

East Shore Unitarian Church

Meeting of the Board of Trustees,

February 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
February 20, 2018

Board Host:

6:45	Social Gathering	
7:00	Opening Words, Chalice Lighting	
7:05	Check In/ Guest introductions	All
7:15	Approval of Consent Agenda	All
7:30	Holly House Task Force Update	Dave, Jason, Marcy, Lee
7:45	Right Relations Board norms	All
8:10	OFD strategy	All
8:25	Adjourn to Executive session for Nominating Committee and UUA report review	

Meeting will be chaired by Vice President Uzma Butte in Jack Slowriver's absence

Minutes of Last Board Meeting

ESUC Board of Trustees

Minutes - Draft

January 23, 2018

Minutes, Leadership Reports, Consent Agenda:	Com. + Board Liaison Reports Consent Agenda:
January Board Agenda + Upcoming Events	Nominating Com Update – Connie Hirnle
Minutes of Last Board Meeting – December 19	P&G Charter Tracking Table – Ann Fletcher
Board President's Report – Jack Slowriver	Personnel Com Liaison Report – Jerry Bushnell
Addendums, new Policy for Support of External Org's	
Finance – Treasurer's Report – Ryam Hill	HH Dev Task Force Update – David Baumgart
Interim Minister Report-Rev Elaine Peresluha & Membership + Communications Report ES Social Justice Ministry Teams Dec/Jan Report	
Director, Finance & Operations–Jason Puracal App A&B – Sum Income Statement, BS FY17 Appendix C Financial Analysis / Charts,	
Director, Lifelong Learning – Aisha Hauser	Right Relations Guidelines Template

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	
9:00	Closing Words and Adjourn	Marcy

Upcoming Events for Your Calendar

- February Exec Council – Feb 6
- Feb Board Packet items due Wednesday, Feb 14: email to Dick Jacke (Volunteer 1)
- March Beacon Board Buzz due Wednesday, Feb 14 by **xxx**: email to Nicole Duff
- February Board Meeting Feb 20; **xxx** is host.

- Sunday Svc Announcement 1/28 xxx, 2/4 Lee, 2/11 Uzma, 2/18 Paul, 2/25 xxx, 3/4 Marcy

Opening Words – Marcy’s reflection

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

[**Note – Mark Norelius was elected this evening to fill our open Board Trustee at large position.]

Visitors: **Mark Norelius (Right Relations), Connie Hirnle (chair) & Manny Brown & Katie Edwards (Nominating Com), Ann Fletcher (P&G Com), Janice Thompson (chair of Adult Children of Aging Parents and Co-Leader, Cathedral Peak CT), Mary Anderson & Louise Wilkinson (Right Relations).

Housekeeping items: upcoming hosts, announcers, etc.

We need a Board member to deliver the Sunday Service Announcements on Jan 28, Feb 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.

Approval of Consent Agenda - All

Lee moved and Jerry seconded that we approve the Consent Agenda. Motion passed.

Consent agenda major topics (see Appendix 1)

- The Board approves the new policy for support of External Organizations as revised by David Chapin. This was moved to Discussion Agenda (see below),
- Jennifer Sumner and Uzma Butte approved to join the P&G Com,
- The move of the FY to be aligned with the CY was postponed for another year,
- The Auction Com has set the fall auction on Nov 10, 2018.
- Holly Morris approved to join the Personnel Com,

New Policy for Sponsoring Outside Organizations - Jack

David Chapin suggested a revision (Page 10, President's Report).

Uzma moved and Lee seconded to approve this new policy as revised. Motion Passed.

Elaine suggested that a future Town Hall or First Saturday be utilized to publicize this new policy. Jack requested that the P&G committee take Elaine's suggestion as an action item. Ann Fletcher stated that she had already responded to emails from selected members. Jason passed around a one page set of Guidelines for support of external organizations.

Nominating Committee - Connie Hirnle (chair)

Connie stated that the NC is grateful for the hard work of the Board and that they are looking forward to serving our congregation to formulate a slate of candidates for the next annual meeting, June 3, 2018.

There is a specific timeline that the NC will be following (ref NC report, pages 32 and 33 in Board Packet). By April 3, the NC will be presenting a firm slate of candidates to the Board. Connie then explained the kind of information that the NC is looking for that describes the requirements or job descriptions. She acknowledged

that Ryam, Dave, and Paul had replied with information relevant to the Treasurer, Secretary, and Trustee at Large positions. (ref pages 34 and 35).

[discussion] Several folks suggested a number of changes to the Board Member Guidelines. The list of guidelines has been revised within the Board Packet, pages 34 and 35.

Connie also stated that the NC is now establishing the new Ministerial Search Nominating Com. She also strongly suggested that the NC identify candidates for Treasurer and Secretary, in the future who could go through a mentorship with Ryam and David in the new year.

Connie asked, "...if the NC has questions about Policy Based Governance, who should they ask?" After some discussion, it was suggested that they could refer questions to P&G Com (Ann Fletcher), Dick Jacke (UUA Board), and / or the Board Exec Com.

On a related matter, Jason stated that he and Uzma will be attending a seminar, tomorrow, Jan 24, concerning the legal resp. for members of the board with regard to tax law.

Right Relations Board Norms - Louise Wilkinson (chair)

Louise passed out a Right Relations Guidelines Template (has been added to the Board Packet, pages 35 - 37 for all Board members and visitors to consider. Marcy pointed out that the HHDTF has already used this template to compile their own focus of RR Norms. Several of the Board members then mentioned specific guidelines that were meaningful to them.

[discussion] Homework Assignment – Jack requested that all board members come back to the Feb meeting identifying which of the guidelines are meaningful for each member. Paul volunteered to evaluate the relative points scored for the most meaningful guidelines. Jack requested that the Board should send our meaningful guidelines to Paul by Feb 6.

Tom suggested we add some guidelines that are relevant to leadership.

Right Relations Team - Lee and Aisha

The Right Relations Task Force recommends that they become a standing com. Jack suggested that they develop an appropriate committee charter for consideration by the P&G com. Once the P&G com approves the charter, then this request could come back to the Board.

The RR Team also discussed with the Board the initial Facilitator Team members (formerly the Mediation Team). They recommended and the Board approved that the Facilitator Team will report directly to the Right Relations Task Force.

Discussion of open Trustee at Large position

Mark Norelius has stepped forward as a candidate to fill our open position. Mark reviewed the board resp. and job description and spoke directly to the Board. His relevant experience was incorporated in the President's Report, pages 10 and 11. Mark spoke about his experience in leadership with the airline crews that he flew with during his career – and how it was very important that all members of the crews be encouraged to speak and provide the benefit of their experience and knowledge.

Jack clarified that the trustee position that Mark is nominated for is for 5 months, until our June congregational meeting. Mark can then be considered as a candidate for an open trustee position at that time for up to 3 additional years of service.

Executive Session – Jack Slowriver (President)

UUA debrief – Feb 16, 7pm for board, and Feb 18 after the church service for the East Shore congregation.

Mark Norelius was elected as Board Trustee at large. Welcome, to the Board, Mark!

Closing Words and Adjourn

Marcy's closing reflection was much appreciated.

Our board meeting ended about 9:45pm. Our next board meeting is February 20, 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 JANUARY 23)

What	Who	When / Notes
Sponsor the annual OFD pledge drive for FY 18 / 19 and establishment of the budget for the new fiscal year.	Board, Ryam, Jason, and Fin Stewardship	These twin efforts have been deferred until late February, after Board / Congregational debriefs by the UUA regarding the listening sessions.
Work with Christine Robinson and Jonipher to complete the listening sessions, while preparing for the congregational debrief on Feb 18	Board, Elaine, Jason, Aisha	The Congregational debrief is scheduled for Sunday, Feb 18, immediately following the church service. The Board will be debriefed on Friday evening, Feb 16.
Establish a robust Right Relations structure including the Task Force as well as the Right Relations team of Facilitators	Board, Elaine, Jason, Aisha and Louise Wilkinson	This effort is a collaboration with the RR Task Force and the Policy & Governance Com.
Revised team charters – first drafts are due Sep 30 / P & G Committee review	P&G Com in collaboration with Board	The Board and each SLT leader will be responsible for their respective teams (Appendix 2). 11 charters approved, 13 draft charters now under review and 12 charters – unknown status. Ann to send out notice to all committee chairs about next steps in the review process.

CLOSED ACTION ITEMS:	Who	When / Notes
Done - Confirm the move of the Fiscal Year to a Calendar Year basis. Also, approve the Transition Plan from Financial Stewardship.	Ryam, Jason	The alignment of Fiscal Year with Calendar Year has been postponed for a year. At that time, the final Transition Plan will be documented by Financial Stewardship.
Done - 30 days of Comments - Approval of DFO's Sponsorship of Events Policy Recommendation – related to external groups	Board, Jason	The Board tentatively approved this policy, incorporating comments from David Chapin, chair of Climate Action Ministry

Done - Fill the open position for Trustee at Large – Board of Trustees	Nominating Com & Jack	With Uzma now the VP – Mark Norelius was voted in to fill the vacant Trustee at Large position, in collaboration w/Nominating Com
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Appendix 1

Board adopted / supported the following, as part of the Consent Agenda Approval:

Consent Agenda from President's and Treasurer's Reports – Jack and Ryam

- The Board approves the new policy for support of External Organizations as revised by David Chapin (see President's Report)

The P&G Committee will document the new policy and add to the formal ESUC Policies; to be posted online within the next couple of weeks.

