

East Shore Unitarian Church

Meeting of the Board of Trustees,

January 2018

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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!).

East Shore Unitarian Church
Board of Trustees Meeting Agenda
January 23, 2018

Board Host: Marcy

6:45	Social Gathering	
7:00	Opening Words, Chalice Lighting	Marcy
7:05	Check In/ Guest introductions	All
7:15	Approval of Consent Agenda	All
7:30	Nominating Committee	Connie
7:45	Right Relations Board norms	All
8:05	Right Relations Team	Lee and Aisha
8:15	Discussion of open Trustee at Large position	All
8:30	Adjourn to Executive session for vote	

Minutes of Last Board Meeting

ESUC Board of Trustees

Minutes - Draft

December 19, 2017

Minutes, Leadership Reports, Consent Agenda:	Com. + Board Liaison Reports Consent Agenda:
December Board Agenda + Upcoming Events	Personnel Liaison Report – Jerry Bushnell
Minutes of Last Board Meeting – November 21	Congregant to Staff ...to Congregant Feedback Form
Board President's Report – Jack Slowriver	ES Social Justice Ministry Teams Nov Report
Finance – Treasurer's Report – Ryam Hill	HH Dev Task Force Update – David Baumgart
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,	Consent Agenda DFO Report, Appendix D: Gift of Whistler Time Share
Director, Lifelong Learning – Aisha Hauser	Appendix E: Event Sponsorship Policy Recommendation

**East Shore Unitarian Church
Board of Trustees Meeting Agenda - December 19, 2017**

Board Host: Aisha and Elaine

- 6:45 Social Gathering
- 7:00 Opening Words, Chalice Lighting Aisha and Elaine
- 7:05 Check In/ Guest introductions All
- 7:15 Right Relations process – feedback from Nov. meeting All
- 7:35 Approval of Consent Agenda All
- 7:45 Holly House update Jason
- 8:00 January meeting date Jack
- 8:05 Open Vice President position All
- 8:30 Adjourn to Executive session for vote
- 9:00 Closing Words and Adjourn Elaine

Upcoming Events for Your Calendar

- January Exec Council – Jan 2
- Jan Board Packet items due Wednesday, Jan 17: email to Dick Jacke (Volunteer 1)
- Jan Beacon Board Buzz due Wednesday, Jan 11 by Dave: email to Nicole Duff
- January Board Meeting Jan 23; Marcy is host.
- Sunday Svc Announcement 12/31 Tom, 1/7 + 1/14 Uzma, 1/21 Jack, 1/28 xxx

Opening Words – Elaine's reflection:

Check-in - The board of Trustees includes David Baumgart (secretary), (absent) Paul Buehrens , Jerry Bushnell, Uzma Butte (cell phone), Tom Doe, Lee Dorigan (cell phone), 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, (absent) Jason Puracal - Director of Finance & Operations, and Aisha Hauser - Director of Life Long Learning.

Visitors: Manny (Nominating Com), Mary Anderson (Nominating, Right Relations Com), Ann Fletcher (P&G Com), Louise Wilkinson & Mary Anderson (Right Relations), Milly Mullarky, and Court Olson

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

We need a Board member to deliver the **Sunday Service Announcements on Jan 28, Feb 11, 18, 25, and March 11.**

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 requested to move items from the Consent Agenda to the Discussion Agenda.

Right Relations process – feedback, Nov. Mtg – Louise Wilkinson (chair, Right Relations Task Force) We opened our meeting with a discussion of Right Relations processes, relevant to the November 21 board meeting. This discussion focused on how we could have utilized Right Relations processes and concepts to have had a better, more productive meeting with less negative feelings by all participants. Jack briefly mentioned a letter that the board had received from Jeanne Macauley regarding the Nov 21 board meeting; critical of our poor use of Right Relations concepts during that meeting. Discussion included the role and responsibilities of bystanders who witness a potential breach of right relations.

Several issues were brought up about the Nov 21 board meeting and a December 2nd Coffee and Conversations meeting. Issues surfaced around the board meeting involved whether right relations issues should be raised right at the time, and by whom. Louise suggested that they should be raised at the time, and that if one of the participants in the interaction in question does not raise them, an observer should – but not by assuming the observer knows whether someone has been hurt, but by inquiring as to whether the participants need to step back and look at their interaction. Louise suggested that people differ in communication style and sensitivity (tendency to take things personally), and that an observer can slow down the intensity and encourage people to step back to ensure that conflict is constructive, and involves a clash of ideas rather than a personal clash. We had discussion about the need for a person to take on the role of “process observer” at church meetings. Jerry suggested that this role/responsibility should ideally be shared between all participants at a meeting.

Jack then raised the difficult right relations issues that surfaced at the December 2 Coffee and Conversations meeting. They said it was impossible to facilitate a meeting, deal with all of the ideas that come up, and also handle right relations issues. Elaine said that if she is an active participant in a meeting, she cannot stand back and objectively observe the process of that meeting. Jack asked for a process observer for the board meeting.

Jack had sent the board, earlier this morning, the Right Relations Task Force Charter for review of the board. Jerry moved that we approve the charter and Jack seconded the motion. Motion passed. Jack and Louise then agreed to a minor revision to the charter. After the Board meeting, Louise emailed the revised charter to Dave to be included in the final Board Packet.

Louise and Mary Anderson discussed several proposals from the Right Relations Task Force for the Board’s consideration. This included:

- The Right Relations Task Force should become a standing committee of the Board,
- In order to embed Right Relations practices into the culture of the church, Each of the major committees and task forces are asked to create Right Relations guidelines and discuss how they will

incorporate Right Relations concepts into their meetings. The RRTF is collecting all guidelines which will help inform creation of an all-church Covenant of Right Relations.

- Louise requested that the Board together work through the Right Relations Guideline Template and come to agreement about the Right Relations Guidelines they will use for future meetings. Jack indicated that there was not time at this meeting, but that the Board would commit to doing this in January. (Louise: “we are happy to be involved if that would help.”)

At the conclusion of this discussion, two members of the RRTF (Louise and Mary) left the meeting. Aisha and Lee are also members of the RRTF as well as members of the Board, and they remained through the end of the meeting.

Approval of Consent Agenda - All

Jack then asked for the Board to consider the remainder of the consent agenda.

Update to Policy 2.3 - Treatment of Members, Friends, Visitors and Congregants: Jack noted that the 30 days of public comment was ending on this day for changes to Policy 2.3 and that all the comments that he received were very positive. Therefore, the revised Policy 2.3 would be considered approved if the Consent Agenda was approved.

Moving the Fiscal Year to the Calendar Year – 6 month stub in 2018: Dave pointed out that if we go to a 6 month “stub” fiscal year in 2018, that the pledge drive for 2019 would occur at the same time that we were asking folks for their generous contributions to the annual auction, in October / November. After some discussion, it was agreed that we would recommend to the chair persons of the auction that we should move the auction from November to sometime in the spring. As the Board Liaison – Dave has already emailed Beth Wilson and JoAnne Way – co-chairs of the auction.

Marcy moved and Ryam seconded that we approve the Consent Agenda. Motion passed.

Consent agenda major topics (see Appendix 1)

- Revision to Policy 2.3 Treatment of Members, Friends, Visitors and Congregants (as proposed in November 21 Board Meeting),
- Approval of the Right Relations Task Force Charter,
- Right Relations Task Force’s request to become a standing committee of the Board (ref: DLL report and RRTF charter).
- Tentative agreement to align the Fiscal Year with the Calendar Year effective Jan 1, 2019, which will include a six month stub fiscal year, July 1 to Dec 31, 2018,
- Bob Weiss was approved as a member of the Holly House Development Task Force.
- DFO’s recommendation to sell or return the Time Share at Whistler offered by a congregant (ref: DFO report, Appendix D).
- Exec Com’s decision to not seek legal representation related to congregant’s allegations; (it is noted that the Exec Com is exercising due diligence through other means).
- Approval of DFO’s Sponsorship of Events Policy Recommendation – related to external groups (ref: DFO report, Appendix E).
- Approval of Amanda Alice to become a full time employee as she assumes the rep. for RE Assistant (ref: DLL report).
- Approval of draft ESUC Congregant to Staff/ Staff to Congregant Feedback Procedure proposed by personnel com (ref: BL report of PC).

Holly House update - Dave, Marcy

To date, we have heard responses from about 6 org’s. We are now engaged in the Q&A process and appear to be on track for closing the timeframe for RFP responses by Jan 31. All questions received from organizations and the corresponding answers are being documented on the East Shore website. We continue to proceed on track to reach our goal of being in a position for the annual congregation meeting in

June to review the “final” proposals. The next significant milestone will be the “preliminary” closing of the RFP first round on Jan 31, 2018, to begin the evaluation of all received offers.

Please reference Dave’s BL report in the Dec Board packet for more information.

January meeting date moved to Jan 23 - Jack

Jack moved that we move the regular Board of Trustees meeting back, one week, to Jan 23. Jerry seconded. After a brief discussion, motion passed.

Open Vice President position - All

Bylaw Article X, Section F: The Board of Trustees may fill vacancies in all elected offices. Members so appointed shall serve until the next annual election.

Uzma spoke about her candidacy for VP and that she would learn a lot, during the next 6 months. She was also comfortable with the democratic process that would unfold during the spring and culminate in the membership voting on a VP candidate at the annual June meeting. (Note: Tom Doe, who had previously indicated his candidacy for VP, removed his candidacy via eMail on Dec 17.) It was noted that there were no other declared candidates for VP at this time.

Jack moved and Marcy seconded the motion that Uzma should be our next Vice President of the East Shore Board of Trustees. Discussion. Motion passed, unanimously. Many of the Board members expressed their gratitude to Uzma for her willingness to serve as an officer of the board.

At 8:30 pm, we excused our visitors and adjourned to Executive Session.

Closing Words and Adjourn

Elaine’s closing reflection was much appreciated.

Our board meeting ended at 9:10pm. Our next board meeting is January 23, 2018. 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 DECEMBER 19)

What	Who	When / Notes
Confirm the move of the Fiscal Year to a Calendar Year basis. Also, approve the Transition Plan from Financial Stewardship.	Ryam, Jason	This has a significant impact to many of the East Shore ministry teams and staff processes. The Financial Stewardship Team is taking a key role in soliciting comment and reviewing impacts. They are also building the transition plan.
30 days of Comments - Approval of DFO’s Sponsorship of Events Policy Recommendation – related to external groups	Board, Jason	The Board tentatively approved this recommendation subject to comments from the congregation.
Fill the open position for Trustee at Large – Board of Trustees	Nominating Com & Jack	With Uzma now the VP – we need to fill her vacant position, in collaboration w/Nominating Com
Revised team charters – first drafts are	Board, Elaine,	The Board and each SLT leader will be responsible

due Sep 30 / P & G Committee review	Jason, Aisha	for their respective teams (Appendix 2). 7 charters approved, 22 draft charters now under review. Jason to send out notice to all committee chairs about next steps in the review process.
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CLOSED ACTION ITEMS:	Who	When / Notes
Done - Communicate with the congregation our intent to fill the VP position in Dec	Exec Com	Appropriate Communication outlining the process.

