

East Shore Unitarian Church

Meeting of the Board of Trustees,

March 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 Uzma or Jack in advance!).

East Shore Unitarian Church
Board of Trustees Meeting Agenda
March 20, 2018

Board Host: Tom Doe

6:45 Social Gathering

7:00 Opening Words, Chalice Lighting Tom

7:05 Check In/ Guest introductions All

7:15 Representative from POC Affinity Group

7:25 Approval of Consent Agenda All

7:35 Discussion on various aspects of DM search Ryam

7:45 Update on OFD Tom

8:00 Update from Holly House Task Force Dave

8:10 Right Relations Jerry

8:20 Other Topics as appropriate

8:30 Executive Session: Adjourn to Executive session

Minutes of Last Board Meeting

ESUC Board of Trustees

Minutes

February 20, 2018

Minutes, Leadership Reports, Consent Agenda:	Com. + Board Liaison Reports Consent Agenda:
February Board Agenda + Upcoming Events	P&G Charter Tracking Table – Ann Fletcher
Minutes of Last Board Meeting – January 23	HH Dev Task Force Update – David Baumgart
Board President's Report – Jack Slowriver Ref: UUA report – Institutional Change	Right Relations Guidelines Template Rev 2-01-18
Finance – Treasurer's Report – Ryam Hill	
Interim Minister Report-Rev Elaine Peresluha & Membership + Communications Report ES Social Justice Ministry Teams Feb Report	
Director, Finance & Operations–Jason Puracal App A&B – Sum Income Statement, BS FY17 Appendix C Financial Analysis / Charts, App D - Non-profit Law Seminar, App E – Facilities Use Procedure, App F – ESUC Sponsorship Agreement Guidelines	
Director, Lifelong Learning – Aisha Hauser	

East Shore Unitarian Church

Board of Trustees Meeting Agenda - February 20, 2018

Board Host: Jerry; Uzma Butte, VP, presided over this board meeting in the absence of the president.

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

7:45 Right Relations Board norms All

8:25 Adjourn to Executive session for Nominating Committee, OFD, and UUA report review

Upcoming Events for Your Calendar

- February Exec Council – March 6
- March Board Packet items due Wed, March 14: email to Dick Jacke (Volunteer 1)
- April Beacon Board Buzz due Wed, March 14 by Tom: email to Nicole Duff
- March Board Meeting March 20; Tom is host.
- Sunday Svc Announcement 2/25 Jerry, 3/4 Marcy, 3/11 Uzma, 3/18 Paul, 3/25 Jerry, 4/1 xxx

Opening Words – Jerry's reflection – Potential Board Covenant Statement

Check-in - The board of Trustees includes David Baumgart (secretary), Paul Buehrens, Jerry Bushnell, Uzma Butte (Vice President), Tom Doe, Ryam Hill (treasurer), Marcy Langrock, (via Skype) Mark

Norelius, and (absent) Jack Slowriver (president). Following Lee Dorigan's resignation, there is one open Board Trustee position. The Board also includes our interim minister, Rev. Elaine Peresluha, Jason Puracal - Director of Finance & Operations, and Aisha Hauser - Director of Life Long Learning.

Visitors: Den Kerlee (Collaboration Builders Steering Com).

Housekeeping items: upcoming hosts, announcers, etc.

We need a Board member to deliver Sunday Service Announcements in April, May, and June.

Review of Board Agenda + Consent Agenda - (see content of Board Packet - all Board members are expected to review the entire Board Packet prior to the Board Meeting) - Uzma asked if anyone requested to move items from the Consent Agenda to the Discussion Agenda. No items were moved

Approval of Consent Agenda - All

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

Consent agenda major topics (see Appendix 1)

- Ryam reported that work continues on the Financial Stewardship and Endowment Charters.
- Accompanied by VP, Uzma Butte, Jason 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. One of the significant conclusions was that the Board will need to review the annual Form 990.
- Development/review of policies required for 990 including:
Document retention, Conflict of interest, and Whistle blower
- New Bookkeeper: Ludmila (Lucy) Rahman accepted the offer and started February 5, 2018. Lucy is undergoing extensive daily training with Laura and Jason.
- Mark Norelius approved to become the Board Liaison for Right Relations.

Nominating Committee - Connie Hirnle (chair)

The Board has received a potential slate of candidates for open positions in the 2018 / 19 fiscal year. We will review these potential candidates during the Exec Session, this evening. The final list of candidates will be announced to the congregation in late April.