- Jennifer Sumner and Uzma Butte join the P&G Com,
- The move of the FY to be aligned with the CY was postponed for another year,

Ryam reported on this decision from the Financial Stewardship Committee. The actual work on the new OFD Pledge Drive and the annual Operating Budget has been postponed until after the UUA Listening sessions and report-out is completed on Feb 18.

- **Postponed: 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.

- The Auction Com has set the fall auction on Nov 10, 2018.

Dave reported that the Auction Com has now set Nov 10 as our official auction date, now that the change of fiscal year has been postponed. The Auction Com leadership reports that they were able to reserve our favorite Auctioneer from Greater Giving, Paul.

Consent Agenda from Board Liaison report for Personnel Com – Jerry Bushnell

- Holly Morris joins the Personnel Com,

APPENDIX 2 – CHARTER TRACKING TABLE

Henceforth, the Policy & Governance committee will be tracking the various updates of charters. Please refer to the Board Packet, pages 37 - 39

END OF MINUTES

President's Report – Jack Slowriver

One of these days I'm going to look back at the reports I've written and count up how many times I've mentioned how much change is going on. This month is no different. It feels like things move pretty quickly sometimes. That said, I think the best use of your time is to read the February 10th statement issued by The UUA Commission on Institutional Change. Here's the link:

https://medium.com/@UUA_OnChange/feb-10-2018-dba2d0da021e

Thanks, Jack

Finance - Treasurer Report – Ryam Hill

- **Financial Stewardship Committee:**
 - The FS Committee did not meet this month. However, I discussed with the chair, and also had a phone meeting with Ann Fletcher, of the Policies and Governance Committee regarding questions that committee had with the Financial Stewardship and Endowment Charters. I continue to give input on missing information and clarifications.
 - Ryam reported that work continues on the Fin Stewardship and Endowment Charters.
- **Endowment Committee:**
 - The Endowment Committee met to review the end of year reports on performance. This information will be used to formulate the annual disbursement to the operating budget
 - This committee will report to Financial Stewardship on this in March.
 - Bill Culverwell requested some report template changes that makes reading them clearer and quicker.
 - I contacted former Endowment members to help get old minutes for the church archives.
 - I also requested that the group consider some Town Halls to share information about their work with the membership.
 - The next meeting will be April 19 at 9:30.
- **Finance Team:**
 - I attended the Finance Team meeting on 2/13 and we reviewed the month end statements.
 - We also discussed the latest tax information updates. These have involved a lot of research and are complicated. They will be the basis for upcoming procedures and summarized for easy use by staff and other groups.
 - Jason provided some input on WA nonprofit law that needs to be reviewed for possible bylaw changes/inclusion at East Shore. These involve issues like whistle-blowers and membership requirements for some committees.
- **Budget Team:**
 - The budget team met January 30th and reviewed a first draft of the basic budget based on expenses from this last year, as well as keeping wages at UUA guidelines for midpoint.
 - At our next meeting, we hope to refine some numbers for accuracy and meeting UUA recommendations.
 - We also hope to have more input from the Endowment Committee, the HHTF and the OFD.
 - The team *tentative* timeline will be
 - Budget Team meetings:
 - Feb 28 (changed)
 - Mar 27
 - April 24
 - May 22 (if necessary)

- Town Halls:
March 25/26 (Sunday after service and Monday evening) **This may change based on OFD timeline yet to come.**
- 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.
- **Bookkeeper Update:** Jason Puracal, DFO, and I participated in interviews with a number of applicants whose resumes looked relevant. Those who passed the interview, then were tested on accounting skills by Laura Rivendell. We happily hired a new bookkeeper, Lucy Rahman, who is being trained this month. Many thanks to Laura for doing most of the job for the past several months and to Jason who also added bookkeeping duties to his busy schedule. This saved a significant amount of money in this year's budget. I have been handling all our bank deposits during this time and am very glad to turn those over to Lucy.

Minister's Report – Rev. Elaine Peresluha

INTERIM MINISTER BOARD REPORT

February 2018

HEAD OF STAFF

Staff are effectively integrating the extra time and attention needed to manage the process with the regional consultant. Nicole and Dianne have had the greatest amount of extra work for scheduling and organizing with the Zoom calls, completing Doodle polls and scheduling room assignments.

The staff is exhibiting some anxiety in response to the uncertainty of the process, and waiting for the recommendations from the consultants. We will meet with the consultants as a staff on Wednesday Feb 14th to hear their report. We will check in and debrief after that report.

We have completed Q1 reviews and are currently scheduling Q2 reviews with our direct reports. We will focus on self care to manage our own anxieties and healthy self differentiated choices for responding to anxiety in members.

We have hired a new bookkeeper, Lucy Rahman. She started February 5th and is already adding value to our staff team. She is being oriented by Laura Rivendell and will soon be functioning autonomously.

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.

See Jason's report.

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

The decision to enter search for a settled minister is on hold until the recommendations from the Regional consultants are received. We will be moving ahead with a plan for the operating fund during March once we have that report from the consultants and the board has made a decision on those recommendations. Nicole and I are discussing the options for the structuring of the operating fund drive based on the feedback we have received from the Collaboration Builders and the consultants.

Once the Board receives data from the consultants based on their conversations the board will need to integrate the data in the report and their recommendations with the financial, governance, staff and right relations indications for each of the options suggested by the regional consultants to determine the most advantageous direction for East Shore. The board will also have to consider the Organizational Structure utilization of the Staff Leadership Team and its effectiveness. It has been my intention to recommend the continued use of the Staff Leadership Team as a collaborative model that assures that a single minister will be able to effectively lead ESUC until the operating budget expands sufficiently to hire a second minister. The current shared leadership model has been very effective for me, sharing the load of ministry, utilizing the collective skill sets and expertise of the DLL, DFO, and minister to manage operations, develop and supervise the staff without overburdening anyone. I know that some members have not appreciated the model and worry that it is off putting to people interested in being candidates for settled ministry. I would appreciate the Board having a direct conversation about the pro's and con's of this collaborative model so that East Shore develops a structure that builds trust and is appreciated by members and leadership.

Work on charters continues. The Policy and Governance Committees approved the Affinity and Caring Coordination Group charters and the ESJCC Council charter (all attached). I have reviewed them and have included them in this report as an addendum to the packet for Board approval. The archive Charter is complete except for its designation as a ministry team under the minister or a committee of the Board. The Board does need to offer oversight in terms of historical documentation that secures their fiduciary vulnerabilities. It also makes sense not to weigh the Board down with too many standing committees. I would like the Board's opinion in clarifying where Archives sits on our organizational structure. If Archives is under me as a ministry team, then I will require a policy or some sort of direction from the Board defining what is essential to archive and who authorizing decisions.

The P&G Committee reviewed the Climate Action, Beloved Racial Justice, and Second Sunday Team Charters. P&G approved them all pending consultation with Jason about team funds being given to outside organizations. The three charters will go to the ESJCC Council at their February 26 meeting and then on to me. I will report on them in my March board report and hopefully add them to the Board packet for approval.

The Worship committee charter needs further work clarifying the role of the minister and minister's relationship to the committee. Worship meets February 25th and we will discuss the P&G recommendations. The Lay Pastoral Charter needs to be put into the Board approved template. I will discuss the charter with Milly Mullarky and place final draft completion on the next LPC meeting agenda. Having charters completed, clarifying teams and committees as part of operations or oversight will reinforce our governance model and help people appreciate the two spheres of engagement. Our hope is that charters and related policies will increase the experience of the collaboration built into policy based governance.

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.

Trust is at an all time low amongst some members and quite secure with other members. The Board's leadership following the consultant's report, along with the integration of feedback from the Collaboration Builders and others expressing, will be essential to restoring trust and health to the system. It will require a fine balance of listening and appreciating people's experiences without empowering the communication of gossip, partial truth and mistruths. Hopefully the regional consultant's report and data will help the Board assure a healthy balanced approach to decision making, along with honest, direct and respectful communications between members and the Board.

We received a thank you note from Hopelink acknowledging our contribution of \$1832.50 from our Christmas Eve and end of the year appeal. I will right a summary of the Minister's Discretionary fund for the March Beacon.

Pastoral Care needs continue to be well met through the Pastoral Care Coordinator, Helping Hands and the Lay Pastoral Ministry team. The Pastoral Care cards on the table in the sanctuary are recently being used to express concerns about the church's stability, conflict and changes in worship etc, rather than care for those who are in need of pastoral care. I think that reflects the level of anxiety in the system.

The Right Relationship Facilitation Team members have been selected. They are working with the RR Task Force to confirm training dates and process. Ministry Teams and committees are working on their individual covenants, which the RRTF will utilize to write a covenant of right relationship for the congregation to adopt. The follow up training on Right Relations for people who missed the two workshops is scheduled for February 25th after the service.

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

A general principle taught in seminary is to lock your doors to visitors during a conflict to avoid attracting new members who are attracted to conflict. The premise is that when conflict is present in a system only those who like conflict and drama will be attracted to your church and these are not necessarily the kind of members you want to attract. So, Nicole and I are not rushing into Membership Classes or book signing at this time.

Attendance numbers for worship and for visitors are down which is expected considering the level of conflict present in the congregation.

Communications & Membership Metrics

Worship Numbers:

2017/18

January 7: 152

January 14: 169

January 21: 163

January 28: 145

February 4: 140

February 11:

2016/17

January 1: 80

January 8: 215

January 15: 237

January 22: 176

January 29: 199
February 5: 185
February 12: 198

Membership Numbers:

Current Membership: 456

- Robert Gedney
- Visitors who have filled out forms in January: 14

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.