Appendix 1

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

Consent Agenda from President’s and DLL’s Reports

- Revision to Policy 2.3 Treatment of Members, Friends, Visitors and Congregants (as proposed in November 21 Board Meeting),

Discussion led by Jack Slowriver and Ann Fletcher - (ref: Nov Board Packet, page 44)

The primary purpose of this revision was to establish the policy and process for the interaction between church staff, led by the Senior Leadership Team (SLT), and the various committees, teams, councils, task forces, etc. The board tentatively approved this revision subject to the East Shore congregation’s feedback and comment for a period of 3 weeks prior to our December meeting. It is noted that all communications received since the Nov 21 Board Meeting have been positive. The new paragraph 2.3.2, was included in the Nov Board Packet and is repeated, below:

2.3.2 The SLT shall work in a collegial and collaborative manner with Board committees, core teams, ministry teams, councils, task forces and other groups in their job related areas. The SLT shall work cooperatively and in partnership with these groups to achieve the church’s Mission, Vision and Ends and Unitarian Universalist Principles by providing opportunities for meaningful input, communicating in a timely manner, and empowering lay leadership.

- Approval of the Right Relations Task Force Charter, (ref: Dec Board Packet, page 34).
- Right Relations Task Force’s request to become a standing committee of the Board (ref: DLL report and RRTF charter).

Please refer to the minutes of the Dec 19 Board meeting for more information related to Right Relations Task Force activities and processes. Louise Wilkinson, chairperson, and Mary Anderson were present, this evening, and led the discussion.

Consent Agenda from Treasurer’s and DFO’s Reports

- Tentative agreement to align the Fiscal Year with the Calendar Year effective Jan 1, 2019, which will include a six month stub fiscal year, July 1 to Dec 31, 2018,

Ryam, Jason, and the Financial Team are actively soliciting comments from the congregation. They are also building a transition plan for presentation to the Board in January.

Consent Agenda from BL Report, HHDTF (David Baumgart)

- Bob Weiss was approved as a member of the Holly House Development Task Force.

Bob was one of the co-Leaders (with Lee Dorigan) of the previous Holly House task force and is well qualified to be a member of the new task force.

Consent Agenda from DFO's Report

- Exec Com's decision to not seek legal representation related to congregant's allegations; (it is noted that the Exec Com is exercising due diligence through other means).

The Exec Committee has now consulted with an attorney at law as well as two senior members of the UUA national team – to discuss our level of liability and the appropriate due diligence that is called for relating to this matter. All 3 of these professionals' guidance have advised that we do not need to take further action unless we received credible evidence that supports the congregant's allegations.

- Approval of DFO's Sponsorship of Events Policy Recommendation – related to external groups (ref: DFO report, Appendix E).

The DFO has collaborated with multiple current and past board officers as well as the King County Dept of Revenue in determining what "the rules of the road" are for hosting events for the public. It is clear that if we do not follow the rules, that our Not for Profit status would be in jeopardy putting East Shore at significant financial risk. By adopting these recommendations for sponsorship of public events, we should have a path forward for future public events that will not put East Shore at risk.

Approval is subject to a 30 day period of comment from the congregation. Ann Fletcher will author an item in the next email blast.

Consent Agenda from DLL's Report

- Approval of Amanda Alice to become a full time employee as she assumes the rep. for RE Assistant (ref: DLL report).

Amanda Alice's offer to work full time mitigates the gap that was created when our present RE Assistant, Felice Nightengale resigned from her position at East Shore. Amanda was already working part time within the RE program, so this should be a quick transition for all parties.

APPENDIX 2 – CHARTER TRACKING TABLE

Latest Update – Dec 19, 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 <ul style="list-style-type: none"> • Oct-Grounds • 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	Earth Based Celebrations		
✓ HHDTF 2017	Covenant Circles		
Ministerial Search TF	Extended Families		
✓ 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

President's Report – Jack Slowriver

It is difficult to feel the divisiveness in our congregation. Amidst the turbulence, I'm trying my best to remain present and faithful to our UU principles. I believe in justice, love and fidelity to our shared principles above any institutional norms. I have faith that the collective wisdom of our "higher selves" or "better angels" will guide us through this challenging time. And outside of our little microcosm the world, with all of its troubles and joys, continues to spin.

Mark Norelius is interested in joining the Board. He would fill the At Large Trustee position that Uzma Butte vacated when she was elected Vice President in December. Mark has been invited to the January meeting and to submit a personal statement so that everyone can get to know him better. Please see below for Mark's response for his Bio and relevant experience for his Board candidacy.

We also have another policy that has been open for public comment and is now before us for adoption consideration. There are two addendums to my report this month. The first is called "Public Comment on Sponsorship of Outside Groups." It contains feedback that Ann Fletcher collected and responded to as Chair of the Policy and Governance Committee. Ann and I both believe that some of the feedback from David Chapin should be included in the final version of the policy. This would be in regard to SLT collaborating with the lay led team that is interested in sponsoring an outside group. The underlined text is proposed:

1. a. i. The Staff Leadership Team, in collaboration with the lay led team that is interested in sponsoring an outside group, shall be responsible to coordinate and manage the formal relationship of "sponsorship" between ESUC and third party non-profit organizations to the benefit of ESUC and the communities the Church serves.

The second document included as an addendum to this report is entitled ESUC Sponsorship Policy Evolution. Jason Puracal, our DFO, prepared this document to outline the timeline of the development of this policy. I am sharing it here as some have questioned the extent to which this was a collaborative effort. It is important the Board accept feedback, gather as many facts as we can, and then come to our own conclusions in a non-reactive way. It is important that we remain open, and important that we proceed with clarity in achieving a system of governance that is consistent, easy to understand, and applicable to everyone regardless of longevity of membership, financial contribution, or depth of social network.

Finally, I will not be in attendance at our Board meeting in February. Uzma Butte will chair the meeting in my absence.

Consent agenda:

- Jennifer Sumner and Uzma Butte join the Policy and Governance Committee.

Discussion agenda:

- Adoption of Policy on Sponsoring Outside Groups with change noted above

Executive Session vote: Mark Norelius as Trustee At Large

Mark's Bio and relevant experience:

Name: Mark Norelius

Phone: 425 830 1266

Email: mnoro2@mac.com

Best way & time to reach? email or cell phone (above) or text I am interested in:

X Board Position President Vice President) Nominating Committee Other Committees (e.g. Personnel, Finance, Policy and Governance) Your Information:

1. Year you joined East Shore: approximately 1985
2. In what areas have you been involved at East Shore? Communications committee, fundraising, RE, grounds work
3. What experience and skills can you share with our church? I have served as leader of youth activities as I helped raise my sons: Soccer coach, Boy Scoutmaster. Professionally I have been trained in the concepts of Crew Resource Management as an airline captain where I retired after 35 years of experience.
4. Discuss your vision for ESUC during the next three to five years? I would want ESUC to be as welcoming to others as it has been to me. Special emphasis should be an inviting organization for families of all categories. Church should be a place where it feels like a spiritual home, where all can feel safe and supported. It should be a place where all can have an opportunity to give to our community in a manner that fits each person's value system.
5. Anything else you'd like to tell us about yourself? Since I just retired last Spring and we have a sophomore in high school, this is a window of time where travel is somewhat restricted and it is a good time for me to give more of my time and energy.

Addendum 1, President's Report: Public Comment on Authority for Sponsorship of Outside Groups

1. Written email from David Chapin, Chair of CAM.

Here are my comments on the draft sponsorship policy:

I think the draft policy is very good, as far as it goes. There are a couple of elements that aren't there, though, that I believe are needed.

Specifically, under 1.a.i.1, I suggest:

- in regard to developing the agreement, adding some text about working with any ESUC group or team who is also involved in the sponsorship with an outside group.
- also, there should be some mechanism for resolving disputes between an ESUC team who initiates a sponsorship and SLT, should there be conflict in developing an agreement. Would this come under the purview of the proposed Right Relations Mediation Team?

Another thing that I wonder about it is the lack of any standard guidelines for developing sponsorship agreements, rather leaving each one to be developed specifically. That could lead to problems regarding consistency among agreements and disputes that all aren't being treated the same. On the other hand, creating a rigid set of requirements would not allow for desired flexibility. So that could be a difficult balance to reach. It may be that the best course is to leave the policy somewhat open at this point and revise it as issues come up.

Thanks to the P&G committee for doing such a great job in getting East Shore up to date on its policies. This is certainly one that is needed.

2. Written email clarifying her oral input from CAM member, Marilyn Mayers:

This is not necessarily the view of CAM per se:

I don't know if this is an accurate assessment but I think people are used to there being more flexibility to respond to proposals coming from congregation members to hold events with outside groups. I agree that it is better to have a written policy rather than an absence of policy or policies that are inconsistently applied. The new proposed policy needs to be tried out and if there are issues with how things are working, a collaborative approach to resolving them should be followed.

We want to offer space to groups CAM wants to collaborate with because it allows us to grow our own capacity to advocate justice and be more effective earth & social justice advocates. If, after consideration of the merits of these links, staff decided the church should not support these connections and joint actions, I would want there to be some kind of appeal process for CAM to take. In other words, the ministry team should have available an option to go before the Board (or some other body?) to review the decision and determine whether it was appropriate or not. In general, my own inclination

is to give the benefit of the doubt to the ministry team rather than staff since the concerns and priorities of the church members in a democratically run church should drive the actions of the church.

3. Oral questions brought up at the January 6 Conversation by Anne Kerlee:

Why does the Board need to approve each sponsorship agreement? When did the name Senior Leadership Team change to Staff Leadership Team? Would you please give examples of groups/situation that could or could not be approved? I answered these questions in an email with return acknowledgement and no further questions or input.

Addendum 2, President's Report: ESUC Sponsorship Policy Evolution To-Date (1/9/2018)

The Finance Team's continuous learning of Dept. of Revenue's requirements for maintaining property tax exempt status has called into question the recent activities of some Ministry Teams, specifically Climate Action Ministry Team's desire to collaborate with outside organizations aligned with the values and mission of the church by providing free monthly meeting space for four organizations.

In addition to the property tax exempt issue, there are two additional aspects of potential sponsorship of outside groups that need to be addressed. These include the lack of definition of sponsorship in the East Shore policies, and the tension that is created from the Congregation approved budget expected rental revenue versus providing space for free for internal/sponsored groups.

The Finance Team is working through the tax issues on a case-by-case basis. The P&G Committee approved a sponsorship policy which was submitted to the Board in Dec 2017. The budget issues, and determining priority of use of space for some groups over others is an operations issue that is still under discussion.

Below is a summary of the status updates of this activity taken from the DFO reports, and a copy of the proposed sponsorship policy:

DFO Report 10.2017

- The Finance Team received a response to questions regarding property taxes from the WA Dept. of Revenue. We did determine what qualifications are required to have member meetings of other non-profits on East Shore's campus while still remaining tax exempt. We are in the process of further defining these guidelines in a formal, written format from DOR.
 - **It has come to my attention that East Shore does not have a policy or bylaw that speaks to "sponsorship". Such a policy would be helpful in partnering with other non-profits, especially if we were to host them on our campus. Such a policy should include, but not limited to, decision making authority, financial boundaries, termination of the agreement, adherence to building use policies, compliance with tax policies, etc. Although the Policy and Governance Committee has yet to complete the formal submission form for policy recommendations, for the record I request the Board review and develop a policy around sponsorship.**

DFO Report 11.2017

- The Facilities Manager and I met with the Chair and member of the Climate Action Ministry to discuss how East Shore could become the hub of environmental justice activity on the Eastside. I explained the tax implications of collaborating with outside non-profits, the other factors that are creating obstacles from achieving this collaboration, expressed my ideas about how a collaborative model could be designed, and next steps moving forward. The Facilities Manager and I met with all of CAM leadership a second time to repeat the conversation.