Holly House Dev Task Force Marcy (chair)

Marcy briefed the Board on the Feb 11 Town Hall and the most recent task force meeting, Feb 15. The online survey about the weighting of criteria is continuing – Jason reports we have received 54 responses. Marcy stated that Financial Impact criteria is averaging twice the weight of Economic / Social Justice, so far. Marcy expressed gratitude for all the hard work of the committee in general, and for the responses to the Town Hall Q&A which were primarily handled by Jason and Dave.

Jason spoke about our visit to the Bellevue City Council on Feb 12 when both Jason and Dave spoke and advocated for a loosening of the regulations (proposed by the City of Bellevue planning dept in a package of action items identified as C-1) to allow greater density of units classified as Affordable Housing.

At the present time, the task force is waiting for responses to questions that were sent to all 7 bidders for the Holly House property – the deadline is Feb 28. We are also looking for additional market proposals courtesy of the efforts of Janet Garrow and Craig Nelsen. Marcy also stated we are planning a future Town Hall in about 30 days – at which point we may choose to eliminate a few of the least valued proposals.

Right Relations Board Norms -Aisha

Aisha moved to table this item because none of the members of the Board had followed thru on last month's request (see homework assignment, below) to identify those RR norms that were most meaningful to them. After the board meeting, Aisha emailed an updated Right Relations Guidelines Template (has been added to the Board Packet, pages 35 – 37) for all Board members and visitors to consider.

[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. Each member of the Board is requested to send the most meaningful guidelines to Paul by ~~Feb 6~~ March 6.

It is noted that Mark Norelius was approved to become the Board Liaison for Right Relations – since Lee had recently resigned.

We discussed plans for future training. Aisha stated that the RR committee was still in discussion and negotiation for future training for Right Relations and for Facilitator. She will report back to the Board.

Executive Session – Uzma Butte (Vice President)

At 7:40pm, we adjourned to Executive Session and Den Kerlee exited the meeting.

xxx

Closing Words and Adjourn

Elaine’s closing reflection was much appreciated.

Our board meeting ended about 9:50pm. Our next board meeting is March 20, 2018.

Respectfully submitted by David Baumgart, Secretary, ESUC Board of Trustees

OPEN ACTION ITEMS: (REVISED FEBRUARY 23)

What	Who	When / Notes
Sponsor Right Relations Training	Aisha, Louise	Still in negotiation for price
Sponsor the annual OFD pledge drive for FY 18 / 19 and establishment of the budget for the new fiscal year.	Board, Tom, Ryam, Jason, Fin Stewardship	These twin efforts have been deferred until late February, after Board / Congregational debriefs by the UUA regarding the listening sessions.
Lead the effort to plan action items and timeline preparing for Dev Min.	Ryam, Uzma	Will try and recruit several members of the previous Ministry Search Com.
Ongoing - 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, 22 draft charters now under review and 10 charters – unknown status.

CLOSED ACTION ITEMS:	Who	When / Notes
Done - 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.
Done - Establish a robust Right Relations Task Force structure	Board, RR Task Force	This effort is a collaboration with the RR Task Force and the Policy & Governance Com.

Appendix 1

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

From Treasurer's report, page 8

- Ryam reported that work continues on the Financial Stewardship and Endowment Charters.

From DFO report, pages 16, 17

- 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
- 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.**

New Bookkeeper: 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.

From David Baumgart, Secretary

Mark Norelius was requested by Right Relations chair, Louise Wilkinson, to replace Lee D as the BL.

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 32 - 35

END OF MINUTES

Board Postscript Notes - February 28, 2018

Subject: Board Actions taken February 18 thru March 1 relevant to UUA Consulting Reports

Members of the East Shore Board:

East Shore Officers – Uzma Butte, VP; Ryam Hill, Treasurer; David Baumgart, Secretary

Board Trustees: Paul Buehrens, Jerry Bushnell, Tom Doe, Marcy Langrock, Mark Norelius, Lee Dorigan

Note: Uzma continues to be the presiding officer in the absence of Jack Slowriver, Board President, who is out of the country on extended leave.

Agenda:

- UUA Debrief, Feb 18 – UUA presenters included Rev Christine Robinson, Rev Jonipher Kwong
- Formation of the Dev Minister task force, Feb 20 - with authorization to submit the application,
- Board's unanimous email vote to accept C&J's recommendation to hire a Dev Minister, completed Feb 28,
- Mutual Decision to amend the contract with Rev. Elaine Peresluha to include 180 day notice, signed March 1.

UUA Debrief – UUA presenters included Rev Christine Robinson, Rev Jonipher Kwong

Discussion – members of the board generally felt that the Feb 18, 10am UUA service followed by the 11am UUA briefing for our membership went well. The presentation was followed by a half hour of Q&A interaction with the congregation. The estimated attendance was approximately 130 members.