Ministry Team report for January is attached. The Earth and Social Justice Coordinating council has several initiatives underway and with Anne Fletchers leadership continues to function effectively as an oversight body. I will not be attending the meetings any longer as my support in clarifying that leadership oversight is no longer necessary. I will meet with Anne when necessary if the agenda needs reviewing or my input is solicited.

I have been invited to speak at the Friendship dinner being held at MAPS in March and to part of a panel discussion at an interfaith dinner dialogue April 22nd at ESUC. On Wednesday March 14th I will attend a King County interfaith working group addressing climate change.

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)

Summary of Earth & Social Justice Activities

East Shore Social Justice Ministry Teams – January 2018 Report

ANSWER Nepal

The ANSWER Nepal Ministry leadership team met for a planning meeting January 11. We discussed academic challenge of “academic probation”, sponsor lists, designing a new display board and set a sponsor recruitment schedule for the ensuing spring.

In particular we set the date of May 20 for a Sponsors’ Presentation with Jenni and Trevor Hall and began addressing the Right Relations Guidelines.

Our next meeting is scheduled to be March 11. Submitted by Margaret Hall.

Beloved Racial Justice (BRJ)

Last year’s Beloved Conversations discussion group met on Wednesday, January 3rd, to share thoughts and issues. The Beloved Racial Justice team sponsored a Conversation About Race on January 14 featuring the first episode of the PBS Documentary, “Race – The Power of An Illusion.” The episode exposed the false science that perpetuated the idea of genetic racial differences and revealed that there is far greater genetic variability within

groups that look the same than between those that look different. Flash Stances were held in Bellevue, Issaquah and Kirkland, and at least a dozen East Shore members joined UUs from Northlake and Woodinville at the Women's March on January 20. A number of East Shore members stepped up to drive marchers to and from the march. Submitted by Louise Wilkinson.

Climate Action (CAM)

CAM had a steering committee meeting on Jan. 8. The group staged a letter writing table at the Jan. 21 service. Other CAM work during the month included drafting a set of right relations covenants and planning for events to take place in February, March, and April. Submitted by David Chapin.

Congregations for the Homeless (CFH)

The CFH support team was in hibernation for the month of January. Submitted by Dean Dubofsky.

Crossroads Meals

Crossroads Meals continues to provide up to 60 destitute people at the Salvation Army on the first Monday each month. There is a rotating group of approximately 15 volunteers. Submitted by Pam Monger.

Earth and Social Justice Coordinating Council (ESJCC)

The Earth and Social Justice Council gratefully welcomed two new members-Michelle Danley who will be our liaison with religious education and lifelong learning, and Mike Donofree who will work with advocacy. The Council is pleased to have these excellent new members who can help us make connections with other areas of church life.

This spring the Council is planning to host screenings of several Ware lectures from past General Assemblies starting with Van Jones on Friday, March 9 in the evening. This lecture speaks to the intersection of several justice areas such as earth/ climate, race, and economic. We believe we have greater power to bring about positive change when we understand the unfair patterns within our systems.

In addition, we will be organizing opportunities to learn about and participate in local actions to promote equality as part of a national movement developed by Rev. Dr. William Barber.

UUSC's work with Rohingya refugees in SE Asia and Rohingya IDPs in Rakhine state, Myanmar was presented as part of a Women-Helping-Women program for Women's Perspective in January. East Shore women donated an additional \$400+ towards UUSC's Rohingya efforts. Further programming later in the year will be planned with the Muslim Association of Puget Sound. Submitted by Ann Fletcher

Food Bank - No report submitted.

Good Start Back to School

The Good Start Ministry Team only operates in the summer, so there is no report to submit for this month. Submitted by Jenny Hall.

Holiday Giving Tree

Giving Tree had their season wrap up meeting. The group discussed what we can do differently or better. The calendar was set for next fall and all agreed that the new tree position worked well enough to use it again. This is our last meeting until September 2018. Submitted by Janet Fleck and Kathie Moritis (co-chairs).

Partner Churches/Khasi Hills

The KHMT held an almost 2-hour ZOOM meeting today with Doug Strombom, Fran and Roger Corn, and Barb Clagett present. Topics covered included preparation for our April 25, 2018, partner church service, preparation for our annual end-of-August Trinkets and Treasures “garage sale,” as well as designing our upcoming pilgrimage to the KH in the fall of this year. We are holding a retreat in March to work on creating our Right Relations statement and to repurpose our vision. 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 - No report submitted.

Women Helping Women (WHW)

WHW continues to support the Sophia Way women's shelter and the Lake Hills School project with many volunteer hours each month. On January 21st, we hosted the monthly Women's Perspective meeting with the theme of “Celebrate Women Coming Together.” There were approximately 35 attendees, including several from various local Muslim communities, which was fabulous. We gave short summaries of our local WHW projects and Marilyn Mayers gave a power point presentation of our newest global project partnering with UUSC to help Rohingya refugees. We raised over \$400 for this cause. Additionally, Aisha Sail gave a short presentation on her work with Days For Girls and invited WHW/WP to join her. Lynn Roesch read a moving letter from Louise Wilkinson explaining why she decided to donate \$40,000 to the Highline School District teacher-training program, specifically to support teacher trainees of color. We ended the evening with table discussions about our own preferences for donating and volunteering and encouraged people to do even more if they were able. Submitted by Laurie Wick.

Director of Finance & Operations – Jason Puracal

Consent Agenda

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

- Dave Baumgart, Bob Weiss, and I attended a meeting with Attain Housing to provide a tour of the Holly House property and answer questions from their team.
- I attended a meeting with Kidder Mathews and their client to provide a tour of the Holly House property and answer questions from their team.
- I collected seven proposals from developers for the Holly House property: 5 affordable housing, 2 market rate.

- I attended an in-person meeting of the HHDTF to review all proposals received and map out a strategy for moving forward.
- I met with two representatives from The Sofia Way to answer questions about our process and the timeline regarding the Holly House property.
- I met with the Senior Planner, Michael Katterman, and Associate Planner, Janet Lewine, at the City of Bellevue Planning and Community Development Department. They have been leading an effort to increase affordable housing in Bellevue as can be seen in the [Affordable Housing Strategy Report](#), adopted by the City Council on June 5, 2017. Mike and Janet are moving forward with the process to implement Strategy C-1, which is specific to faith-based and non-profit housing entities. Some of the details they shared with me of how this code change would provide an incentive for affordable housing development include:
 - There currently exists a 15% density bonus for affordable housing development that also includes a height restriction increase. On the Holly House property, this equates to 25 possible units and a height restriction of 46'.
 - The new amendment would eliminate the dwelling unit per acre requirement (currently R-30), and instead increase the lot coverage restraint to 40%.
 - The height bonus is still applicable, again 46' in the case of the Holly House property.
 - All setbacks and parking requirements would remain the same.
 - The City defines Affordable Housing as anything that is for 80% Average Median Income or below.
 - The affordable housing usage would remain for the life of the project.
 - The timeline for implementation is as follows:
 - On 2/12, they presented to City Council for feedback. Most of the Council was supportive and saw this as an action in which to have large impact in a relatively quick manner. There were some questions and concerns raised.
 - The questions and concerns will be addressed, and further discussion by the Council is planned for mid-March to mid-April.
 - Assuming the Council approves to move forward at that time, the team is targeting end of 2018 to complete implementation.
 - Property owners could still solicit an up-zoning if this new incentive did not meet their density needs, however this approach is much faster because an individual comprehensive rezone for each property is no longer required. Same permitting process is still required.
- I worked with Nicole to create a digital version of the HHDTF survey for gathering input from the Congregation about what issues are priorities for them. 40 Members have taken the online survey as of 9:30am on 2/15/2018.
- I reviewed the slide deck for the Holly House Development Task Force Town Hall created by the Chair, Marcy, and provided edits verbally.
- I attended and helped present during the HHDTF Town Hall. 45 Members were in attendance.
- I met with the Chair to review all proposals, all scoring/summary sheets from the rest of the HHDTF, and to review/edit the questions to bidders.
- Along with Dave Baumgart, I attended a Bellevue City Council meeting at City Hall. I spoke to the City Council in favor of the code change, and to specifically advocate for:
 - the affordable housing incentive to be layered on top of the green building incentives already offered by the City, rather than supersede them. In this way, the City would not create a competition between two of its strategic goals, and development on the HH property may have a better chance of achieving both in alignment with East Shore's values.
 - For flexibility in the minimum % of the project that needs to be affordable housing, i.e. how much market rate housing is allowed. We know from the current proposals received, all five

affordable housing developers had some market rate housing included ranging from 20% to 50% depending on what was needed to make the finances pencil out.

- I emailed all seven bidders with questions from the Task Force and provided information about the City's plan to increase affordable housing to whom it was relevant.
- I attended another in-person meeting of the Holly House Development Task Force where next steps were discussed. See HHDTF Chair's and BOT Secretary's BL report, below, for further details.

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 January month-end statements, January Ministry Team reports, Bookkeeper training timeline, non-profit law seminar summary notes, procedures for facilities use related to property tax exemption, sponsorship guidelines document, and the difference between donations and payments.
- The month-end reports created for January 2018 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 January were ~\$3k lower than the 16-year average of pledges, and about \$2500 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 ~\$22,800 more than the 16-year average, ~\$12k higher than the 5-year average, and 37% more than what was brought in last year during January. Our monthly expenses held steady at ~\$85k. East Shore had a deficit for January of approximately \$5k, and year-to-date we are still at a surplus of ~\$180k, providing a ~2-month runway of operating expenses.
 - I ran out budget projects 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.
- Two errors were discovered with the 2017 Contribution Statements:
 - Those Members that contributed to the Auction Fund-A-Need did not have that donation listed on their statements. All other auction revenues are not considered donations, however the Fund-A-Need is. This information was obtained from Dave Baumgart, and new additional statements were issued and distributed to those Members it pertained to.
 - One Member's contribution statement had wrong information printed on it. A printing error was discovered with Minute Man, the chosen vendor who did the printing. Luckily the error

only pertained to one statement rather than all statements following in alphabetically order. A revised statement was sent to the Member.

