

ESUC Board of Trustees

October 17, 2017

Minutes, Leadership Reports, Consent Agenda:	Com. + Board Liaison Reports Consent Agenda:
October Board Agenda + Upcoming Events	Personnel Liaison Report – Jerry Bushnell
Minutes of Last Board Meeting – September 19 and Open Action Items	Policy & Governance Com. Work Plan Progress Chart – submitted by Tom Doe
Board President's Report – Jack Slowriver, No report this month, Jack was in Malawi, Africa	ES Social Justice Ministry Teams Aug Report
Finance – Treasurer’s Report – Ryam Hill	ES Social Justice Ministry Teams Sep Report
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 Revised Dir, Lifelong Learning Job Description	Discussion Agenda – 26 committee and task force charters

East Shore Unitarian Church
Board of Trustees Meeting Agenda
October 17, 2017

Board Host: Dave Baumgart

6:45	Social Gathering	
7:00	Opening Words, Chalice Lighting	Elaine
7:05	Check In/ Guest introductions	All
7:15	Discussion of Treasurer Report Endowment Charter considerations	Jason, Ryam
7:30	Discussion of All Charters	All
7:45	Approval of Consent Agenda	All
8:00	Executive Session: Aisha’s proposal	Aisha, Elaine, Jason
9:00	Closing Words and Adjourn	Dave

Upcoming Events for Your Calendar

- November Exec Council – Nov 7
- November Board Packet items due Wednesday, November 15: email to Ryam Hill
- November Beacon Board Buzz due Wednesday, November 15 by Ryam: email to Nicole Duff
- November Board Meeting Nov 21; Ryam is host.
- Sunday Svc Announcement 10/22 + 29 Elaine, 11/5 + 11/12 Uzma, 11/19 xxx, 11/26 xxx

Opening Words – Dave reflected on the wisdom of the Personnel Com, Finance Com, and the Board – all at the urging of Rev. Elaine back in 2015, to enroll our church staff in traditional medical insurance– instead of the staff depending on the Affordable Health Care Act (ACA) insurance policies.

Check-in - The board of Trustees includes David Baumgart (secretary), Paul Buehrens , Jerry Bushnell, Uzma Butte, Tom Doe (absent), Lee Dorigan, Ryam Hill (treasurer), Marcy Langrock, Jack Slowriver (president). We currently have no Vice President and have an open seat on the board. 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 – There were no visitors.

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). David moved and Marcy seconded that the Consent Agenda should be approved. Motion Passed.

Consent agenda major topics (see Appendix 1)

- Approve Personnel Committee Draft Charter and Personnel Manual Updates: submitted by Jerry
 - Paydays (only direct deposit)
 - Health Insurance
- Financial Stewardship approved the revised 5 Year Strategic Plan – see DFO Report
- David Baumgart proposes that we name Ryam (and future Treasurers) as the Assistant Secretary - then she would have the ability to update the Chase Bank signature card when the secretary or president is not immediately available.
- Request approval for a new member of the Holly House Development Task Force: Lee Dorigan.

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

We need a Board member to deliver the **Sunday Service Announcements on Nov 19 and 26.**

Discussion of Endowment Charter considerations – led by Ryam Hill

We began the discussion by noting that this charter calls for a congregational vote if a distribution is proposed that exceeds the normal annual amount. The board feels that this requirement should be documented in the bylaws regarding congregational business meetings – rather than within a committee charter. Reference Article VIII, Congregational Meetings, Sections A and B. We agreed to modify this bylaw to include endowment fund distributions.

Secondly – it was discussed that the board should have jurisdiction over setting the minimum dollar amounts for the Endowment Fund and annual distribution amounts based, in part, on the guidance of the Endowment committee.

Thirdly – we noted that the Endowment Fund also includes a capital reserve fund that could potentially be tapped for short term loans for capital improvements, in lieu of the normal annual distributions over 2 or 3 years. The distribution for this purpose would also be governed by Article VIII, Sections A and B bylaws regarding congregational business meetings.

