time. It was also noted that often, the packet is modified shortly before the board meeting, usually during the previous 36 hours. Also during the discussion, the board spoke in favor of being allotted at least a few days to review the final packet and be given the opportunity to provide additions or corrections to the content of the packet. This proposed change has no effect on the timing of the published minutes of the previous board meeting.

Dave moved that the Board Packet be approved at the Exec Committee and then published on the internet if so approved by the exec committee (i.e. not waiting for the next board meeting). In addition, Dave also moved that the Board agenda should be published a week ahead of the Board Meeting. Connie seconded the motion. In discussion, Tom noted that the board packets are all draft reports. Tom also requested that the publishing of the agenda should also include a list of major decisions that will be considered at the next board meeting. During the discussion, it was noted that the major topics and agenda are initially brought together at the executive committee, the first Tuesday of the month. If the agenda is published by the second Tuesday for the board meeting which is scheduled on the third Tuesday, then we will meet this objective. However, the caveat is that sometimes items are added to the agenda shortly before the Board Meeting.

Policy & Governance Committee Charter (Tom Doe)

Tom brought a revised copy of the charter to the board meeting for review and approval. Tom stated he would email the revised charter to the Board following the meeting. Ryam moved and Marilyn seconded – approved unanimously.

Introduction to Interim Minister Appraisal

Elaine emailed the formal UUA appraisal document just before the board meeting and invited all board members to read it. Elaine described the appraisal form content consisting of about 25 questions. Jack suggested that the document be published as well as an explanation of the standardized process as proscribed by the UUA.

This is also the time of the year when the SLT engages in self and peer review. It was explained that it is a collaborative process whereby Jason and Aisha appraise Elaine’s performance; Elaine and Aisha appraise Jason; and Elaine and Jason appraise Aisha. The final documented evaluations include both self and peer appraisals of performance.

We entered into executive session at about 8:15pm to discuss the Self and Peer Reviews for Jason, Aisha, and Rev. Elaine. We also discussed the options available to the Board given that the Ministry Search Committee had unanimously recommended that we end the current search; stating that we were not yet ready to call a settled minister.

The meeting ended about 10pm. Our next board meeting is March 21, 2017

Respectfully submitted by David Baumgart
Secretary, ESUC Board of Trustees

OPEN ACTION ITEMS: (REVISED FEBRUARY 21)

What	Who	When / Notes
Host a Town Hall on Feb 26	Jack	Q&A regarding ministerial options and further discussion about East Shore’s new mission statement.
Conduct Congregational Meeting, March 5 to approve the new Mission Statement.	Board	
Budget Effort for FY 2017 / 18	Ryam, Jason	Ryam reported the budget team is formed and they are managing 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
In progress - Formation of a taskforce on Policy Based Governance	Tom, Jack	This new committee charter (revised) was reviewed a second time on Feb 21.
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
Emergency Plan – in progress	Jason	Deferred?? Jason has begun a discussion with Chase about an emergency line of credit.

CLOSED ACTION ITEMS:	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.
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.
Creation of an acceptable charter for Policy & Governance Committee	Tom	Incorporated input from several board members, prior to and during the Feb 21 meeting.

Appendix 1

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

Finance and Operations, reported by Jason Puracal:

- Eagle Scout project – (see Jason for more information)
- Board approval of OFD goal - \$735K – followed by 2 Budget town halls in April.
- Jason was asked about his written remarks about the land trust and he briefly discussed how the use of a land trust model could allow us to pay off our mortgage while retaining our land. Jason also noted that the next HH Task Force meeting is tomorrow evening, Feb 22. Also, the HH Town hall originally planned for January 8 was re-scheduled for March 19.

Operating Fund Drive (OFD) Com., reported by Tom Doe

Tom stated he had great confidence in our OFD group and our Membership Mgr but was concerned that the goal is very ambitious. We should think about a Plan B if we do not meet that goal. We can still be a vibrant successful church even if we do not meet the goal. Jack – let’s discuss Plan B in executive session.

Interim Minister Report, reported by Rev. Elaine Peresluha:

Elaine’s report indicated that the attendance at the All Church Summit was somewhat low. Elaine stated we should still go forward with the congregational vote on March 5. She said: “I believe we should think about why it was such a low turnout (estimated at 33%) and about what the low turnout means.” Please refer to the Minister’s report for more comment on our summit.

END OF MINUTES