- We are experiencing confusion by some Members with the term “donations”. From an accounting perspective, donations are only for funds contributed by a donor with nothing received or expected in return (“quid pro quo”). If there is a benefit to the donor, this is considered a “payment” or “fee”. Payments and fees are not tax deductible and will not show up on a Member’s annual contribution statement. Payments and fees would be applicable to classes and events held at East Shore where there is a benefit expected and received by the donor. If the person soliciting funds for East Shore uses the term “donation”, some Members are expecting the amount they pay to show up on their annual contribution statement for tax purposes. Consequently, we are making sure the correct and consistent language is used moving forward across East Shore to minimize the confusion.
- It was decided that the Minister’s Discretionary Expenses account project report should not be included with the rest of the Ministry Team reports because it contains sensitive information about who is receiving funds, potentially Members in need. Instead, the Minister will provide a generic summary their report to the Board.
- Accompanied by VP, Uzma Butte, I attended a seminar on non-profit tax law at Perkins Coie hosted by Way Find, a non-profit that assists other non-profits with legal issues. Prior to attending the event, I emailed the slide deck to the Board. Attached as Appendix D are my notes from the seminar that specifically apply to East Shore. Some of these require changes to the way the Board and organization operate. While they will all need to be addressed eventually, I would prioritize the top changes needed as follows:
 - Design process for review and approval of 990 Form
 - Development/review of policies required for 990 including:
 - Document retention
 - Conflict of interest
 - Whistle blower
 - Creation and signature of annual forms for all Board Members regarding Conflict of Interest Understanding, and Conflict of Interest Disclosure
- The Finance Team has gained more clarity around the property tax issues and how to maintain East Shore’s property tax exempt status. The current understanding and remaining issues to be resolved have now been documented in a Facilities procedure document (see Appendix E).
- As a result of the Board’s approval of the sponsorship policy in January 2018, the Finance Team has created sponsorship guidelines to distribute to the Congregation. **I am requesting Board approval of the ESUC Sponsorship Agreement Guidelines document (see Appendix F) in order for the church to move forward with the process of potentially sponsoring outside non-profit groups.**
- The annual report and fee (\$10) to the WA Secretary of State Corporations and Charities Division was filed to maintain our non-profit status at the state level.
- I attended the Budget Team meeting and provided the spreadsheet to be used in the budget discussions with the first scenario of maintaining status quo included. As part of the discussion, we agreed upon an outreach strategy to invite input from all the groups for next year’s budget needs. See Treasurer’s report for more details.
 - I have emailed the Earth and Social Justice Coordinating Council with the topics needed to be addressed during the budget conversations they will have with each social justice Ministry Team. I provided them a tracking spreadsheet, data from last year’s budget process for each Team, and a year-to-date financial report for each Team. We have set a deadline of March 24th to collect this information, and I have made myself available for any meetings, questions, or assistance they may need along the way.

- I have met with the Facilities Manager and Membership Development Director to discuss what budget information is required for their respective departments.
- I attended the Endowment Committee meeting. In response to the meeting, I provided reports on contributions to the Endowment Fund over the past 2 years to make sure the Committee's records are up to date with the change in leadership. I also investigated a question about tax liability for Endowment Fund gains. My initial research leads me to believe that, as long as the capital gains are reinvested or distributed for the benefit of ESUC in accordance with our purpose, we are not liable for any tax. I will be confirming this with a non-profit tax specialist, along with other pending questions the Finance Team has generated. See Treasurer's report for more details.
- I have completed the Q2 review with the Facilities Manager, and given guidance of how she should conduct the Q2 reviews with the Caretakers.
- As the Personnel Committee is entertaining the idea of conducting "entrance interviews" with new hires at ESUC, the SLT brainstormed a list of topics that may be relevant. The Interim Minister passed these along to the Personnel Committee. Please see the PC Liaison report for more details.
- I provided detailed accounting answers to the Chair of the Personnel Committee for their evaluation of ESUC pay and benefits compared to UUA guidelines. The evaluation was completed and will be shared with the Budget Team for consideration during that process. Please see PC Liaison report for more details.
- The job opening for our Full Charge Bookkeeper position was posted in multiple places online. Fourteen candidates responded. I phone screened six and conducted in-person interviews with the Treasurer for five candidates. Four candidates were invited back for a second in-person interview and to take a written accounting exam with Excel proficiency piece. Retired CPA and Finance Team Member, Laura Rivendell, conducted the exam. The top candidate, Ludmila Rahman, was offered the position. Ludmila (Lucy) accepted the offer and started February 5, 2018. Lucy is undergoing extensive daily training with Laura and myself. This training will continue for one month so Lucy learns the full cycle of our reports, payroll, accounts payable/receivable, etc. After one month, Laura will remain available as a resource for further questions as they arise, however will return her focus to projects on a case by case basis. While Lucy is in training, I am still spending a minimal amount of time coding, helping with deposits, and banking issues as needed.

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, Tom Doe, to answer questions about my December Board report. I appreciate Toe coming directly to me with his concerns.
- I participated in a one-on-one conference call with the UUA Regional Staff, Rev. Christine Robinson, to answer questions related to the Gallery tax issues. After the call, I forwarded to Christine and Jonipher the Gallery Tax Considerations document updated and submitted to the Board in July 2017.
- I attended the Executive Committee and Board meetings with Christine and Jonipher from the UUA.
- The Staff, myself included, participated in a virtual call with Christine and Jonipher from the UUA.

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 January:

- 27 user views
- 8 user leads
- 3 direction and map views
- 5 clicks to website
- *Google My Business Report for January:*
 - 35,022 people found us on Google
 - 9 people called
 - 514 asked for directions
 - 173 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.

- I attended the monthly ESUC People of Color meeting.
- I attended a potluck of people of color from various UU congregations in the area held at East Shore to welcome Kenny Wiley, Senior Editor of UU World and Co-Founder of Black Lives of UU (BLUU).

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.

- There has not been a Facilities Team meeting since the last Board meeting as the Chair is out of town.
- We were able to deposit the check from Church Mutual for the Spring Hall roof damage claim without endorsement of Chase and BECU. As explained last month, this more than covers the expenses incurred with the repairs. The Caretakers completed painting of the interior ceiling in Spring Hall in the area where the damage was done.
- The Facilities Manager received updated proposals for the installation of air conditioning to the Administration building. She is waiting on a vote by the Facilities Team to move forward with scheduling the work to be completed.
- With the installation of our campus local area network (LAN), I was able to cancel two of the three Comcast accounts and renegotiate the primary account. We have now increased our speed to 100 Mbps download/20 Mbps upload (previously at 25/12). This new configuration and contract will save us about \$60 per month.
- Schindler performed the 5-year maintenance on the elevator per our contract.
- Costco Fire performed the hood inspection for the kitchen in the North Room and submitted the results to the Bellevue Fire Marshall as requested.
- The repairs Advocate Telecom completed last month on the termination of wires for the security cameras added in the lower parking lot did not sustain itself. We are scheduling with them to return to review the issue.
- Our Caretaker, Celil, was able to successfully remove a ballast from one of the lights in the Caretaker storage closet and replace the bulb with an LED. We have assigned Celil to do the same for the lights in the Spring Hall kitchen. The Facilities Manager has verified with PSE that we can replace the lights ourselves without a certified electrician and still be eligible for the rebates. We will now begin the paperwork process for the rebates, then outline a plan for continuing to replace all interior lights with LEDs.

Discussion Agenda

None at this time.