DFO Report 12.2017

- The Facilities Manager and I met with members of the Climate Action Ministry and representatives from four mission/values aligned non-profits to discuss how East Shore could become the hub of

environmental justice activity on the Eastside. These groups include 350 Eastside, Sierra Club Eastside, Citizens' Climate Lobby, and CENSE. We listened to the needs of each group to better understand how East Shore could be of service. I also very transparently explained the tax implications of collaborating with outside non-profits, the other factors that are creating obstacles from achieving this collaboration, expressed my ideas about how a collaborative model could be designed, and next steps moving forward. The next steps include Facilities Team putting together a budget for the equipment to make E101 into a collaborative working space, and for me to submit to the Board a policy recommendation regarding "sponsorship".

- Prompted by this discussion, I drafted a policy recommendation to the Board for "sponsorship". As the members of CAM continue to express urgency to enter into the collaborative agreements with these outside non-profits, I attended the Policy & Governance Committee meeting to present this proposed policy. We discussed the various aspects of the proposed policy, and I incorporated the feedback of the P&G Committee. The Finance Team also reviewed the proposed policy with no further edits made. **I request the Board review and approve the new policy on sponsorship, attached as Appendix E.**

Appendix E to DFO Dec 2017 report: Sponsorship Policy Recommendation

East Shore Unitarian Church

Board Policy Recommendation Form

1. **Is your proposal for a new policy or a revision of a current policy? (Policies can be found on the church website esuc.org, About Us, Governance.) If for a new policy, please write a succinct draft of it and suggest a placement within the sections of the current policies. If for a revision, please list the current policy and the proposed language change(s).**
 - a. New Proposed Policy 2.1X (should proceed 2.16 where reference to "church sponsored events" already exists): Authority over Sponsorship
 - i. The Staff Leadership Team shall be responsible to coordinate and manage the formal relationship of "sponsorship" between ESUC and third party non-profit organizations to the benefit of ESUC and the communities the Church serves. Accordingly,
 1. The Staff Leadership Team shall assure a Sponsorship Agreement is in place for each relationship with an outside non-profit that is in accordance with this policy. Such an Agreement shall be in writing and include terms, dissolution, limitations, mutual benefits and responsibilities, and other provisions as necessary.
 2. The Staff Leadership Team shall assure Sponsorship agreements are in sympathy with the Church's vision and mission and ministry.
 3. The Staff Leadership Team shall not be capricious in their decisions or actions while exercising authority under this policy.
 4. The Staff Leadership Team accepts being accountable to the Board in its oversight role for the decisions made and actions taken under this policy. Board approval required for all Sponsorship Agreements.
 5. The Staff Leadership Team shall especially be mindful of all existing ESUC policies and bylaws, including financial and campus use policies, when entering into Sponsorship agreements.

2. **What evidence is there that ESUC needs the new or revised policy? Please be specific and use data as much as possible. Provide any additional context or sources used, as needed to clarify your proposal.**
 - a. CAM has recently asked to allow four outside non-profits that align with their purpose regarding environmental stewardship and justice to utilize space at East Shore's campus at no cost to the 3rd party entities. The Finance Team and Facilities Manager recognize three issues these requests highlight:
 - i. Further clarification regarding Department of Revenue's (DOR) perspective of non-profit exempt versus non-exempt activities that ensure ESUC's current property tax exemption status.
 - ii. A lack of definition of "sponsorship", which corresponds to DOR's interpretation of the tax code, within ESUC policies/bylaws that provide decision making authority and guidance of who has the responsibility for such contractual agreements between ESUC and 3rd party non-profit entities.
 - iii. Clear responsibility assigned to balancing the tension of support of ESUC group collaborative activities with outside 3rd party non-profits and anticipated rental income from the campus space. Additionally, the responsibility of setting priority for multiple requests of sponsorship by ESUC groups with outside 3rd party non-profits.
3. **Does the proposed policy comply with state/federal laws and ESUC by-laws?**
 - a. Embedded in the policy proposal is indirect reference to compliance of state/federal laws. To my knowledge, no Bylaw exists defining sponsorship. The most similar is Article IX. Public Witness Activities.
4. **Are you submitting this proposal as an individual or as a member of a Board Committee, Core, or Ministry Team, or other group within the church? If as a member of any group, please confirm that the group has approved this proposal according to its charter by attaching a copy of the minutes where it was approved.**
 - a. Director of Finance & Operations
5. **Your name and contact information:**
 - a. Jason Puracal, df@esuc.org
6. **Group's name (if any):**
 - a. Finance Team, Facilities
7. **Submitted to:**
 - a. Planned submission to the Board for Dec 2017 DFO Board report.
 - b. Presenting to Policy & Governance Committee during Dec monthly meeting
8. **Date:**
 - a. 12/7/2017

Finance - Treasurer Report – Ryam Hill

- **Financial Stewardship Committee:**
 - The FS Committee met on 1/9/18. Items discussed include the Budget Task Force, Sponsorship Policy again, HH Development Task Force update, Endowment updated brochure and FS and Endowment charter progress.
 - In addition, I reviewed my experience sharing the Fiscal to Calendar Year with members via email and in a couple meetings. See section with more detail below.

- The Committee reflected on all the improvements to the Church finances over the past couple years, including the new 5-year Financial Strategic Plan, new software and chart of accounts, more transparency, more collaboration with staff, and a greater adherence to accounting best practices and tax law. It has been a great deal of work, but the church is in a far better position due to this effort.
- **Endowment Committee:**
 - The Endowment Committee should meet later this month to see quarterly and year end statements for the Endowment returns. These will be reported at the February Financial Stewardship meeting and any recommendations brought to the February Board Meeting.
 - The updated Endowment Committee brochure is almost complete. This will be used in new member packets and to give information to current members.
- **Finance Team:**
 - I attended the Finance Team meeting on 1/11/18 and we reviewed the month end statements.
 - We also discussed ongoing tax information we are gathering. This will be put into a report for staff and committee use in considering projects and in alignment with the sponsorship policy.
- **Budget Team:** The team *tentative* timeline will be
 - Budget Team meetings:

Jan 30	
Feb 27	April 24
Mar 27	May 22 (if necessary)
 - Town Halls: March 25/26 (Sunday after service and Monday evening)
 - Committee/team/group budgets submitted by March 24 prior to the Town Halls
 - Other variables in these months—HHDTF and OFD goal
 - Final meetings/approvals from FS, FT and BoT in May on 8, 10, 15 respectively.
 - Deadline for mail out of budget in voting packet: May 18 (last week day prior to 2 weeks)
 - Annual meeting and presentation/vote: June 3.
- **Fiscal Year to Calendar Change Update:** I attended the Saturday Coffee and Conversation to get input from members and chairs of groups that might be impacted by a change from Fiscal Year to Calendar Year. Most of their input had already been reviewed and was being handled, however some members simply did not want “any more change” unless absolutely needed.

Since Fiscal to Calendar year would require a congregational vote to change current bylaws, and the possible February meeting and vote to create a church wide covenant is no longer happening that month (when the vote to change the fiscal year could have happened without additional cost), the Finance Team and Financial Stewardship Committee all agree that it is best to put this on a slower track.

Please see my report in 12/17 Board Packet for more specifics on the benefits and impacts of the change. In addition, research by Archives showed that the church adopted the current Fiscal Year (July to June) in 2000. Plus, a quick check of other churches showed that they are about 50/50 divided between fiscal year choices of July to June or Calendar year. Both choices have their specific benefits for specific churches.

At this point, the budget team is preparing the usual 12 months, July 18 to June 19 budget.

Minister's Report – Rev. Elaine Peresluha

HEAD OF STAFF

Staff has noted that they are challenged to manage multiple emails from individuals checking and double checking on their responses to requests and email. This effects Dianne and Nicole predominantly. Both are working extra responsibilities in terms of the conflict resolution process, doodle polls and room assignments. I have instructed them both to use an auto reply message that sets a consistent boundary explaining in an appreciative manner when people can expect a response, what their office hours are and how to reach them if there is urgency in a more immediate response. Events scheduled for more than a month in advance will take a lower priority than events immediately scheduled in terms of announcements and response time. Future event questions will be responded to when Dianne and Nicole are able to get to them. Priority goes to the events in order of their scheduled dates.

Amanda Alice Knapp Roesch has increased her hours to full time, picking up Felice's RE Assistant hours and ten hours from Aisha's portfolio. She is a delightful addition to our team, competent creative and enthusiastic about the principles and purposes of U.U. ism. Along with the exceptional quality of work that Joseph and Chelil are providing as care givers I feel the wholeness and effectiveness of staff is the best it has been during our interim process. Staff will hold their conversations with Christine Robinson and Jonipher Kwong on Tuesday Jan 16th. I have encouraged them to be honest and direct about their experiences to enhance the success of this regional facilitation

I am finding it hard to find time to complete the personnel file reviews and policy needs for termination policy and other admin tasks such as writing up the Q1 reviews for my direct reports. We have held the reviews and it is almost time to complete Q2 reviews. Writing up policies and reviews are a low priority when there are significantly more meetings and direct conversations relating to the current conflict, right relations, and board development needs. The number of conversations and meetings with staff and members to reduce anxiety, and respond to email crisis management is staggering. I am spending 12-15 hours per week addressing concerns directly related to the conflict. It has helped enormously to have Christine and Jonipher to ask questions of and to accept some responsibility. I will directly ask the Board for guidance on prioritizing crisis management over standard programming because the needs of programming and staff have taken less of a priority. I do not feel I can continue that choice and adequately meet programming, staff and new member needs.

Staff morale is high when referring to the staff relations to one another. Our spheres of engagement are complimentary, collaborative and effective. Members comments about "staff" non- collaborative, non-responsive and publicly shaming are difficult when members report directly to Nicole, Amanda and Dianne that "When we are talking about staff, I hope you know we are not talking about you.", which leaves Nicole, Dianne and Amanda in an awkward position of being in the middle of conflict they are not in a place of authority to address directly. I encouraged them to ask Christine Robinson for advice on how to minimize triangulations and encourage direct communication.

I have encouraged staff to initiate a practice of gratitude that I have found helpful for staying engaged and positive, which is to write five to six thank you notes daily to members who are volunteering, communicating directly and offering constructive feedback. I have stressed that this is not about thanking people who agree with us, it is about thanking people who are following policies, process that the Board has constructed, and communicating directly with "I" statements. As staff, we are adhering to the principles of conflict resolution and right relationship taught during the fall workshops. We will continue to affirm and respond to members who also choose to remain within the institutional structure and do the same. One of our greatest challenges and commitments is to continue talking to people not talking about people and using "I" statements and adhere to our covenant of right relations, which we will publish publicly.

By December 1, 2017, ESUC will have an initial 5 to 10 Year Financial Strategic Plan, developed by the Leaders of the Financial Stewardship Team in collaboration with the DFO, ESUC Board, and other ESUC leaders with the understanding that this plan will be reviewed and updated on an annual basis.