Developmental Minister Action Items and Timeline

We all agreed to move forward with the UUA consultants' recommendation to hire a Developmental Minister. We then discussed the make-up of a Board Task Force; charged with the responsibilities associated with the overall goal of having a Dev Minister in place by end of 2018 or early 2019.

After a discussion, it was generally agreed that the task force would include 2 or 3 Board Members plus 2 or 3 other members, preferably drawn from the Ministerial Search Committee that functioned in 2016. After further discussion, the Board members would be:

- Ryam, Uzma, and Jerry

The other members, all drawn from the 2016 Ministerial Search Com. were proposed on Feb 20, and confirmed by end of day, Feb 21:

- **Mary Anderson, Milly Mullarky, and Rhonda Brown.

The board reached a unanimous agreement on this action, during the executive session conducted on Feb 20, 2018.

[**Anne Fletcher was added to the task force on Feb 23 because of her thorough knowledge of the history of East Shore Unitarian Church.]

Ryam and Uzma would take the immediate lead to establish a priority list of action items, planned as part of a feasible timeline. It was agreed that Ryam's best source of information would be Keith Kron. On Feb 21, Ryam received a **high level timeline from Keith as follows:**

- Congregational Applications Submitted by: Jan 31, 2017 - (late applications accepted on case-by-case basis only).
- Applications reviewed by Transitions Office and regional staff: Feb 7, 2017.

- Applications posted in private drop box for ministers only to see by: Feb 10, 2017.
- Applications reviewed by Ministers: Feb 10 to whenever position gets filled.
- Minister names released to congregations: (earliest Feb 20, 2017—more than likely though mid-to-late March as ministers express interest).
- Review/interviews/decisions: any time after Feb 20, 2017.

In a separate email, Ryam noted that we were several weeks behind this timeline, and we should treat this effort as “time urgent.”

Other recommendations were also received from the UUA consultants, and will be under further consideration during the next few months.

Board’s unanimous email vote to accept Rev Christine Robinson and Rev Jonipher Kwong’s recommendation to hire a Dev Minister

On Monday, Feb 26, David pointed out that the East Shore Board had been acting by consensus regarding our “go forward path” to identify and hire a Developmental Minister. He recommended that we formalize this decision by means of an email-based vote. Ryam moved and David seconded by email that the Board of Trustees for East Shore Unitarian Church approve the UUA recommendation that we hire a Developmental Minister. Uzma Butte, the current acting President, in the absence of our current President – Jack Slowriver, then polled the entire East Shore Board via email. The vote indicated unanimous approval of the motion. Voting in favor of the motion:

Uzma Butte, (Vice President), Ryam Hill, (Treasurer), David Baumgart, (Secretary), Paul Buehrens, Jerry Bushnell, Tom Doe, Marcy Langrock, Mark Norelius, and Lee Dorigan. Although Jack Slowriver was out of the country on extended leave, he had previously informed the Executive Committee on Feb 6 and the entire Board on Feb 16 that he was in favor of hiring a Dev Minister – as recommended by the UUA consultants.

Mutual Decision to amend the contract with Rev. Elaine Peresluha.

Under the terms of the current contract with Rev. Elaine Peresluha, the East Shore congregation has the option of providing 180 days advanced notice to amend the end date of the contract.

It is noted that Elaine agreed with and supports the recommendation by the UUA consultants that ESUC should hire a Dev Minister by the end of 2018. In consultation with Elaine, as well as the Pacific Western Region leadership, represented by Rev’s Robinson and Kwong, all parties agreed that given the ESUC Board’s decision to hire a Developmental Minister during the next ten months, this action would be in our mutual best interest.

The contract amendment also includes the reciprocal options to end the contract earlier or later than the end of August by either Rev Peresluha or the ESUC Board.

* * * * *

These notes reflect board actions and discussions taken between Feb 16 and March 1. Please let me know of any additions or corrections.

Thanks, Dave

David Baumgart david_baumgart@hotmail.com

Secretary, East Shore Unitarian Board

President's Report – Uzma Butte, in Jack Slowriver's absence

Acting President's report – Uzma Butte

Since Jack Slowriver, our president, has been on sabbatical, I have been asked to fill their shoes. No easy task, but with guidance from David Baumgart (Secretary) and Ryam Hill (Treasurer) and with the support of my fellow Board members, I have been able to carry on with the duties the position requires.

First of all, I would like to share the good news that Mark Norelius, a long-time member, has joined the Board as a Trustee. And he is also on the Right Relations Task Force. We have much to learn from him and depend on his relationship building skills.