Respectfully Submitted,
Jason Puracal
Director of Finance & Operations

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								
1-4000 - Income-Pledges-This FY	38,917	61,250	22,333	344,385	428,750	84,365	735,000	46.86 %
1-4010 - Income-Pledges-This FY Pd Last FY	0	0	0	95,930	0	(95,930)	0	0.00 %
1-4020 - Income-Pledges-Last FY Pd This FY	0	250	250	4,780	1,750	(3,030)	3,000	159.35 %
1-4100 - Income-Non-Pledge Donations	2,107	1,250	(857)	54,277	8,750	(45,527)	15,000	361.85 %
Total Income - Donations	41,024	62,750	21,726	499,373	439,250	(60,123)	753,000	66.32 %
Income - Program Fee Pmts								
1-4200 - Fees - Adult Programs	726	165	(561)	7,036	1,155	(5,882)	1,980	355.38 %
1-4210 - Fees - Children & Youth Programs	25	335	310	8,786	2,348	(6,439)	4,025	218.30 %
Total Income - Program Fee Pmts	751	500	(251)	15,823	3,503	(12,320)	6,005	263.50 %
Income - Fundraising Event Pmt								
1-4300 - Income - Auction	260	5,333	5,083	39,203	37,333	(1,870)	64,000	61.25 %
1-4310 - Income - Other Fundraising Events	0	312	312	0	2,188	2,188	3,750	0.00 %
Total Income - Fundraising Event Pmt	260	5,646	5,396	39,203	39,521	318	67,750	57.86 %
Income - Facilities Rental Pmt								
1-4400 - Rental Income - Parking Lot	6,712	5,333	(1,378)	39,857	37,333	(2,524)	64,000	62.28 %
1-4410 - Rental Income - Recurring	5,850	6,863	1,013	73,014	48,043	(24,971)	82,360	88.65 %
1-4420 - Rental Income - One Time	0	1,083	1,083	3,595	7,583	3,988	13,000	27.65 %
Total Income - Facilities Rental Pmt	12,562	13,280	718	116,466	92,960	(23,506)	159,360	73.08 %
Income - Dept Activities Pmts								
1-4600 - Income - Ministry Events	0	0	0	1,455	0	(1,455)	0	0.00 %
1-4610 - Income - Membership Events	23,810	5,408	(18,402)	29,319	37,856	8,537	64,896	45.18 %
1-4620 - Income - Social Justice Events	178	1,053	875	9,908	7,370	(2,538)	12,635	78.42 %
1-4630 - Income - Lifelong Learning Events	1,625	42	(1,583)	9,810	292	(9,518)	500	1962.00 %
1-4640 - Income - Finance-Facilities Events	0	244	244	3,949	1,709	(2,239)	2,930	134.76 %
1-4650 - Income - Market & Dev Events	0	0	0	(101)	0	101	0	0.00 %
Total Income - Dept Activities Pmts	25,613	6,747	(18,866)	54,340	47,227	(7,113)	80,961	67.12 %
Income - Other								
1-4700 - Income - Interest	9	2	(8)	39	10	(29)	18	218.72 %
1-4710 - Income - Endowment Allocation	0	3,481	3,481	41,776	24,369	(17,407)	41,776	100.00 %
1-4720 - Income - Operating Reserve	0	0	0	2,019	0	(2,019)	0	0.00 %
1-4730 - Income - Miscellaneous	0	467	467	2,709	3,267	558	5,600	48.38 %
Total Income - Other	9	3,950	3,940	46,544	27,646	(18,897)	47,394	98.21 %
Total Revenues	80,209	92,872	12,663	771,749	650,107	(121,642)	1,114,470	69.25 %

Appendix B: FY 2017/18 Jan Balance Sheet

Date : 02/06/2018
Time : 2:23:54 PM

East Shore Unitarian Church Balance Sheet January 2018

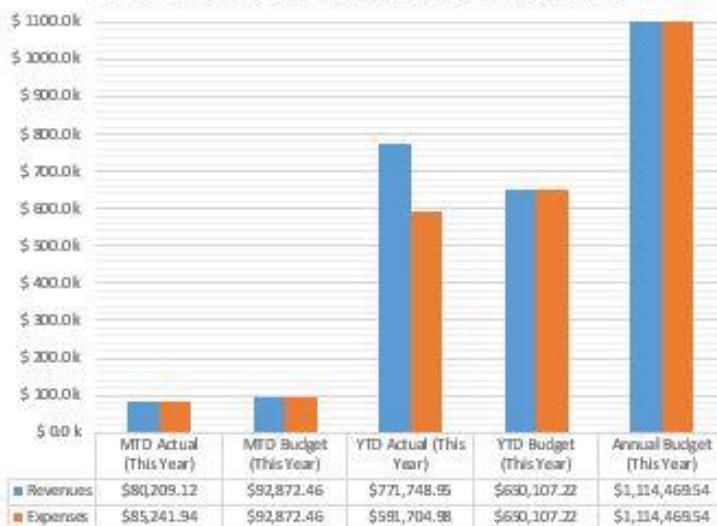
Page : 1

Accounts

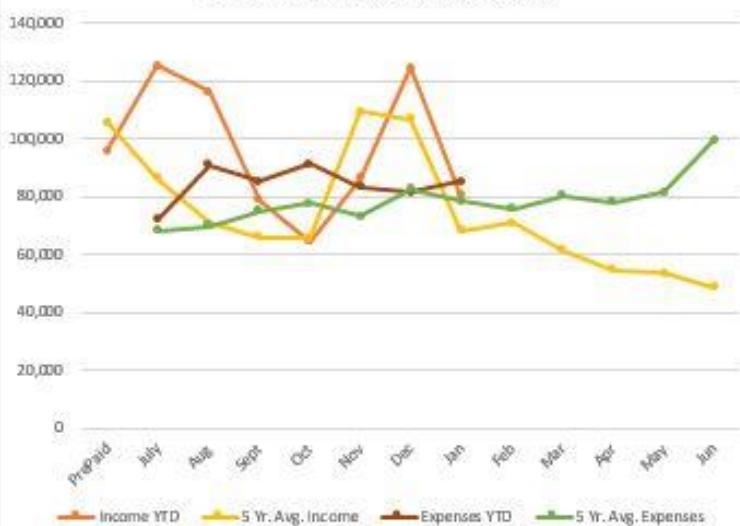
Assets		
Current Assets		
Cash & Investments		
1-1000 - Petty Cash	\$200.00	
1-1010 - Checking - Chase	\$110,108.72	
1-1030 - Brokerage - Schwab	\$88,100.04	
2-1010 - Checking - Chase	\$23,429.67	
3-1010 - Checking - Chase	\$142,953.02	
3-1040 - Endowment Money Funds - Schwab	\$23,662.19	
3-1070 - Endowment Investments - Schwab	\$1,353,737.42	
4-1010 - Checking - Chase	\$33,400.00	
Total Cash & Investments	\$1,775,591.06	
Other Assets		
1-1110 - Deposits	\$1,750.00	
Total Other Assets	\$1,750.00	
Total Current Assets		\$1,777,341.06
Contra Assets		
1-1600 - Building Loan Contra Account	\$836,134.55	
Total Contra Assets		\$836,134.55
Total Assets		\$2,613,475.61
Liabilities, Fund Balance, & Restricted Funds		
Liabilities		
Current Liabilities		
1-2020 - Other Collections Payable	\$407.00	
1-2110 - Wage Accruals Payable	\$12,138.71	
1-2160 - Other Payroll Deductions Payable	(\$1,411.22)	
1-2170 - 401(K) & Pension Payable	\$4,480.30	
1-2500 - Building Loan - Current	\$76,200.00	
4-2020 - Other Collections Payable	\$11,850.00	
Total Current Liabilities		\$103,664.79
Long Term Liabilities		
1-2700 - Damage Deposits - LT Rentals	\$4,500.00	
1-2750 - Building Loan - Long Term	\$759,934.55	
4-2710 - Other Collections Payable - LT	\$11,450.00	
Total Long Term Liabilities		\$775,884.55
Total Liabilities		\$879,549.34
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	\$246,475.55	
Total Fund Balance and Excess Cash Received		\$1,733,926.27
Total Liabilities, Fund Balance, & Restricted Funds		\$2,613,475.61

Appendix C: FY 2017/18 Jan Financial Charts

FY 2017/18 Jan Operating Revenues vs. Expenses



FY 2017/18 Cash Flow by Month



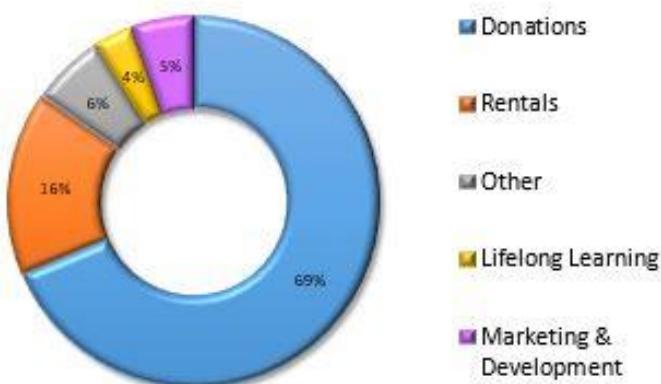
FY 2017/18 Jan YTD Operating Revenues



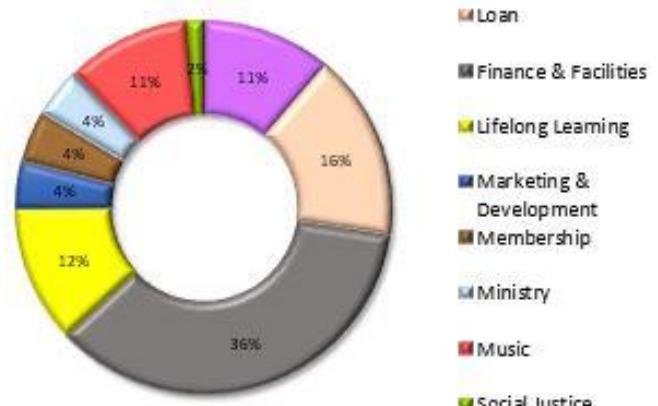
FY 2017/18 Jan YTD Operating Expenses



Income Categorized YTD
Jan FY 2017/18



Expenses Categorized YTD
Jan FY 2017/18



Appendix D: Takeaways from Way Find Non-profit Law Seminar

I attended a seminar on January 24, 2018 hosted at Perkins Coie by [Wayfind](#). The title of the seminar was Nuts and Bolts of Representing Nonprofits, Part 2: Maintaining Nonprofit Status. The presenters were Tony McCormick from Perkins Coie LLP, and Judith Andrews from Apex Law Group LLP. Materials from the workshop were forwarded separately to current Board Members.