I have not attended Financial Stewardship meetings for two months due to travel and meeting conflicts. See Jason's report on their current status. The MET Operating Fund training will take place on Jan 28 and Feb 7th as planned to train up to 60 members to complete One On One conversations with each member of ESUC during a time to be decided. We are holding on the OFD start to the calls until the report from Christine and Jonipher on Feb 18. We will adjust the OFD timeline and messaging for the phone calls after that report to be able to incorporate the report's findings and recommendations in our conversation with members. Budget meetings have started and we will be looking at staffing, compensation, building and grounds needs and other program and financial projections in establishing a goal for the OFD as well as moving towards the goal of membership enhancement and a year round process for operating fund development.

ESUC will be prepared for a Settled Minister by the fall of 2019.

The Zoom calls with Christine and Jonipher have begun. Until they have completed all the conversations with the Board, staff and members I have no way to predict ESUC's readiness to enter into a search process. At the last 1st Saturday conversation it was apparent to me that there is very little appreciation or understanding of the basic tenets of conflict resolution or effective process. The high level of vocal resistance to using "I" statements is indicative of a low level of understanding of the primary principles of conflict resolution and strong resistance to process. At the same time there was very minimal correction from members who do understand the principles of effective conflict resolution. That seems to me to indicate a significant absence of self-differentiation in the membership. I am not sure there is enough self-differentiation to speak up with a different perspective that can influence those who are less self-differentiated and pushing for their preferences. Both those factors will make it challenging to open minds and hearts to what is necessary to resolve conflict.

During the period of 2017-2019, will further enhance the prevailing level of trust through the further development of skills in right relationship, and growth opportunities offered in classes, workshops, trainings, worship, and ongoing support. We will document the processes for transparency, right relationships, anti-racism, and religious tolerance in a behavioral covenant that is supported by all staff and a majority of voting members.

The Right Relationship team will offer a follow up workshop for those who missed the two Saturday workshops. They have accepted applications for the RR task force and are reviewing those applications. Worship on Jan 28 will focus on covenants and right relations to help prepare the congregation for adopting a covenant during worship at a future date to be decided.

One of the most important components of trust includes consistent, transparent, inclusive communication of boundaries, and expectations for behavior. I am going to share my understanding of self differentiated behaviors and ways of sustaining healthy boundaries and interactions with

I was able to offer a two-week course in prayer and meditation for 8 members who registered and were able to complete the time requirements. WE met and meditated for two to three hours' weekday evenings January 2-12. It was rewarding and spiritually grounding for us all. A comment was passed back to me that the class attendance was low because I did not "discuss" the class with others. I was unsure of the meaning of this as I had openly discussed the class since last summer when I received feedback that more spiritual guidance and support was desired. The class was described and marketed in several ways. I am wondering if some of the conflict is directly related to not understanding differing styles of governance, staff roles and communication in a small congregation vs. a mid-size or large congregation. Education about staff roles, effective communication,

governance and leadership development differences in differing size congregations may be helpful for the Board in clarifying and communicating to the congregation. It will be important to have size and institutional structures clarified before going into search for a settled minister. I have been working with the governance, finances and structures assuming ESUC 's intention was to grow back into a large congregation which may be a faulty premise. It may help to deescalate the intensity of emotions around the current conflict by objectively identifying and understanding the underlying motivation for the expressed discontent.

By 2019, we will achieve membership growth (new members and retention) to sustain the church through increased generational and cultural diversity.

Attendance and member engagement is trending slowly and continually down. Several ministers in the PNW have noted the same trends in their congregations. IN congregations large enough to have a membership coordinator on staff have also noted the upsweep in attendance and visitors right after the election and the slow downward trend since. It was somewhat gratifying to know ESUC is not alone in this trend and helped staff to continue to look at our content and programming as well as area statistics. I also think that there is an effect on attendance from the conflict and tension around conflict on Sunday AM's. I have members who disagree with the collaboration Group's intentions who are also staying away from ESUC because they are worn out by being subjected to repeated conversations about what is "wrong". I have met with 3 different couples who apologized for their absence and their weariness of being torn by relationships and loyalties at the church. Two other individuals have left messages letting me know they are happy with the direction of the church and are not attending because of family responsibilities that have taken them out of state. We are planning a new member class for February 11, 2018.

Nicole and I along with other staff have completed the requirements for UUA certification and will have submitted those to the UUA by the Feb 1st deadline. December metrics on Sunday attendance and membership are as follows:

Worship Numbers:

2017/18

December 3: 271 (music Sunday)

December 10: 134

December 17: 179

December 24: 61 (10 am); 200 (4 pm); 113 (7pm)

December 31: 20

January 7: 152

January 14: 169

2016/17

December 4: 199

December 11: 341 (music Sunday – Bob's last Christmas one)

December 18: no total taken

December 24: 142 (4pm); 172 (7pm); 68 (11 pm)

December 25: no official record, but was told about 12

January 1: 80

January 8: 215

January 15: 237

Membership Numbers:

Current Membership: 456

- Marilyn Lawrence passed away January 12, 2018
- Visitors who have filled out forms in December: 9

East Shore social and earth justice activism provides an opportunity to publicly live out our UU principles. In fidelity to these principles, we will measure outcomes each fiscal year to ensure the resources of our community are being leveraged most effectively.

I am continuing to work directly with the ESJCC and have attached the ministry team summaries for December to this report. During the November ESJCC I directly addressed the feedback communicated to me about the ESJCC's concerns with my attendance. I asked the council directly if they felt I was overbearing, or over influencing their process and not needed at their meeting. I asked for direct feedback if they felt I was asserting undo authority and trying to "take over" the council as had been reported to me. We had a direct conversation about my role and if I should continue attending. It was agreed that I added value and was mostly appreciated at the meetings. One person did object to my recent participation in the end of the year contribution letter. Other council members corrected that I had collaborated with them on that decision. I will continue to attend and support the work of the council mindful of my influence, balancing my voice with other's and the needs of the council.

By 2019, we will develop a plan to reduce the environmental impact of our facilities and membership activities. We will also have plans for Emergency Preparedness.

(See Jason's Report)

Link to Interim Appraisal Document

Here is the link to the UUA page with the appraisal. The link is the last item on the page.

<https://www.uua.org/careers/ministers/interim>

Summary of Earth & Social Justice Activities

East Shore Social Justice Ministry Teams – December 2017 Report

ANSWER Nepal

The ANSWER Nepal Ministry leadership team was pleased to learn that Ashmi Rami, who Suzanne Tessaro and Laurie Wick co-sponsor, was accepted into automotive engineering school at Katmandu U. She is one of the first of the ANSWER students let alone females, to be accepted. As University tuition is expensive, Gayle Knoppfer is also contributing to Ashmi's education as well as ANSWER (Intl.) and loans. We also have two new sponsors: Louise Wilkinson and her teen-age grandson, Casey Coat, who are each sponsoring students, bring our total of current ESUC members and friends as sponsors to 44. A meeting is scheduled in January to plan 2018 activities. Submitted by Margaret Hall.

Beloved Racial Justice (BRJ)

The BRJ team held a Flash Stance in Factoria on December 3rd, but took the rest of the month off. The December 10 “Conversation About Race” focused on “what is a racist?” using the last video clip from the Seattle Times “Under Our Skin” video project. The participants also made plans for the new year. Several BRJ members got involved in assisting De-Escalate Washington’s petition to get I-940 on the ballot, which would require Washington State law officers to receive violence de-escalation and mental health training and to provide first aid to save lives, and would amend the standard for justifiable use of deadly force. Submitted by Louise Wilkinson.

Climate Action (CAM)

CAM activities in December were limited to a steering committee meeting on Dec. 4. Anticipated January activities are a steering committee meeting on Jan. 8 and participating in the Letter Writing Faire on January 21 (note: this event has been cancelled). A series of breakfast discussions based on the book Drawdown is planned to begin in February. Submitted by David Chapin.

Congregations for the Homeless (CFH)

In October, East Shore successfully supported the Congregations for the Homeless effort to move men into safe, permanent and stable housing. During October, East Shore provided a site for the Year Round Rotating Shelter along with half the dinners, breakfast, and sandwiches for lunch. 1,043 bed nights with an average of 34.7 men per night were provided. Forty-five individuals spent at least one night at East Shore.

During October, the Congregations for the Homeless organization succeeded in getting three men moved into CFH housing, five into their own rental, and one to stay with a friend or relative.

The Congregations for the Homeless co-chairs, Den Kerlee, Peggy Phillips and Dean Dubofsky, would again like to thank the many people who provided time, money or both. With your help, East Shore worked to end homelessness on the East Side.

Submitted by Dean Dubofsky.

Crossroads Meals

Crossroads Feeding Program continues to provide up to 60 meals for the needy in our community on the first Monday each month. There are a rotating group of approximately 15 volunteers. Submitted by Laurie Wick.

Food Bank - no report submitted.

Earth and Social Justice Coordinating Council (ESJCC)

The ESJCC (Council) hosted a successful All ESJ Team gathering on December 3 after the service. The purpose was to support and unify our teams. At least one representative from all but three groups attended, plus some other members who were interested in learning more. The Teams heard inspiring words of Rev. Dr. William Barber about the intertwining of the love, spirit, and community with justice work, and how the 7 UU Principles integrate all the elements of our mission as well. The teams created a mandala with the Principles at the center and each team’s purpose as a different colored ray around it.

Teams learned more about each other and how their purposes and activities connect as they enjoyed small group conversations and refreshments. The mandala will be displayed in the church.

In response to the Right Relations initiative at East Shore, the Council reviewed its own Covenant and sent some wording from it to the Right Relations Task Force to consider as they develop a covenant for East Shore. The Council is working on recruiting new members to represent both Advocacy and Lifelong Learning. The Council talked about ways to make it easier for parents to attend justice offerings at the church by scheduling events during OWL when parents are free and providing childcare at other times.

The Council is planning to increase its church website presence and encourage other ESJ teams to do the same.

The Council will be hosting three Ware Lectures, the first Van Jones on Friday March 9. Another lecture will be selected for April, and we will live stream the GA lecture in June. We are also working hard to coordinate event calendars with the many social justice teams and with the rest of the church to provide the right amount of balanced offerings. Submitted by Ann Fletcher

Good Start Back to School - No report submitted.

Holiday Giving Tree

We had 300 tags, most were taken and returned. Stragglers were noted and gifts for those tags were bought with available tags.

If we compare this year to last, we had fewer tags taken from the tree and fewer donations. Last year, we had over \$800 in donations to fulfill tags. This year was closer to \$300 (final figure not yet ready). Not knowing attendance for services, it's difficult to say if low numbers reflect attendance or if it was the new position of the tree as it wasn't as 'in your face' as in past years.

All tags were filled with few exceptions.

We did have at least one theft of a gift after receiving it. Holiday Giving Tree meets next week to evaluate this past season.

Submitted by Janet Fleck and Kathie Moritis (co-chairs).

Partner Churches/Khasi Hills

The KHMT team met on a Zoom call in Nov. to discuss the inspirational visit by the Exec. Director of the UUPCC, to share communication with our Khasi partners, and to plan our annual Trinkets and Treasures sale at East Shore. The team met again Dec. 17 to take further steps on the above as well as to start planning the Partner Church service for Feb. 25. Submitted by Barb Clagett.

P-Patch

P-Patch is inactive during the winter and does not have any updates. Submitted by Ann Fletcher.

Second Sunday Share the Plate

Second Sunday was preempted by the Holiday Letter this month, so the Team doesn't have anything to report. Submitted by Jane Sisk.