Discussion of All Charters – “Charter City”

The Board is in the midst of a review of all charters which may be rewritten, based on the new charter template that has been proposed by the Policy & Governance Com. Refer to Appendix 2, below, the Charter Tracking Table, for the list of all charters and status. A total of 26 charters were included in the October Board Packet, ref: Document 2 of 2.

We discussed the apparent effectiveness of the **new charter template** – providing an orderly way to view each committee’s functions, purpose, leadership, members, and financial characteristics. We also mentioned 5 related “rules of the road:”

- 1) The std questions posed in the template should remain in the text of the charter – making it easier for the reader to find the various sections of the charter.
- 2) Each charter is a dynamic living document and many will be revised on an annual basis.
- 3) It was suggested that we write a board policy that suggests that if any committee chooses to create written minutes, then those minutes should be archived. Written minutes would be required of board standing committees which will be included in that same board policy.
- 4) The Policy & Governance committee will be asked to review all the charters, beginning with the Board Standing Committees. At a minimum, all the Board Standing com’s charters should be reviewed by the January Board meeting. P&G should flag charter issues that are found to conflict with policies.
- 5) For each of the received proposed charters, Jason will send out an announcement thanking the committees for their draft charters and informing them of the review process.

It was noted that there is a group of Community Groups, under Elaine’s supervision, for which the board was reluctant to require a formal charter. Many of these groups operate informally. Elaine stated that she could write an overall charter that would apply to all the Community Groups, in such a way that the individual group would not need its own charter. Similarly, there is a group of Affinity Groups, also under Elaine – for which she could also write an overall charter. This would negate the requirement for each affinity group to write its own charter. Jason and Ryam both made the points that these general overview charters should:

- identify the leadership of each group, and
- remind the members that they are all part of East Shore.

Marcy moved to accept the consent agenda, as well as the above decisions relating to the various charters received in the October Packet, and Lee seconded. The vote for approval was unanimous.

Bequest Received for Education

Jason: We received a check in the mail as a donation to East Shore. The letter attached specifies the use of the funds as such:

- *“The sum of Five Thousand Dollars (\$5,000) to the EAST SHORE UNITARIAN CHURCH, Bellevue, Washington, for such educational and/or building purposes as its Board of Trustees may determine;”*

We discussed the fact that the Right Relations education was short on funding by more than \$5,000 and several board members spoke in support of applying this timely donation to the Right Relations education. Ryam: So moved, Jason seconded. The motion was approved, unanimously.

Annual Evaluations for DLL and DFO

We created two subcommittees of the board to perform annual evaluations as follows:

- DLL evaluation Subcommittee – Jack, Gerry, Paul, and Lee
- DFO evaluation Subcommittee – Ryam, Uzma, Marcy, and Dave

Executive Session: Aisha’s proposal to work part time.

The board approved Aisha’s proposal to reduce her weekly hours to 30 hours, effective Nov 1. Because Aisha will no longer be a full time employee, there will be a proportional reduction of compensation and benefits.

As part of this proposal, there will be an increase in Amanda Alice’s hours and responsibilities to accomplish the additional effort that will be required by our Religious Education staff.

Closing Words and Adjourn

Dave’s closing reflection focused on The Blue Zones, by Dan Buettner. Dave stated he has subscribed to the 9 general principals of the Blue Zones for the past 9 years and found them to provide significant benefit to his overall happiness, wellness, and fitness:

- 1) **Move Naturally** and remain physically active within a sustainable environment,
- 2) Follow a **Purpose** in life,
- 3) **Downshift** – take action to shed stress,
- 4) **80% Rule** – when you are eating, Stop! When your stomach is 80% full,
- 5) **Plant Slant** – Reduce your intake of meats, especially red meats, while increasing your intake of beans, lentils, poultry, and fish,
- 6) **Wine @ 5** – Kick back and relax, after a hard day’s work – enjoy a glass of wine (Dave prefers wed wine),
- 7) **Know your Tribe** – Focus on social circles that share your values + morals; supporting healthy behaviors,
- 8) **Community** – Attending faith-based services 4 times a month adds 4 to 14 years to life expectancy,
- 9) **Love and Be Loved** – cherish your loved ones, give and receive love from those you hold precious.