Below is a list of issues that affect ESUC's current practices:

- “Board may delegate authority, e.g. through Bylaws or resolutions”
 - Board Committees are required to have at least two Board Members serving on it, and only Board Members can vote with respect to Board designated authority
- “Board acts by meeting of a quorum of directors or by unanimous written consent.”
 - Email voting must have:
 - Everyone on the Board must vote
 - Everyone on the Board must vote “yes”
 - If not unanimous, must have in-person/virtual meeting
 - “No proxies”
 - At Board level
 - Members can vote by proxy if included in Bylaws
- Fiduciary Duties
 - Duty of Care
 - “with the care of an **ordinarily prudent person** in a like position in similar circumstances”
 - For example, an attorney or accountant would have a higher standard because expectation is they would act like profession
 - “Oversight and informed decision making”
 - “Can rely on officers, employee, experts and committees”
 - Duty of Loyalty
 - Annual form should be signed for Conflict of Interest policy understanding and disclosure
 - Duty of Obedience
- Limitation of Liability
 - Should be in Articles of Incorporation
- “Attend board and committee meetings”
 - Helpful to have attendance provisions as part of bylaws
- “Standard of Conduct for Managing and Investing Institutional Funds”
 - “Management and spending of ‘endowment funds’”
 - This should be reviewed in the new Endowment Charter
- “Private Inurement”
 - “Excess Benefit Transactions”
 - “Appropriate comparability data”
 - Can use 990 form filed by other nonprofits for salary comps
- “Lobbying Activities of Section 501(c)(3) Organizations”
 - “501(c)(3) must assure that ‘no substantial part’ of its activities constitute attempts to influence legislation
 - All activities must be declared as part of 990 form
 - Or “Elect to follow the expenditure test on lobbying called the Section 501(h) election
 - Allows charities to spend 20% of the first \$500k in their annual operating budget on lobbying with cap at \$1M.
 - Question asked by audience: when do you have to register with Public Disclosure Center?
 - Answer: check website

- “Consequences of Political Activity”
 - 10% tax on political campaign expenditures
 - Up to 25% on excess lobbying expenditures
 - Possible revocation of exempt status
 - Asked specifically about hosting Indivisible Eastside; answer was “political activity”
- “Donor Substantiation”
 - “Quid Pro Quo”
 - If greater than \$75, org require to give receipt
 - With regards to Member discounts for events, need to check publication 1771.
 - Churches may be different because value received not defined in same way
- “Unrelated Business Income”
 - “How much UBI is too much?”
 - Judith gets nervous at more than 10%
 - “Exceptions and Exclusions”
 - “Convenience”
 - Eg. Vending machine for Staff
 - Coffee shop run by youth, not counted because run by volunteers
- “Form 990”
 - Board should review and approve 990 form prior to filing
 - Guidestar is a website that accumulates 990s filed
 - Governance issues
 - Written policies required:
 - Document retention
 - Conflict of interest
 - Whistle blower
 - Wayfind has examples of policies on website
- “International Activities of Section 501(c)(3) Organizations”
 - If running through US non-profit, such as UUPC, their activity
 - Can adopt a OFAC policy if doing international work directly

Appendix E: Facilities Use Procedure- Maintaining ESUC's Property Tax Exemption

The Washington State Department of Revenue sets guidelines for the use of property which has been granted a property tax exemption. The regulations are set forth in RCW 84.36.020, RCW 84.36.550, WAC 458-16-190, WAC 458-16-165 and further interpreted in the DOR publication What you should know about...Maintaining your Church's Property Tax Exemption dated August 18, 2014.

Outside groups using East Shore property will be referred to as “renters” regardless of whether they pay rent, make a donation in lieu of rent or use the property at no charge. The property tax exemption guidelines look at who uses the property and the activities conducted on the property, **not** at whether or not a fee is charged for use. However, if rent is charged or a donation made for use of the property, it may not exceed the maintenance and operation expenses attributable to the portion of the property loaned or rented.

For purposes of outside organizations renting East Shore facilities, as well as East Shore’s own use of its property, there are five categories of use: EXEMPT, NON-EXEMPT, BUSINESS ACTIVITY, FUNDRAISING and SUBJECT TO PROPERTY TAX.

Please Note: Activities conducted **off-site**, such as the Seabeck and Women’s Perspective annual retreats, are **not subject** to these guidelines.

EXEMPT: Unlimited use per calendar year.

EAST SHORE

East Shore itself may use its property for church purposes, which includes religious worship and related administrative, educational, eleemosynary and social activities. So, East Shore's use of its own property for religious education classes & conferences, congregational trainings, church committee and team meetings are all allowed activities. East Shore may solicit donations in accordance with Board policies and receive payments for class fees (including books for classes) or to recover the costs of a church event.

See the BUSINESS ACTIVITY and FUNDRAISING sections below for restrictions to East Shore activities on its property.

OUTSIDE ORGANIZATIONS

There are three categories of outside groups whose use of church facilities are deemed to be exempt. For our purposes we will denote them as follows:

Exempt Use Group 1: NONPROFIT groups performing eleemosynary activities

Exempt Use Group 2: NONPROFIT groups sponsored by the church, who may hold meetings at the church

Exempt Use Group 3: Special Cases

See the EXEMPT USE GROUPS section below for the specific guidelines for each group as well as examples of each group.

NON-EXEMPT: 35 days per calendar year.

All non-business activity, non-exempt use of the property by renters.

This includes all administrative and organizational, non-business activity use by outside individuals or non-sponsored outside groups.

Room rentals by for-profit organizations that conduct non-business activities such as employee training or social activities during their use of East Shore facilities are in this category.

Rentals by non-sponsored nonprofit organizations for non-business activities such as annual meetings are in this category.

Examples: Annual meetings of homeowners associations; staff meetings of nonprofits who are not sponsored by the church.

BUSINESS ACTIVITY: 15 days per calendar year.

This includes use of the property that involves promoting business activity or conducting sales transactions **by any organization or individual, including East Shore.**

Donations solicited by outside groups, even those groups sponsored by East Shore, count as business activity. Sales by outside groups, even when the proceeds will benefit a 501(c)3 organization or be used for a charitable purpose, count as business activity use unless they meet the criteria below for FUNDRAISING.

There may be multiple business activities conducted on the same day; this day will only count once against the 15 days allowance.

Qualified fundraisers **do not count** as business activities. See FUNDRAISING section below for those guidelines.

Examples: East Shore Live (if regularly scheduled), The Gallery (if regularly scheduled).

FUNDRAISING: No limit specified.

To qualify as a fundraiser, which is allowable business activity, each event must fulfill three criteria:

- Be occasional rather than regularly scheduled (if regularly scheduled, these are BUSINESS ACTIVITY use) AND
- Be limited to 5 days or less (the days do not have to be contiguous) AND
- 51% or more of the net proceeds from the event must be remitted to the sponsoring church.

Examples: Auction, Trinkets & Treasures, Christmas Poinsettias, Day-of-Event Payments for Events Purchased at the Auction (Dancing with the Stars)

SUBJECT TO PROPERTY TAX:

Use of the property that does not fit into one of the above categories, usually because it exceeds the allowable limits, is subject to property tax.

Example: The portion of the lower parking lot that is rented for commuter use.

EXEMPT USE GROUPS:

Exempt Use Group 1: NONPROFIT groups performing eleemosynary activities

The group must:

- Be a qualified NONPROFIT organization, as determined below AND
- Use the property for “a charitable activity in which some social objective is served or general welfare is advanced”

To determine if an organization is a qualified NONPROFIT organization:

1. Obtain the organization’s Washington State UBI number and Federal Employer Identification Number (EIN).
2. Go to: <https://ccfs.sos.wa.gov/#/>
3. In the Corporation Search section, enter the UBI number.
4. Business Type must be WA NONPROFIT CORPORATION or WA PUBLIC BENEFIT CORPORATION.
5. Print the results for the file.

It is possible that the organization was formed in another state and just has activities here. The DOR said they will also accept federal 501(c)3 status as proof of Nonprofit status.

To determine if an organization is a qualified 501(c)3:

1. Go to IRS Exempt Organizations Select Check website:
<https://apps.irs.gov/app/eos/pub78Search.do?searchChoice=pub78&dispatchMethod=navigateSearch&pathName=forwardToPub78Search&submitName=Return+to+Search>
2. Select: Are eligible to receive tax-deductible charitable contributions. Enter the EIN number and print the results.

The organization must use the facilities for eleemosynary activity only, which excludes any administrative activities, most meetings, trainings or social events. The activity to be conducted must be written into their rental facilities agreement with the church.

Examples: Congregations for the Homeless, The Sophia Way.

Exempt Use Group 2: NONPROFIT groups sponsored by the church, who may hold meetings at the church

To qualify as a church-sponsored outside organization, a group must:

- Be a NONPROFIT organization as determined above AND
- The organization's purpose must align with the church's purpose (see below) AND
- Church members must be participants in the outside organization AND
- The group must sign a sponsorship agreement with the church and abide by its provisions.

Sponsorship must be proposed by church members or a church team, who will:

- Obtain the outside organization's Washington State UBI number and Federal Employer Identification Number (EIN) per the above, verify and print the results.
- Obtain a written statement of the organization's purpose.
- Provide the names of church members who are also active participants in the outside organization.
- Ensure that at least two church members attend each of the organization's events that take place on church property.
- Monitor that no business activity, including donation solicitations, takes place during the rental and that contract provisions are being adhered to.
- Use the following resources to determine if the outside organization's purpose aligns with East Shore's purpose:

<http://esuc.org/wp-content/uploads/2015/06/revised-bylaws-2017-06-04.pdf>

EAST SHORE UNITARIAN CHURCH BYLAWS

ARTICLE I. PURPOSE

The purpose of East Shore Unitarian Church is to establish and maintain a Unitarian Universalist church and to provide a place of public worship for the same in Bellevue, Washington; to establish, maintain, and conduct a program of religious instruction for all ages; to promote educational and cultural programs; and to further other religious and charitable work.