Women Helping Women (WHW)

WHW continues to provide lots of volunteers to help with Sophia Way meals each month and to work at Lake Hills school tutoring low income children. We are hosting the January 21 Women's Perspective meeting. We will go over all of our projects and a few that are not officially WHW projects, but are wonderful SJ projects led by women. We will have a presentation about our latest UUSC partner project, helping Rohingya refugees. There will be an opportunity for discussion about how best to make a difference in the world, especially for women and girls. Submitted by Laurie Wick.

Director of Finance & Operations – Jason Puracal

DFO Report to the Board of Trustees, East Shore Unitarian Church, January 2018

Consent Agenda

BOT END 1. By December 1, 2017, ESUC will have an initial 5 to 10 Year Financial Strategic Plan, developed by the Leaders of the Financial Stewardship Committee in collaboration with the DFO, ESUC Board, and other ESUC leaders with the understanding that this plan will be reviewed and updated on an annual basis. (It is noted that this effort is well underway, led by the Financial Stewardship Team.)

- I reviewed the financial spreadsheets associated with the 5-Year Financial Strategic Plan, and discussed the edits with the Financial Stewardship Committee during their monthly meeting. Please see Treasurer's report for further details.

1.2. By the Annual Congregational Meeting in June 2018, ESUC will have a plan reviewed and approved by the Congregation for development of the Holly House property that will result in proceeds to ESUC of at least \$1M.

- I attended an in-person meeting of the Holly House Development Task Force. I provided an updated developer-tracking list and discussed status of each potential bidder. We set a date for the HHDTF Town Hall of Feb 11th, and I reserved the space with the Facilities Manager. We discussed the process for Congregational input through a survey, and I am working with the Membership Development Manager to create a digital version to maximize participation. We discussed potential conflicts of interest, and I clarified that my start-up company would not financially benefit if hempcrete were to be chosen by the developer as the material in which to build with. My start-up company is under R&D on a hemp bioplastic, unrelated to hempcrete. I explained that my start-up academically investigated hempcrete for more than one year in 2015/16, so I am familiar with the material and its potential advantages that would align with East Shore's principles and mission. The discussion led to the addition of a green building criteria added to the survey. The Task Force discussed timeline and deadlines, and still believes we can accomplish our responsibilities as written in our Charter. I worked with the Membership Development Manager to update the Q&A section of the HHDTF webpage. During the monthly Financial Stewardship Committee meeting, I reminded the Financial Stewardship Committee their role of independently evaluating Holly House proposals against the 5-Year Financial Strategic Plan, and agreed to facilitate the transfer of material to them once the proposals were received. Please see the HHDTF Liaison (BOT Secretary) report for further details.
- Dave Baumgart and I met with a new potential affordable housing developer, Life Wire, regarding the RFP to answer questions and tour the property.

2. ESUC will be prepared for a Settled Minister by the fall of 2019. The following actions will be complete prior to preparing the information packet for the new ministerial candidates, including:

- *A covenant of Right Relations*
 - *Stable staff (paid / unpaid) to appropriately meet the needs of the church*
 - *Sustainable Finances and preparation for an external audit*
 - *Policy-based governance is fully implemented and accepted*
 - *In the 2018/19 review of ends the Board will be able to define what it means to explore spirituality based on their experience of living our mission and vision statements.*
-
- I met with the Finance Team. We discussed the December month-end statements, implications of moving to calendar fiscal year starting January 2019, a proposed “sponsorship” policy and related tax implications, 2017 contribution statements, credit card readers, WA State law change around sick leave, hiring a new Bookkeeper, Membership benefits through discounted event tickets, and upcoming budget work.
 - The month-end reports created for December 2017 have been emailed to the Treasurer, Financial Stewardship Committee, Finance Team, and other designated recipients. The reports include the Summary Income Statement (see Appendix A), the Detailed Income Statement, and the Balance Sheet (see Appendix B). The Income Statements by Department are presented visually as part of the financial charts (Appendix C), although for more transparency, some of the Departments have been broken down into categories. If any Board Member, or Congregant, would like to see the Detailed Income Statement, or the Summary Income Statements by Department, they can be made available upon request.
 - According to the reports, the total income from donations for December were ~\$20k higher than the 16-year average of pledges, although almost \$35k lower than what was contributed last year during this period. Please note the new account structure groups non-pledge donations with pledges for total income from donations. Our total income was ~\$27,700 more than the 16-year average, ~\$17,600 higher than the 5-year average, and 86% of what was brought in last year during December. Our monthly expenses held steady at \$81,542 compared to last month. East Shore had a surplus for December of approximately \$43k, and year-to-date we are still at a surplus of ~\$185k, providing a ~2.25-month runway of operating expenses.
 - Back payment for November rent was received from the Pacific Northwest School of Music.
 - I ran out budget projections for the rest of the current fiscal year based upon updated numbers from the OFD, the reduced revenues from the Auction, year-to-date income/expenses, changes in personnel, and assumptions aligned with the budget. It appears we are on track to breakeven on our budget. This is due to several factors including higher than expected rental income, and lower than expected facilities and personnel expenses.
 - The Finance Team with assistance of the Membership Development Director mailed out 2017 Contribution Statements to all donors.
 - East Shore LIVE has requested a credit card reader, such as Square, to accept payments at events. The Finance Team discussed whether we could use an option from Chase that would link to our bank account, or we needed to use an option from Vanco that linked to our accounting system. It was determined that the question should be posed to ACS for further guidance.
 - The Finance Team also conveyed to East Shore LIVE that ticket prices should reflect a benefit to ESUC Members, i.e. a discounted price for Members, higher price for non-members. This is an intentional effort that should be implemented at every opportunity at East Shore across multiple departments.
 - With the current anxiety level in the church by a small group of members, and their pushback about investigating a potential calendar fiscal year, the Finance Team came to the conclusion that there is not an urgency to switch by January 2019. Nevertheless, as was previously planned, the budget input process from all teams can be used to also gather input on potential impacts of a calendar fiscal year to each group at East Shore. The Financial Stewardship Committee agreed that it was important to not stop the process of investigation because of the potential benefits to the organization as a whole.

- The Finance Team received word from the Earth and Social Justice Coordinating Council that they plan to gather budget inputs from each of the Ministry Teams they collaborate with. It is in the intention to use the organizational structure to gain efficiencies, remind groups of the changes to our accounting practices, reinforce the org structure and policy based governance to gather budget inputs this year. The Finance Team and Budget Team will provide the spreadsheets, historical data, and script/questions for budget gathering to ESJCC and others. The fiscal year impact issue will be included with the questions. In addition, I will be available for support to all groups during this process as it is still relatively new to East Shore.
- The Finance Team received word from the Personnel Committee that the sick leave laws in Washington State were changed, and the new laws take effect January 1, 2018. After review of the new laws, it was determined that for the most part, East Shore provides sick leave benefits above the state recommendation. Two changes that East Shore is required to implement include:
 - The manner in which we calculate accumulated sick leave. Previously we have calculated based upon the semi-monthly pay period. We are now required to calculate based upon a 40-hour workweek. As our accounting system is still set for the bi-monthly pay period, we can most easily accommodate this law by increasing the hours accumulated to 4.5 hours per month per FTE.
 - The new law requires sick leave benefits to apply to all employees regardless of number of hours per week. Previously, East Shore only offered this benefit to employees at 20 hours per week and above. While we currently do not have any employees less than 20 hours per week, this will be noted in the Personnel Manual by the Personnel Committee and in our accounting systems for any further employees.
- The Finance Team continues to increase our understanding of how to maintain East Shore's property tax exemption status and continue efforts of Ministry Teams. Further correspondence with the Department of Revenue has led to more questions. We are awaiting another response, and are seeking guidance from tax professionals. We are also considering further outreach to other churches to compare notes. I have registered for a workshop on non-profit law hosted by Perkins Coie in Seattle on January 24th. We still plan to write up a formal summary of all findings to the Board and Congregation once completed. I explained the related tax law background context, and current status of the proposed policy on sponsorship, to the Financial Stewardship Committee during their monthly meeting.
- The Finance Team outlined a process and timeline for hiring and training of the Bookkeeper. The Personnel Committee was contacted with this information, and they responded with their responsibilities from an oversight role in alignment with their Charter. The open position was posted on multiple websites including East Shore's, and after three days, we have had 14 interested applicants. I conducted phone screening calls with 5, and have in-person interviews scheduled this week and next with the same. Qualified candidates will have references checked, be invited for a second interview, and requested to take a written accounting exam. Top candidate(s) will then meet with the rest of the Staff informally to assess fit with the team. Current expectation is to hire by February 1st, and complete training by February 28th.
- The Membership Development Manager and I met with a representative from Pacific Office Solutions. They solicited us to potentially buy out our contract on our Xerox copier, and service us with a comparable machine at a lower cost. They are unable to offer us anything better than we currently have right now.
- After receiving an email from the office of our endowment fund manager stating the 2017 Q4 reports were available to view on their website with login information that I did not have, I spoke with someone from their office to clarify that our Endowment Chair has stepped down, and the new Chair needed to be given access to the reports. I have passed this information on to the new Chair of Endowment and the BOT Treasurer. See Treasurer's report for further details.

3. *During the period of 2017-2019, will further enhance the prevailing level of trust through the further development of skills in right relationship, and growth opportunities offered in classes, workshops, trainings, worship, and ongoing support.*

We will document the processes for transparency, right relationships, anti-racism, and religious tolerance in a behavioral covenant that is supported by all staff and a majority of voting members.

- I met with Board Member, Jerry Bushnell, to answer questions about my December Board report. I appreciate Jerry coming directly to me with his concerns.
- All Staff, including myself (except the Interim Minister, one Caretaker, and our Childcare employee), participated in a conference call with the UUA Regional Staff regarding the current conflicts at the church.

4. *By 2019, we will achieve membership growth (new members and retention) to sustain the church through increased generational and cultural diversity.*

- Social Media Metrics:
 - *Yelp for December:*
 - 16 User views
 - 6 user leads
 - *Google My Business Report for November:*
 - 29,880 people found us on Google
 - 9 people called
 - 307 asked for directions
 - 154 visited the website

6. *East Shore social and earth justice activism provides an opportunity to publicly live out our UU principles. In fidelity to these principles, we will measure outcomes each fiscal year to ensure the resources of our community are being leveraged most effectively.*

- While on vacation in Miami, FL, I visited three UU congregations:
 - [Universalist Unitarian Church of Miami](#)
 - The Administrator did not respond to my emails, so I showed up at the church on a Saturday afternoon to attend a Social Justice Committee meeting. Unfortunately, they just switched to a new calendar program that is set up to display each week Monday through Sunday and does not have the day of the week listed. I assumed it was a traditional Sunday to Saturday calendar, and consequently showed up on the wrong day for the meeting. I did, however, have an opportunity to tour their grounds (approximately 5 acres), and speak with the Sexton. Most of the property is unused/in preservation, and they are in the process of remodeling some of their classrooms to rent a significant portion of their education building to an external French school.
 - [All Souls Miami](#)
 - This church is on the opposite end of the scale compared to ESUC given that it has ~40-50 members, no building, uses space in a Jewish synagogue, has an annual budget of \$7k, and until recently only met two Sundays per month. I attended and participated in a Sunday worship service. I was able to speak with the Board Secretary, President, and the Minister. The Minister is a professor at a University, so donates his time. He has scaled up four congregations in his career, the largest was up to 2300 people. My biggest take away from our discussion was his advice to offer more than one type of

service on a Sunday. He currently offers an intimate, meditative service at 8:30am, and a more traditional service at 11am, followed by a potluck. He said it doesn't matter how many people come to each service, however offering variety will bring together multiple groups of people and increase membership numbers.