Our board meeting ended at 9:10pm. Our next board meeting is November 21, 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 OCTOBER 17)

What	Who	When / Notes
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). 3 charters approved, 26 draft charters received, to date. Jason to send out notice to all committee chairs about next steps in the review process.
Establish Ryam as the Asst Secretary with Chase Bank	Dave	Enables Ryam to make changes to the Chase Bank signature card

CLOSED ACTION ITEMS:	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.
Recruit Members to HHDTF and launch their first meeting (Oct 19).	Marcy, Dave, and Jason	Initial membership includes Dave, Marcy, Jason, Lee, Seth Hamilton, and Benjie Langrock

Appendix 1

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

Consent Agenda from Treasurer Report

○ Section from Secretary, Dave B:

- Background: Management of the Chase Bank signature card has always been a challenge for us, and there is often a multi-week delay to add or delete names from the card. This is because under Chase' rules, only the President or the Secretary can make such changes. David Baumgart proposes that the board identify Ryam, our beloved treasurer, as the "Assistant Secretary." By taking this action, Chase Bank would allow Ryam to fulfill the same responsibility as David, secretary of the board, to add or drop names from the signature card. It is my opinion that this does NOT require any change to our By-Laws. Eventually, we may want to document this in one of our Policies, if approved.
- The importance of this action was made clear when both Jack and David were out of the country, simultaneously, for ten days in September. This proposal has already been approved by Ryam, David, Jason, and Elaine.
- **Ryam – Asst. Secretary - Consent Agenda** David Baumgart proposes that we name Ryam (and future Treasurers) as the Assistant Secretary - then she would have the ability to update the Chase Bank signature card when the secretary or president is not immediately available. As you all know, she is, in deed, very much the asst. secretary already, given all the work that she has done with regard to the monthly board packet, and also covering for Dave when he is not available. This would be with the caveat that she would perform these duties when the secretary is not available to perform those same duties.

Consent Agenda from DFO Report

- Jason revised the spreadsheet that provides the quantitative analysis supporting the 5-year Strategic Financial Plan, as well as made further edits to the Financial Stewardship (FS) Committee draft Charter. See Treasurer's report for more details.

APPENDIX 2 – CHARTER TRACKING TABLE

Latest Update – Oct 17, 2017

Board Standing Committees	Minister Core Teams – Elaine	DFO Core Teams- Jason	DLL Core Teams-
Oct-Financial Stewardship	<i>Membership Dev Mgr</i> Communications Oct-Membership draft Seabeck Women’s Perspective	<i>Membership Dev Mgr</i> Oct-Outreach – Gallery Oct-Outreach – Website OFD Oct-Auction Oct-East Shore Live	Children & Youth Chalice Players
Oct-Endowment	Oct-Connections Teams	<i>Facilities Mgr</i> Oct-Facilities Oct-Grounds draft Oct-Memorial Garden Oct-P-Patch Flower	Adult Programs
✓ Nominating	Oct-Ace Media Crew - Production	Oct-Ace Media Crew - Hardware	RE Teachers
✓ Personnel	Oct-Archives / Library		
✓ Policy & Governance	Covenant Circles		
Oct-HHDTF 2017 draft	Earth Based Celebrations		
Ministerial Search TF	Extended Families		
Oct-Right Relations TF	Oct-Lay Pastoral		
	Worship		
Oct-ESJCC - Elaine	ESJCC - Elaine	Caring Community - Elaine	Affinity Groups - Elaine
ANSWER Nepal	Oct-PartnerChurchKhasiHills	Grief Support Group	Coffee Klatch
Oct-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
Oct-CFH	Oct-Second Sunday	Parents of Trans Youth	Men’s Breakfast Group
Oct-Crossroads Meals draft	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	
Oct-Meaningful Movies		Helping Hands	

END OF MINUTES