<http://www.uua.org/beliefs/what-we-believe/principles>

The Seven Principles: Unitarian Universalism's Seven Principles

Unitarian Universalist congregations affirm and promote seven Principles, which we hold as strong values and moral guides. We live out these Principles within a "living tradition" of wisdom and spirituality, drawn from [sources](#) as diverse as science, poetry, scripture, and personal experience.

As Rev. Barbara Wells Ten Hove explains, "The Principles are not dogma or doctrine, but rather a guide for those of us who choose to join and participate in Unitarian Universalist religious communities."

[1st Principle](#): The inherent worth and dignity of every person;

[2nd Principle](#): Justice, equity and compassion in human relations;

[3rd Principle](#): Acceptance of one another and encouragement to spiritual growth in our congregations;

[4th Principle](#): A free and responsible search for truth and meaning;

[5th Principle](#): The right of conscience and the use of the democratic process within our congregations and in society at large;

[6th Principle](#): The goal of world community with peace, liberty, and justice for all;

[7th Principle](#): Respect for the interdependent web of all existence of which we are a part.

The seven Principles and six [Sources](#) of the Unitarian Universalist Association grew out of the grassroots of our communities, were affirmed democratically, and are part of who we are.

The benefit to an outside organization of being sponsored by the church is that they can then conduct their member meetings on church property. If they are not sponsored by the church, they can only conduct actual charitable activities, not the meetings to plan those activities.

Exempt Use Group 3: Special Cases

- a. Twelve Step groups are allowed under the Exempt category even if they are not on the Washington Secretary of State website as NONPROFITS.
Example: Heretics Haven AA Meeting.
- b. Weddings, funerals and memorial services are allowed as Exempt activities even when performed for individuals who are not church members.
- c. Churches that have a congregation and hold regularly scheduled religious services, even if they are not on the Washington Secretary of State website as NONPROFITS are allowed in the Exempt category.
Example: Pagan Renewal.
- d. For classes where the instructor is remunerated, any class fees must be paid to the church, not to the instructor, AND the church must pay the instructor a fixed amount as an independent contractor rather than an amount based on the number of students.

Example: East Shore Yoga Class – Joyce Turner is the instructor, paid by East Shore.

Appendix F: ESUC Sponsorship Agreement Guidelines

Background

Board Policy 2.1X states:

- 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. 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.

The benefit to an outside organization of being sponsored by the church is that they can then conduct their member meetings on church property. If they are not sponsored by the church, they can only conduct actual charitable activities, not the meetings to plan those activities.

Consequently, this document is provided by the Staff Leadership Team to provide guidance to groups at East Shore who wish to sponsor an external non-profit. This document serves only as the basis for beginning the conversation and written agreement; further collaboration is required between the Staff Leadership Team, the ESUC group, and the external non-profit on a case-by-case basis.

Requirements

To qualify as a church-sponsored outside organization, a group must:

- Be a NONPROFIT organization as determined below AND
- The organization's purpose must align with the church's purpose (see below) AND
- Church members must be participants in the outside organization (see below) AND
- The group must sign a sponsorship agreement with the church and abide by its provisions.

Sponsorship must be proposed by church members or a church group, who will:

- Obtain the outside organization's Washington State UBI number and Federal Employer Identification Number (EIN) per the above, verify and print the results.
- Obtain a written statement of the organization's purpose.
- Provide the names of church members who are also active participants in the outside organization.
- Ensure that at least two church members attend each of the organization's events that take place on church property.
- Monitor that no business activity, including donation solicitations, takes place during the rental and that contract provisions are being adhered to.

Non-profit Status

To determine if an organization is a qualified NONPROFIT organization:

1. Obtain the organization's Washington State UBI number and Federal Employer Identification Number (EIN).
2. Go to: <https://ccfs.sos.wa.gov/#/>
3. In the Corporation Search section, enter the UBI number.
4. Business Type must be WA NONPROFIT CORPORATION or WA PUBLIC BENEFIT CORPORATION.
5. Print the results for the file.

It is possible that the organization was formed in another state and just has activities here. The DOR said they will also accept federal 501(c)3 status as proof of Nonprofit status.

To determine if an organization is a qualified 501(c)3:

1. Go to IRS Exempt Organizations Select Check website:
<https://apps.irs.gov/app/eos/pub78Search.do?searchChoice=pub78&dispatchMethod=navigateSearch&pathName=forwardToPub78Search&submitName=Return+to+Search>
2. Select: Are eligible to receive tax-deductible charitable contributions. Enter the EIN number and print the results.

Overlap in Purpose

Use the following resources to determine if the outside organization's purpose aligns with East Shore's purpose:

- [EAST SHORE UNITARIAN CHURCH BYLAWS](#) (ARTICLE I. PURPOSE)
- [The Seven Principles](#): Unitarian Universalism's Seven Principles

Overlap in Membership

It must be demonstrated that there is an overlap of Membership between those participants in the ESUC group and the external non-profit at a minimum of 5 persons.

ESUC Members Oversight Role

Members of the sponsoring ESUC group must host and be in attendance for all meetings and events of the external non-profit that take place on church property. ESUC Members are expected to make a brief introduction to the external non-profit, assist with setup/breakdown needs for the space, and ensure the external non-profit is adhering to the Sponsorship Agreement.

Business Activity

As ESUC is limited to only fifteen days per year of business activity, and fundraising has its unique set of restrictions, no business activity including collection of donations or sales may be permitted by the external non-profit unless pre-approved by the Staff Leadership Team.

Building Space Priorities

Availability of space on ESUC campus is on a first come- first served basis, once the Big Rocks calendar is set for the upcoming fiscal year. If rent-free, then the customary rent shall be outlined in the Sponsorship Agreement.

Director of Lifelong Learning – Aisha Hauser

Right Relations Task Force Update

The RRTF has selected and announced the Right Relations Facilitation Team. We are grateful to all who applied, we received 12 applications and selected the following 8 people- Michelle Danley, Mike Radow, Jennifer Sumner, Peter Sugarman, Mark Norelius, Milly Mullarky, Jose Garcia, Dave Porter. The group will be meeting to plan and learn about the training options, as well as discuss goals and next steps.

Nicole Duff helped update the Right Relations page on the ESUC website. The page is now found under the “About” tab. All the past blog posts and Beacon articles are on the updated page for anyone to catch up on how and why the Right Relations Team was established for East Shore. Lee Dorian has been an exceptional member of the RRTF as the Board representative. We are grateful for her perspective and expertise, as she is a trained mediator. Considering Lee’s resignation from both the Board and RRTF, it would be helpful to have another Board liaison as part of the Team. [Ref: *Right Relations Guidelines Template Rev 2-01-18, page 35, below.*]

Lifespan Integration Team

One of the things I have learned over the past few years is that there is absent currently, one team that is tasked with reviewing the faith development needs of all generations of the congregation. In the past, there was an Adult Programs Team and RE Team. Both Teams met separately. While each group worked to create program for their respective demographic, I found that it continued to reinforce the notion of silos. Children/youth in one silo and adult programming in another. I recognize value in having a team that looks broadly and holistically at the needs of all ages. Amanda Alice and I will be recruiting for a new CORE Team called the Lifespan Integration Team. I am currently working on the charter for the Team and asking folks to join. The goal is that the Team has the first meeting in March.

Denominational Involvement

I preached at the Woodinville UU congregation on January 28th. I was invited by their social justice coordinator after she heard me present at an event at East Shore. The sermon topic was “Decentering Whiteness.” It was well received by those who approached me afterward.

I co-led two webinars on “The Death of Sunday School and White Supremacy Culture.” I was invited to participate by Kimberly Sweeney, a religious educator currently consulting with congregations all over the country about the transition our Sunday Schools are currently experiencing.

I will be co-facilitating two workshops at General Assembly in Kansas City. One on the White Supremacy Teach In and the other on Welcoming Multiracial/ethnic Families.

I have also been asked to present a bystander training at the Edmunds Unitarian Congregation by the Ministers.

Reflection from Member About Welcoming

I received an email from Julie Heise about her past and present experience of being welcomed at East Shore. I asked her permission to share it in my board report and I am grateful that Julie has given that permission. In her reflection of her experience, Julie highlights how I also experienced East Shore when I first arrived. While I was hired explicitly to attract more families with children, it was clear that while East Shore has a beautiful campus that includes an entire building for religious education, the facilities alone were not conducive to welcoming families. Some people were not happy about “noisy children” in the sanctuary, expecting them to leave with their parents as soon as the story was over. I realized this soon after my arrival and worked with the ministers and others to help folks understand that being welcoming to families with children is something that will work when most of the church embraces this idea. The reason I advocated for the rug in the front of the sanctuary is so children can feel that they have their own place in the sanctuary. The children who sit/lay on the rug, love it and enjoy hearing the story from that vantage point. I also advocated for multigenerational services once a month. Elaine and I are working out how best to create a program that engages children while not boring adults. It is not an easy task and sometimes we succeed and sometimes not so much. The point is that we are open to trying and that is what I appreciate. I know that change and transition is not easy. What is true about the time we are living in, is that change is part of the new normal. My wish for East Shore and for Unitarian Universalism, is that we lean in to the discomfort that change brings and learn to become more spiritually mature people as we work through the pain, disappointment and frustration that comes with uncertainty. This process is worth it because on the other side of this work is a stronger community and a stronger sense of belonging.

Email from Julie Heise-East Shore Member

Ross and I joined East Shore in 2001 as pledging members, and I started helping in the RE program. We had spent a couple of years checking out the different Unitarian churches in the area, and we really felt like we wanted to be part of the East Shore community.