○ [Unitarian Universalist Church of Ft. Lauderdale](#)

- This church has about 230 members, approximately half of what it used to have, and currently has a Developmental Minister. While my attempts to have a one-on-one conversation with the Developmental Minister failed, I was able to speak with the Director of Religious Education. It was interesting to learn that there was a fracture in the congregation that resulted in a new church being formed elsewhere, thus the reduction in numbers. The current demographics of the church are ~20% people of color, and increasing diversity is an ongoing goal. I also attended their Kwanza celebration service, in which Dr. Tameka Bradley Hobbs conducted the sermon. Dr. Hobbs is a professor at a local university and her expertise is in the history of racial violence in the US. She tied the principles of Kwanza to historical context around racial issues. I stayed for the meal, and the Q&A session with Dr. Hobbs afterwards, which became an interesting discussion with several people of color who were visiting from the neighborhood. I purchased the three books of Dr. Hobbs (two children's stories) for East Shore's library.
- I have registered to attend the Finding Your Way Home conference for UU religious professionals of color March 14-17, 2018.
- In anticipation of a potential congregational vote on the development of the Holly House property in such a way that places restrictions on the property aligned with East Shore's earth and social justice values, I have registered for the annual UnConference on May 1-4, 2018 hosted by the International Living Future Institute (ILFI). ILFI are the creators of the Living Building Challenge (among other certifications) that the Bullitt Center in Seattle was designed around.
- I attended the Innocence Project Northwest Board meeting as Treasurer.

7. By 2019, we will develop a plan to reduce the environmental impact of our facilities and membership activities. We will also have plans for Emergency Preparedness.

- I attended the Facilities Team meeting. We discussed the various Grounds projects underway, cleaning of the Sanctuary roof, dead Madrona trees on our property along SE 32nd St., and any other tree removals that would be necessary. We also discussed the Spring Hall roof repair, updating the Administration building A/C bids, the campus LAN project, the security cameras project, parking lot lights, smart classrooms, and reserve data analysis expenses for 2018.
- The Caretakers were able to clean all debris off the Sanctuary roof. For the past two years, we have paid more than \$800 per year to clean the Sanctuary roof using an outside contractor because the roof surface is very slick when wet and cold. If the Caretakers are able to consistently maintain the roof and gutters free of leaves and pine needles, we should be able to save this expense. They are using the harness and tie-in ropes as safety precautions.
- Grounds believes we can cut down the dead Madrona trees along SE 32nd St ourselves. The challenge will be the non-live wire from PSE and live wire from Comcast that is tangled in the branches. We plan to advise Comcast of this issue once again to see if they will assist. No other trees on campus are planned for removal at this time.

- Both the external and internal parts of the Spring Hall roof have been repaired from the damaged caused by the windstorm. We are waiting for the final invoice, however the total expense should be ~\$4k. The claim to Church Mutual was processed, and we received a check for \$7,865, however the check was made out to ESUC, BECU, and Chase Bank. Church Mutual says we need to update our mortgage documents with them to remove Chase, however we will still require an endorsement from BECU to deposit the check.
- LoadStar came to re-evaluate our Administration building for A/C addition per the Fund-A-Need raise during the auction. We also plan to update the bid from MM Conform Systems.
- LoadStar also performed our six month maintenance on all HVAC systems on campus per our contract.
- Schindler performed routine maintenance on the elevator per our contract.
- The campus local area network install has been completed. There is now designated ESUC Guest and ESUC Staff wifi in all buildings on the main campus. Next step is to renegotiate the contract with Comcast for speed and bandwidth. We plan to cancel two of the three contracts, and up the speed for our primary account that now covers the campus. Thank you to Roger Bruist for lending his expertise in the design of the system and programming the equipment, and thank you to Ralph Lutz and Lee Winstrom for installing the equipment over multiple days.
- Advocate Telecom was able to repair the problems with the termination of wires for the security cameras added in the lower parking lot. The system is up and running. One camera was damaged during install, and Facilities Team will discuss repairing during the next meeting (it is still functional, just not sealed against water, so a plastic bag was put over it for now).
- The lower parking lot lights have shorted out. The electricians who installed the equipment as subcontractors for the company we purchase from came out to repair, however the problem persists.
- The expense list for 2018 from the Reserve Data Analysis was completed and approved. I will put Chair of Facilities in touch directly with the company who completed the analysis to pass along this information and other feedback we gathered over the last year so that the analysis can be rerun. The updated analysis will be given to the Endowment Com., Financial Stewardship Com., and Budget Team.
- A few examples of smart classroom technologies were shared and discussed by the Facilities Team. A plan was set to continue to collect more information.
- After seeing that our water bill was as high as it is during the summer time, I discuss with the Facilities Manager and Caretakers that I believed we had a water leak somewhere on the campus. The next day, the Caretaker and I discovered the Admin bathroom toilet running, and one stall in the Education building women's bathroom running. Subsequently, the other toilet in the Education building women's bathroom was not flushing properly. Bellevue Plumbing was able to repair the first two problems, and ordered the part for the last.
- I met with Taylor Cundiff to review his final report on the Eagle Scout project he completed between the Admin and Multi-Purpose buildings. Taylor and all the volunteers did an excellent job, and I signed off on his report so he could continue on his path of obtaining his Eagle Scout designation.
- The volunteer computer in the reception area was continuously crashing. It was discovered by Brett Hill that a recent update by Microsoft had a bug related to the type of processor in the computer. After multiple attempts to repair and stabilize the situation, it was determined that the computer was too old to continue to put efforts towards repair. We switched over the second volunteer computer which is not used often to maintain the workstation, and Amanda worked to migrate the files.
- Paper towel holders were purchased for all Education building classrooms that allow us to purchase bulk, kraft paper towels. This will reduce our footprint in number of shipments of supplies, allow all paper towels to be composted, and minimize maintenance and ordering time for the Caretakers.

Discussion Agenda - None at this time.

Respectfully Submitted, Jason Puracal
Director of Finance & Operations

Appendix A: FY 2017/18 Dec Summary Income Statement

East Shore Unitarian Church
Monthly Income Statement - Summary
July to December 2017

Date : 01/16/2018
Time : 10:34:05 PM

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget Remaining (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget Remaining (This Year)	Annual Budget (This Year)	% of Annual Budget Used (This Year)
Revenues								
Income - Donations	99,886	62,750	(37,136)	458,349	376,500	(81,849)	753,000	60.87 %
Income - Program Fee Pmts	1,027	500	(527)	15,072	3,003	(12,069)	6,005	250.99 %
Income - Fundraising Event Pmt	0	5,646	5,646	38,953	33,875	(5,078)	67,750	57.50 %
Income - Facilities Rental Pmt	22,612	13,290	(9,332)	103,904	79,680	(24,224)	159,360	65.20 %
Income - Dept Activities Pmts	938	6,747	5,809	28,727	40,480	11,753	80,961	35.48 %
Income - Other	6	3,950	3,944	46,535	23,697	(22,838)	47,394	98.19 %
Total Revenues	124,469	92,872	(31,597)	691,540	557,235	(134,305)	1,114,470	62.05 %
Expenses								
Payroll Expenses								
Wages	38,845	44,796	5,951	266,040	268,777	2,737	537,553	49.49 %
Payroll Taxes	4,326	3,382	(944)	21,024	20,289	(735)	40,579	51.81 %
Payroll Benefits	12,581	8,853	(3,728)	54,932	53,120	(1,812)	106,240	51.71 %
Total Payroll Expenses	55,752	57,031	1,279	341,996	342,186	190	684,372	49.97 %
Program Expenses	3,636	8,276	4,640	23,836	49,658	25,822	99,317	24.00 %
Administrative Expenses								
Facilities Expense	7,277	9,219	1,942	32,359	55,313	22,954	110,626	29.25 %
Business Expense	3,094	4,710	1,616	31,001	28,260	(2,742)	56,519	54.85 %
Office Expense	2,140	2,381	240	12,266	14,285	2,019	28,570	42.93 %
Fundraising Expense	120	1,542	1,421	7,257	9,250	1,993	18,500	39.23 %
Advertising & Marketing	52	243	192	908	1,460	552	2,920	31.11 %
Interest & Loan Expense	9,470	9,470	0	56,839	56,823	(16)	113,645	50.01 %
Total Administrative Expenses	22,154	27,565	5,411	140,631	165,390	24,759	330,781	42.51 %
Total Expenses	81,542	92,872	11,330	506,463	557,235	50,772	1,114,470	45.44 %
Net Total	42,927	0	(42,927)	185,077	0	(185,077)	0	0.00 %
Other Revenues								
Designated Revenues	14,193	0	(14,193)	96,768	0	(96,768)	0	0.00 %
Restricted Revenues	(11,850)	0	11,850	5,100	0	(5,100)	0	0.00 %
Revolving Revenues	0	0	0	0	0	0	0	0.00 %
Total Other Revenues	2,343	0	(2,343)	101,868	0	(101,868)	0	0.00 %
Other Expenses								
Designated Expenses	0	0	0	55,251	0	(55,251)	0	0.00 %
Restricted Expenses	0	0	0	5,000	0	(5,000)	0	0.00 %
Revolving Expenses	0	0	0	10,161	0	(10,161)	0	0.00 %
Total Other Expenses	0	0	0	70,413	0	(70,413)	0	0.00 %
Net Operating Total	45,270	0	(45,270)	216,532	0	(216,532)	0	0.00 %

Appendix B: FY 2017/18 Dec Balance Sheet

Date : 01/05/2018
Time : 7:19:37 PM

**East Shore Unitarian Church
Balance Sheet
December 2017**

Page : 1

Accounts

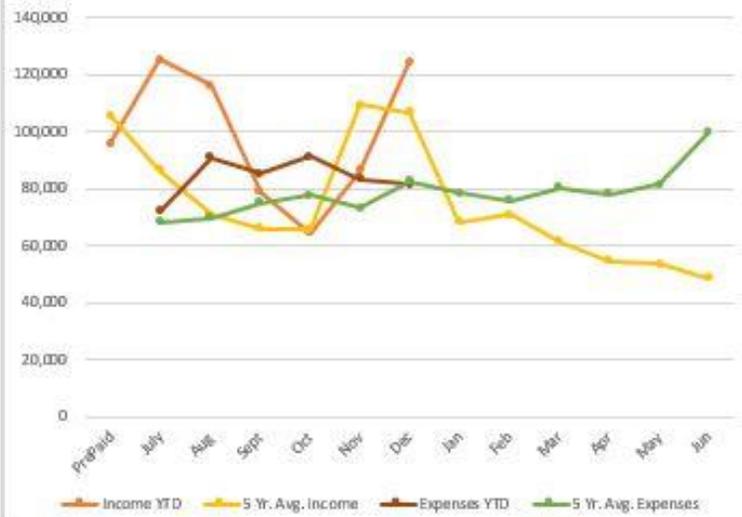
Assets		
Current Assets		
Cash & Investments		
1-1000 - Petty Cash	\$100.00	
1-1010 - Checking - Chase	\$118,990.87	
1-1030 - Brokerage - Schwab	\$88,068.03	
2-1010 - Checking - Chase	\$23,429.67	
3-1010 - Checking - Chase	\$145,304.46	
3-1040 - Endowment Money Funds - Schwab	\$25,300.23	
3-1070 - Endowment Investments - Schwab	\$1,314,771.71	
4-1010 - Checking - Chase	\$33,400.00	
Total Cash & Investments	\$1,749,364.97	
Total Current Assets		\$1,749,364.97
Contra Assets		
1-1600 - Building Loan Contra Account	\$842,572.21	
Total Contra Assets		\$842,572.21
Total Assets		\$2,591,937.18
Liabilities, Fund Balance, & Restricted Funds		
Liabilities		
Current Liabilities		
1-2020 - Other Collections Payable	\$1,782.50	
1-2110 - Wage Accruals Payable	\$13,404.91	
1-2210 - Sales Tax Payable	\$2,394.70	
1-2500 - Building Loan - Current	\$76,200.00	
4-2020 - Other Collections Payable	\$11,850.00	
Total Current Liabilities		\$105,632.11
Long Term Liabilities		
1-2700 - Damage Deposits - LT Rentals	\$4,500.00	
1-2750 - Building Loan - Long Term	\$766,372.21	
4-2710 - Other Collections Payable - LT	\$11,450.00	
Total Long Term Liabilities		\$782,322.21
Total Liabilities		\$887,954.32
Fund Balance		
2-3000 - Fund Balance - Ministry	\$3,675.22	
2-3010 - Fund Balance - Membership	\$7,640.69	
2-3020 - Fund Balance - Social Justice	\$7,784.50	
2-3030 - Fund Balance - Lifelong Learning	\$8,797.09	
2-3040 - Fund Balance - Finance & Facilities	\$3,365.26	
2-3050 - Fund Balance - Market & Dev	\$2,328.27	
3-3000 - Fund Balance - East Shore Housing	\$42,818.02	
3-3020 - Fund Balance - Endowment	\$1,288,182.02	
3-3040 - Fund Balance - Facilities Reserve	\$18,627.49	
3-3050 - Fund Balance - General Reserve	\$90,143.37	
3-3060 - Fund Balance - Memorial Garden	\$4,088.79	
4-3000 - Fund Balance - Grounds	\$2,000.00	
4-3010 - Fund Balance - Gallery	\$8,000.00	
Excess Cash Received	\$216,532.14	
Total Fund Balance and Excess Cash Received		\$1,703,982.86
Total Liabilities, Fund Balance, & Restricted Funds		\$2,591,937.18

Appendix C: FY 2017/18 Oct Financial Charts

FY 2017/18 Dec Operating Revenues vs. Expenses



FY 2017/18 Cash Flow by Month



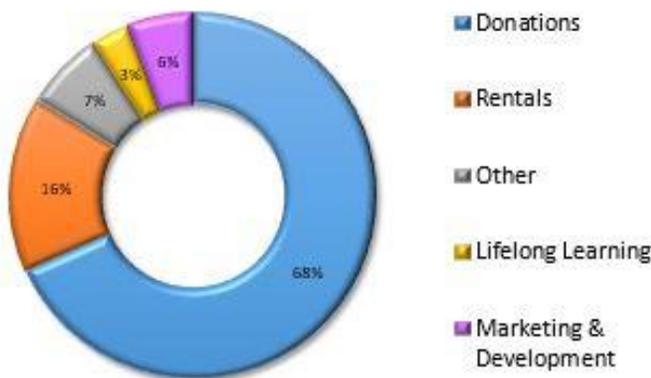
FY 2017/18 Dec YTD Operating Revenues



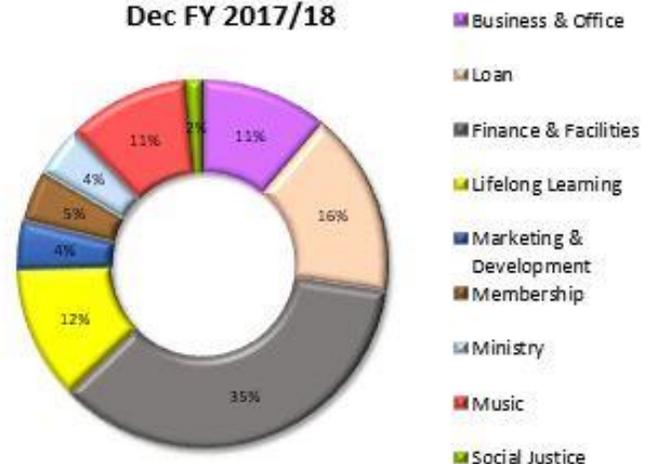
FY 2017/18 Dec YTD Operating Expenses



Income Catagorized YTD Dec FY 2017/18



Expenses Catagorized YTD Dec FY 2017/18



Director of Lifelong Learning – *Aisha Hauser*

Children and Youth

The start of the new calendar year has been an extremely busy one. As of January, we have four Our Whole Lives programs running simultaneously. The year long 7-9th grade, Kindergarten-1st grade, 10-12 grade and a parent class each week. OWL continues to be one of our most important and in demand programs. We have several families who are not members of ESUC enrolling their youth/child in OWL. One family who are members of the United Church of Christ and live in Monroe, WA are driving an hour each Sunday because ours is the only congregation within driving distance offering the high school OWL program. We are fortunate to have so many qualified and fully trained OWL leaders.

Amanda Alice coordinated a youth overnight event open to any youth group within driving distance of ESUC. Part of the programing was open to the public and featured a social justice workshop by the poet/activist, J. Mase III. A few members of ESUC and people who saw the advertisement through social media attended. We had approximately 35 youth and their sponsors attend the overnight and an additional 10 people attended the evening program.

I'm working with Amanda Alice on streamlining the 30 hours she is working for different aspects of religious education. She is a genuine joy to work with and eager to collaborate.

Right Relations Task Force

It has been inspiring to see many groups engage in the right relations template that was sent out. RRTF has invited folks to read the guideline recommendations as a group and make them their own. The Board has been invited to do this as well.

Louise Wilkinson will be writing a separate report to the Board that includes the list of people the Task Force determined met the criteria for the Right Relations Mediation Team. The RRTF has been having engaging and collaborative discussions about all aspects of how Right Relations can strengthen the community. We had 12 people apply below are the qualifications that were included on the application.

Qualifications:

Members of the East Shore Right Relations Mediation Team should:

Have significant professional experience in interpersonal communications and facilitation.

Exhibit consistently the skills of Emotional Intelligence: Self-Awareness, Self-Management, Social Awareness/Cultural Literacy, and Relationship Management.

Have attended Right Relations training sessions or have alternative formal mediation training.

Be known in the church to be fair and unbiased.

Have a history of attempted peace-making rather than conflict enhancement.

Exhibit a fundamental kindness and compassion for others.

Be aware of their own preferred conflict style and be able to flex to adjust to other conflict styles.

Applicants must commit to:

Following all guidelines on the RR Guidelines template (see Template, attached).

Advanced training in Right Relations mediation.

Holding perspectives of all persons involved in any conflict as equally potentially valid.

Examining my own automatic stereotypes, stories about people I know and don't know, and assumptions about my own objectivity and rightness.

Fundamental humility, acknowledging at all times that "I could be wrong."

Seek, in every controversy, the best solution for each and every party and for their relationship, and to strengthen East Shore as a beloved community.

Anticipated Time Commitment

Although the commitment will develop, there will be at least one more training session of four hours. The RR Mediation Team will meet once a month to strengthen cohesion amongst the group and share learning. The RR Mediation Team will be called upon as needed to conduct mediation sessions. The RR Mediation Team will receive consistent support from the RR Team.

Respectfully submitted,

Aisha Hauser

Liaison Reports

Nominating Committee

Update from the Nominating Committee - Connie Hirnle, Chair

Board Members,

The Nominating Committee wants to thank each of you for your commitment and dedication to East Shore during 2017. It has truly made a difference during this time of transition.

1. We look forward to partnering with the Board during 2018. We plan to attend the January Board meeting to discuss our process and answer any questions, as we develop the slate for 2018-19. We heard that the meeting date was changed to January 23rd, correct?
2. Below you will find the schedule we have developed based on the Bylaws and our Charter. To meet deadlines, we have developed 2 forms (also below) where congregants can self-nominate or suggest others who would be potential leaders for East Shore next year. We hope to announce this in the blast and be available to answer questions following the services in January.
3. We would like to develop an information packet for each position on the slate. Could each of you list the tasks and qualities that are essential to your Board position by January 9th? Our next meeting is on January 10 and this information will assist us in developing screening criteria.

Warm regards, Nominating Committee Connie, Bill, Manny, Kirstie and Katie

Timeline for 2018 Slate

November /December- Develop Skills Spread Sheet for each vacancy

Info packet for each position including responsibility, meeting and retreat times

Revise Application/ interest form

Advertise in different media to recruit

	Meet with key stakeholders (BOT, Staff to get feedback of process and potential candidates
January	Create list of potential candidates/ prioritize Begin discussions with potential candidates Encourage submission of applications
February 20	Submit list of potential candidates to BOT for feedback
March	Finalize Candidates
April 3	Submit final slate to BOT (information only)
April 29	Publicize slate to the congregation
May 13	Self Nominations due
June 3	Annual Meeting

Invitation to Leadership

IMPORTANT MESSAGE FROM YOUR NOMINATING COMMITTEE

East Shore’s Nominating Committee is looking for people who want to serve the church!

Your Nominating Committee for this year includes Connie Hirnle (chair), Bill Austin, Kirstie Lewis, Manny Brown, and Katie Edwards.

We especially need great leaders during this time of transition for East Shore. We are hoping to receive many Indications of Interest in Board positions, Nominating Committee, and other standing committees of the church (Personnel, Finance, Endowment, etc).

Your church needs you to help take us into the future. Please consider completing the Indication of Interest form which follows. It can be submitted in a sealed envelope to the church office, or emailed to chirnle@gmail.com .

For consideration for the 2018-19 Board or Nominating Committee positions, we need to have your information no later than January 30, 2018. During February and March, we will contact everyone who has expressed an interest in order to discuss further details. Please contact Connie (phone 425-562-1998 or email) with any questions or concerns about the process.

Indication of Interest in East Shore Leadership Positions for 2018-19

Name: _____

Phone: _____ Email: _____

Best way & time to be reached? _____

I am interested in:

6. Able to use mature interpersonal skills to work with the Senior Leadership Team (SLT), other members of the Board, the staff, and leaders and members of the congregation.
7. Eager to share creative ideas and unbiased assessments of the present health of the congregation; past moments of glory or missteps; and future dreams of where we are going.
8. It is noted that under state law, each member of the board has a fiduciary responsibility to the membership of ESUC.

Attention – the Nominating Committee is looking for people who want to serve the church!

Is there a member of the church who you think would be great in a leadership position? If so, please complete this form so the Nominating Committee can follow up. Please contact Connie (phone 425-562-1998 or chirnl@gmail.com) with any questions or concerns about the process.