In 2002 we brought Amelie home from South Korea. Soon after, we received a phone call from an East Shore member asking about our pledge. With all the craziness of preparing to welcome a baby and many visiting relatives, we were late getting our pledge in. It was the first phone call we had ever received from East Shore, and I explained about what a busy time this was in our lives and that we would send our check in soon.

The first time we took Amelie to church was a bit of a shock. We were met at the front of the church by a East Shore greeter who pointed to the nursery and said, “Children go to the nursery over there.” Both Ross and I grew up in churches where children attended the service, so we were taken aback. We asked if we could bring Amelie into the church, and the man looked doubtful but said we could try. We lasted about 15 minutes in the service with Amelie when the annoyed looks led me to stay with her in the nursery for the rest of the service. We didn’t know that some families go up in the balcony or listen to the service in the North Room.

The next time we went to church, we decided to try Northlake Unitarian. We were welcomed with open arms. “We love children” they said.

The lady from East Shore called again – our pledge wasn’t in yet. Ross talked with her about our dilemma. We wanted to continue attending East Shore, but we couldn’t figure out a way to do it with a baby. He told her how welcoming Northlake had been. The following week we received a message from the membership director of East Shore on our answering machine, “You are no longer members of East Shore. We wish you well in your spiritual journey.” I knew there must have been some miscommunication, but it was still hurtful to get a phone message like that.

When Amelie turned 3, she was eligible to participate in the preschool program. I was unhappy about the way we had been dismissed, but I wanted to give East Shore another try. I enrolled Amelie in the RE program and started volunteering in the RE program again. Over the years I have tried everything I could think of to make sure that other families don't feel as unwelcome as Ross and I felt when we came to East Shore with a child. I started a preschool playgroup, organized family garden activities, Wonderful Wednesday, Family Covenant Circle, summer Chalice Camp, Super Saturday, and helped with Book Bingo.

I feel so fortunate that Ross and I grew up in church communities in Wisconsin where children were welcomed in the Sanctuary and viewed as valuable members of the church. We helped plan church service, assisted with fund raisers, and were encouraged to raise our voices in support of causes that were important to us. I am so grateful to Aisha Hauser for helping to move the East Shore community in this same direction of recognizing that children have value to offer the church right now and in the future. Hurray for opening the doors of the sanctuary to children!

Thank you, Julie Heise

Respectfully submitted by, Aisha Hauser

Liaison Reports

Policy and Governance Com. Charter Tracking

Charter Tracking (Updated February 10, 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, Needs Revision	

Lay Pastoral	Submitted, Needs Revision	
Earth and Social Justice Council	Submitted, Revised, Approved	
ANSWER Nepal	Submitted, Needs Revision	
Beloved Racial Justice Ministry Team	Submitted, Revised, Pending	
Climate Action Ministry Team	Submitted, Revised, Pending	
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, Needs Revision	
Partner Church Khasi Hills Ministry Team	Submitted, Being Revised	
P-Patch Ministry Team	Submitted, Needs Revision	
Second Sunday Sh. Plate Ministry Team	Submitted, Revised, Pending	
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, need timeline)	
Chalice Players	No longer a team per Aisha	
Children and Youth	To become New Life Long Learning Team (Aisha will submit charter, need timeline)	
RE Teachers	Part of Life Long Learning Team or separate charter?	
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
Informal Bridge		
Changes (Evolution of Grief Group)		
Coffee Klatch Parents of Teens		
Guitar Jam		
Library	Part of Archives? Elaine checking	
Men's Breakfast		
Military History		
Women's Friendship		
4 th Wednesday Book Discussion		

Right Relations Guidelines Menu Rev 2-01-2018

This Guidelines template is offered to each East Shore team/committee/task force to help us intentionally embed 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 we are a covenanted community, and we invite people from all faith and social

backgrounds to join us. This diversity means our interactions can be sources of great learning. And intentionally practicing Right Relations principles as we interact enables continuous deep spiritual growth. The following Guidelines are merely examples to help your team explore what principles you might want to agree to. We know this is very long, so please use it only to discuss and select what is meaningful to you!

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

For example:

- I will hold others as wise, caring, and capable.
- I recognize the worth and dignity of each person.
- I will hold others as full of complexity and experiences I will never fully know.
- I will hold others as capable of discovery and growth.
- I will notice and appreciate the positive contributions that others make.

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

For example:

- I will hold myself accountable for 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 when I feel uncomfortable.
- I will hold myself as possibly wrong!

3. How will I share?

For example:

- I will share honestly, directly, and respectfully.
- I will speak only from my own experience, not generalizing about others.
- I will share with humility, knowing 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.
- I will share honestly and consistently the positive as well as the negative.

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 rather than to design my response.
- I will listen with awareness of my judgments, working to suspend them and be open.

5. How will I deal with hurt, frustration and anger?

For example:

- I will take responsibility for my reaction.
- I will make sure I am not misinterpreting others.

I will think carefully about alternative perspectives that could reframe my reactions.
I will slow down and reflect on the sources of hurt, anger and frustration within me.
I will become curious about my own triggers and vulnerabilities and seek to learn from my reaction.
I will breathe deeply and seek calm, choosing my response carefully.
I will share that I am frustrated or hurt, but not blame my hurt or frustration on others.

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.
I will seek help if the conflict is difficult.

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 take responsibility for my reactions as well as my actions.
I will hold myself accountable for using conflict constructively to support a stronger team, church and relationships.
I will hold myself accountable for expressing appreciation and gratitude, increasing the positive regard within the group.
I will hold myself accountable to reduce gossip and building of cliques.
I will hold myself accountable for trying hard to discern accurately communications, interactions and events, rather than assuming I know what is going on.
I will hold myself accountable to share only what I know to be true, refusing to fall into shared stories and rumors.
I will hold myself accountable for questioning any disparagement of people not present.

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 read over my messages with the receiver(s) in mind to ensure they are clear and accurate.
I will never use messages to discredit someone or perpetuate a rumor.
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 to determine the true intent and gain deeper understanding of the meaning and what I can learn from it.

9. How will I restore relationships?

For example:

I will recognize my part in any broken relationship, owning and examining my hurt or anger.

I will use imagination and empathy to acknowledge to myself that the other person is also hurting or angry and how that feels.

I will recognize that holding negative feelings hurts me as much as anyone, and center myself in being the best person I can be, which is a loving and forgiving person.

I will reach out to the other person and ask for an in-person meeting, possibly with a facilitator, in which I will truly seek to understand the other person's emotions, interests and values.

I will consciously shed the negative feelings and actively try to forgive the other person.

I will work with the person to find common values and goals.

I will put the relationship above my hurts, opinions and anger and agree to move forward in a restored relationship.

10. How will I lead?

Examples:

I will continuously seek the highest and most long-term view of issues and events – viewing things from “the balcony.”

I will always hold the welfare of the larger church community as my focus, unattached to what I might have created or brought forward.

I will hold others as powerful and seek to inspire and empower their best selves.

I will continuously question my own assumptions about what is good for the church, and will foster deep questioning among those I lead, particularly when I see those around me falling into unquestioned assumptions or group judgments.

I will encourage and listen to the voices of those experiencing the church in ways different from my experiences.

I will recognize that either/or is seldom appropriate when engaging with the difficult issues of a complex relational organization. I will embrace ambiguity and both/and thinking, knowing that when there seem to be two sides, the best way to address the issue is to find the third way.

Recognizing the difficulties involved in organizational change, I will balance challenge and support, focusing on a vision of a church future that can engage most everyone.

I will hold myself accountable for the emotional welfare of the congregation as well as the organizational welfare of the church.

Holly House Taskforce – David Baumgart

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

Feb 15, 2018

The HHDTF met on Thursday, Feb 15 to review the status of the 7 RFP responses that our teams had evaluated. They are listed below.

This past Tuesday, Feb 13, we sent appropriate lists of questions to each of the responding developers. We also included information we had received from the City of Bellevue about a loosening of certain density requirements that was now under consideration by the city council.

The following org's have submitted **"Affordable Housing" proposals:**

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

The following org's have submitted **"Market Rate" proposals:**

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

*It is noted that Green Canopy Homes' proposal included units at lower prices, less than \$450K that they stated were affordable housing units. It is also noted that their proposal did not meet the minimum price floor.

The task force has set Feb 28 as the due date for responses to our questions. We are also working with Craig Nelsen and Janet Garrow to encourage more market rate proposals. This may include Polygon Homes, whom Craig recommended to the task force. We are hopeful to receive these additional market rate proposals by mid-March.

Timeline: Feb thru April, 2018

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

- Done – January 31 – Team Meeting (Marcy chaired this meeting)
- Done – Feb 7 – evaluations completed for all 7 proposals
- Done – Feb 11 – Town Hall for the congregation to request they complete the “weighted criteria” survey. On this same date, Nicole’s mass email provided the link to that survey.
- Done – Feb 12 - Jason and Dave appeared before Bellevue City Council to endorse Package C-1 of updates to regulations to permit greater densities within Affordable Housing Projects.
- Done – Feb 13 – Questions emailed to all 7 RFP responders
- Done – Feb 15 – Team Meeting to identify next steps
- Feb 28 – Deadline for RFP answers from bidders
- Mid-March – Receive additional market rate proposals.
- Mid-March – Town Hall to provide update on all 7 proposals, and results of the survey.
- Mid to late April – Congregational Meeting to consider next steps – perhaps reducing the list of proposals under consideration – a Short List – prior to in depth negotiations.

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, Janet Garrow, 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