Your Suggestion for Potential ESUC Leadership Positions for 2018-19:

Name:

Phone/Email:

Qualities you think would make them an outstanding leader:

2018-2019 Open Positions (Please check the role(s) that would be a good match for this person):

Board President Board Vice President Board Trustee at Large Nominating Committee Member

Your name (optional):

Please submit this form via email to chirnl@gmail.com or to the church office in a sealed envelope. This information will be reviewed by the Nominating Committee for developing the slate of candidates for the Congregational Business Meeting in June 2018 and may be kept for consideration in future years. All information shared will be kept confidential.

Thank you for your input!

Right Relations Guidelines Template

We, on the _____ East Shore team/committee/task force, agree that we will try to use the deep and spiritual learning we gained from the Right Relations trainings, as well as the inner wisdom we all carry, to guide our approaches and actions as we interact together. We recognize that our immediate emotional reactions will never completely conform to our highest ideals, but we can stop ourselves before we have a negative impact on others, and choose our actions.

1. How will I hold others on my team in my heart and mind?

For example:

I will hold others as wise and caring.

I recognize the worth and dignity of each person.

I will hold others as full of complexity and stories I will never fully know.

I will hold others as full of divine light.

2. How will I hold myself in my heart and mind?

For example:

- I will hold myself as capable of being the best person I can be.
- I will hold myself as wise, curious and open.
- I will hold myself as only one of the perspectives on truth in this room.
- I will hold myself as capable and desirous of seeing more perspectives than my own.
- I will hold myself as open to learning the when I feel uncomfortable.
- I will hold myself as possibly wrong!

3. How will I share?

For example:

- I will share honestly but kindly.
- I will speak only from my own experience, not generalizing about others.
- I will share with the knowledge that I could be wrong.
- I will share realizing that I could be hurting someone, and be aware of the impact and acknowledge it, and learn from it.

4. How will I listen?

For example:

- I will be deeply curious.
- I will listen with both head and heart.
- I will seek to understand before being understood.
- I will listen to hear the other person's deeper intent, meaning, feelings, and values.
- I will listen to learn something new.
- I will listen to be transformed.

5. How will I deal with frustration and anger?

For example:

- I will slow down and reflect on the source within me.
- I will seek to learn from my reaction.
- I will count to 10 before acting.
- I will breathe deeply and seek calm.
- I will share that I am frustrated, but not blame or visit my frustration on others.
- I will become curious about my own triggers and about others' interests and values.
- I will think carefully about alternative perspectives that could reframe my perspective and reactions.

6. How will I deal with conflict?

For example:

- I will reflect, reframe, and ask open-ended questions, seeking to enable the other person to feel heard, and for me to fully understand.
- I will try to think about what the other person's interests and values are.
- I will try to discern my own emotions, interests and values.
- I will try to understand what is at stake for others and for me.
- I will try to seek a common good.

7. How will I be accountable?

For example:

- I will own my part in difficult situations and relationships.
- I will take responsibility for my actions and my mistakes.
- I will hold myself accountable for using conflict constructively to support a stronger team, church and relationships.
- I will hold myself accountable to reduce gossip and building of cliques.
- I will hold myself for observing, rather than creating truth.

8. How will I use email and social media?

For example:

- I will use my messages for efficient and clear communication.
- I will hold receivers of my messages as fully human, and use empathy to try to understand the impact before I send a message.
- I will never use messages to discredit someone.
- I will recognize when a relationship or situation has become difficult and messages are likely to be misinterpreted, and continue the communication by phone or in person.
- When I interpret a message as hurtful or negative, I will communicate with the sender in person.

Policy and Governance Com Charter Tracking Table

Charter Tracking (Updated January 11, 2017) **Current Focus of P&G**

Board Committees	Notes in P&G	Date Board Approval
Policy & Governance Standing Committee	Submitted, Approved	9-19-17
Nominating Standing Committee	Submitted, Approved	9-19-17
Personnel Standing Committee	Submitted, Approved	10-17-17
Financial Stewardship Standing Committee	Submitted, Being revised	
Endowment Sub-Committee	Submitted, Being revised	
Holly House Development Task Force	Submitted, Approved	11-21-17
Right Relations Task Force	Submitted, Revised, Approved	12-19-17
Ministerial Search Task Force		
Core Teams-Minister		Date of Staff Approval
Archives	Submitted, Being revised	
Worship/Earth Based Celebrations	Submitted	
Extended Families	Moved to Caring Coordination Gr.	
Lay Pastoral	Submitted, Being revised	

Earth and Social Justice Council	Submitted, Revised, Approved	
ANSWER Nepal	Submitted	
Beloved Racial Justice Ministry Team	Submitted, Being revised	
Climate Action Ministry Team	Submitted, Being revised	
Congregations For the Homeless M. T.	Submitted, Needs Revision	
Food Bank MinistryTeam	ESJCC contacting to support	
Good Start Back to School Ministry	ESJCC contacting to support	
Holiday Giving Tree MinistryTeam	ESJCC providing assistance	
Meaningful Movies	Submitted	
Partner Church Khasi Hills Ministry Team	Submitted, Being revised	
P-Patch Ministry Team	Submitted, Needs Revision	
Second Sunday Sh. Plate Ministry Team	Submitted, Being revised	
Women Helping Women Ministry Team	Submitted, Being revised	
Core Teams-Commun. and Membership Dev. Manager (Nicole reports to)	(Ann working with Nicole)	
Connection Teams (Minister)	Submitted, Being Revised	
East Shore Live (DFO)	Submitted, Approved	11-21-17
Gallery-Art on Campus (DFO)	Submitted, Being Revised	
Membership (Minister)	Submitted, Being Revised	
Membership Development (DFO)	Submitted, Being Revised	
Seabeck (Minister)	Being drafted (Nicole)	
Women's Perspective (Minister)	Nicole checking with chair of WP	
Outreach (DFO)	Submitted, Being Revised	
Auction (DFO)	Submitted, Being Revised	
Core Teams-Facilities Manager Dianne Upton and DFO	Notes	Date of Staff Approval
Facilities	Submitted, Approved	1-10-17
Grounds	Submitted, Approved	11-21-17 (Board)
Memorial Garden	Submitted, Approved	11-21-17 (Board)
P-Patch	Submitted, Needs revision	
Flower	Check with Dianne (Ann)	
Ace Media Crew (Hardware)	Clarify this w/other Ace MC charter	

Core Teams-Director of Lifelong Learning		
Adult Programs	To become New Life Long Learning Team (Aisha will submit charter)	
Chalice Players	No longer a team per Aisha	
Children and Youth	To become New Life Long Learning Team (Aisha will submit charter)	
RE Teachers	Checking with Aisha (Ann)	
Core Teams Music Director		
Choir	Eric Lane Barnes working on	
Ace Media Crew (Production)	Submitted, Needs revision	
Caring Community Groups Minister and Caring Coordinator (Milly Mullarky)	Common Charter Revised and Approved	1-10-17
Adult Children of Aging Parents		
Collaboration Builders		
Covenant Circles Men's Support		
Extended Families		
Helping Hands		
Parents of Trans Youth		
Parkinson's Disease Support		
Widows Flying Solo		
Affinity Groups (Social/Topic) Minister and Membership Manager (Nicole)	Common Charter Revised and Approved	1-10-17
Bridge		
Changes (Evolution of Grief Group)	Men's Breakfast	
Coffee Klatch Parents of Teens	Military History	
Guitar Jam	Women's Friendship	
Library	4 th Wednesday Book Discussion	

Personnel Committee - Jerry Bushnell

1/11/2018

For consent agenda:

The personnel committee requests board approval for Holly Morris to join the personnel committee

Informational:

- Due to an earlier than usual personnel committee meeting in December, the committee has not had a meeting since the previous board meeting.
- An exit interview was done with Felice Nightingale
- There were no submissions to the congregant to staff feedback process, one congregant did ask Grace Colton about it and she sent the congregant a form
- Personnel committee members are working to clarify the overall role of the committee, based on our charter

Holly House Taskforce – David Baumgart

Holly House Development Task Force – Board Liaison Report, David Baumgart

Jan 13, 2018

The HHDTF met on Thursday, Jan 11 to review the status of the RFP that has been issued to 25 different organizations. 18 of these org's are focused on affordable housing. For each of these org's, Jason followed up with a phone call or email.

We continue to update the FAQs section on our website with questions and responses:

<http://esuc.org/connection/member-groups/holly-house-development-task-force/>

Based on correspondence with many of the bidders, we now expect about 8 responses.

Status and updates on current bidders – Jason ran quickly thru the list of all 25 org's that he has now been in contact with. We have heard that Habitat for Humanity was a definite "No" when we let them know we expected to net at least \$1 million in proceeds from the sale.

The following org's have indicated they will provide an **"Affordable Housing" proposal**:

- Attain Housing,
- Homestead,
- Congregations for the Homeless - CFH, and
- Life Wire.

The following org's have indicated they will provide a **"Market Rate" proposal**:

- Green Canopy Homes,
- Connor Homes,
- 1 or 2 Kidder Matthews clients,

Therefore, we are expecting up to 8 proposals on or about Jan 31. Several other organizations have submitted questions, but it is not clear if they will respond with a proposal. The task force is now planning for a Feb 11 Town Hall to brief interested members of the congregation on the status of all received proposals.

The task force has set Jan 31 as the due date for responders to our RFP. In February, we will be establishing the weighted criteria that will serve as a guide for evaluating the various responses we may receive, based in part, on a survey of interested congregants. We agreed to include a "Floor" of \$1 million in net proceeds within the FAQs (see Interchange with Habitat for Humanity, below). This aligns with our Ends Statement, 1.2

Timeline: Jan thru April, 2018

To recap, here is the current timeline of milestones and events:

- Done – January 11 – Team Meeting (Marcy chaired this meeting)

- Done – Jan 12 – onsite meeting and “walk around” with Life Wire (Jason hosted this meeting)
- Done – Submit article for February Beacon (Dave)
- Remainder of January – Receive proposals from bidders, respond to RFP questions, and encourage bidders to submit proposals.
- Jan 31 – Initial deadline for RFP proposals from bidders
- Late January thru February – Evaluate proposals that we receive.
- Feb 6 – Present high-level summary of RFP responses to professional liaisons and Board Exec Council
- Feb 11 – Town Hall, Initiate survey for Evaluation Criteria Weights
 - Provide status, discuss survey
 - Invite Fin Stewardship??
- Feb 15 – Submission of article for March Beacon
- Feb 19?? – Due date for survey of Evaluation Criteria Weights – review survey results, establish weights for purposes of RFP evaluations, (will be shared with the Board, Feb 20)
- Feb 20 – Update to ESUC board
- Remainder of Feb / March – continue evaluation of RFP proposals
- Mid March – Town Hall?? And publicity for congregational meeting
- Mid to late April – Congregational Meeting

RFP Process is On Track / Members of the Task Force

Our task force is grateful to Jason Puracal, DFO, for his significant and timely effort to keep our RFP process on track, aligned with the schedule of milestones that were included in our board presentations in October and November. We continue to proceed “on track” to reach our goal of being in a position for the annual congregation meeting in June to review the “final” proposals.

Our **members** currently include: Dave Baumgart, Lee Dorigan (recording secretary), Seth Hamilton, Marcy Langrock (chairperson), Benjie Langrock, Jason Puracal, and Bob Weiss.

Our **professional liaisons** include: Abbie Birmingham, Craig Nelsen, and Lee Winstrom.

Please let me know if you have any questions, suggestions, or concerns.

David Baumgart – Board Liaison for HH Development Task Force