As a board, we are working very diligently to improve communication to the congregation. We are reminding our members that our website www.esuc.org has all kinds of information about current and future events. Nicole Duff sends out important announcements via emails to our members who have provided their email addresses. So please make sure that Nicole has your current email address. She can be reached at membership@esuc.org.

A note from the Policy and Governance Committee: Due to the number of charters presented to them for review, they have a backlog. We have requested they prioritize those charter reviews that are most relevant to the Board and to our Operations. In case anyone needs to reach out to Ann Fletcher on the P&G Committee, it is fletcherann@msn.com.

Over the past few weeks, after coming to the realization that our congregation is in need of a Developmental Minister, a task force has been formed with Ryam Hill as the chair. We have some very experienced people on it, including myself and we will be updating our congregation as we reach different milestones. We are working very closely with UUA to find a Minister who fits our needs and is able to help us reach the mutual goals that our congregation has stated. The Dev Minister Task Force Charter is attached to this Board Packet – please see the Appendix, below.

As I spend more time interacting with people at Church, I get to learn more about all the good work our congregation is engaged in. I am so thankful that we have leaders in our community who are creating a meaningful impact within our congregation and in the community outside. There is much to celebrate!

We also mourn the passing of Rev. Susan Morrisson, our much loved Minister of Pastoral Care. Memorial services are being held by her family at East Shore on March 24th at 2pm.

As the days get longer, and the weather gets better, I am taking the time to connect more with nature. I find the more time I spend away from the computer or the television, the better I can see the truth behind the illusion! Zoroastrians celebrate the beginning of Spring with a festival called Nowruz, which has to do with the sowing of the seeds. It also evokes an optimism that creates a drive for renewal and regeneration. Happy Nowruz!

Uzma Butte, Vice President, ESUC Board

Addendum by Jack Slowriver – President

[Note: March 20 update – Jack will chair the monthly board meeting although they are officially on sabbatical until April 8. Uzma is presently out of state on an unplanned visit with her father who is recovering from a heart attack. Uzma is hoping to return home by April 9. The April Exec Council has been postponed until April 12.]

Report from Jack Slowriver, President; March 19

I am deeply appreciative of Uzma filling in for me during my recent time away. Please consider this an addendum to the President's Report this month. Following the format of other reports, I'd like to comment on our 7th Board end this year. It reads as follows:

We will make measureable progress moving our congregation from a multi-culturally aware congregation to anti-racist as defined by Julica Hermann de la Fuente, with specific attention to lifelong Learning, pastoral care, and theology.

There are nine domains that Julica Hermann de la Fuente uses in her rubric of Racial Justice in UU Congregations. Ref: <http://www.uuchurch.org/wp-content/uploads/2018/02/Anti-Racism-Rubric-for-UU-Congregations.pdf>

I don't believe that we have made progress towards becoming an anti-racist congregation in any of the areas she delineates. The reasons for this are evidenced in the fact that we continue to debate whether or not to use the term "white supremacy" to identify the systemic privileging of whiteness and our continued reluctance to interrupt a sense of entitled comfort that many believe is their due.

I don't understand why there are so many white people at East Shore who are upset by the possibility that they might be racist. I am a white person. I was socialized in a white supremacist society and I am racist. Simply put, white supremacy is "an historically based, institutionally perpetuated system of exploitation and oppression of continents, nations, and peoples of color by white peoples and nations of the European continent, for the purpose of maintaining and defending a system of wealth, power and privilege." (Ref: What is White Supremacy? By Elizabeth Betina Martinez)

For me being racist is a given if you were socialized as a white person in the United States. I don't have shame around this. It is up to me to be constantly vigilant about the implicit biases that run through my mind and the actions that I do and do not take as a result of my social position. In other words, it is up to me to be anti-racist. It's not a label that I earn after having a certain number of people of color in my life or reading certain books. It's an identity that I have to work on every day. We will not make progress towards becoming an anti-racist congregation if we do not use the language and tools available to us to understand what we're up against. Being able to name white supremacy is a critical step. If it makes people uncomfortable, we need to look at why that's the case.

Robin DiAngelo's article on White Fragility is quite helpful in this regard. She states that because white people are viewed as the "norm" in mainstream society, we have been insulated from having to live racialized lives and therefore have a "reduced psychosocial stamina" wherein "even a minimal amount of racial stress becomes intolerable, triggering a range of defensive moves." When people are feeling a bit uncomfortable, this becomes nearly intolerable and often respond with "shutting down and/or tuning out, indulgence in emotional incapacitation such as guilt or 'hurt feelings,' exiting, or a combination of these responses." We have also seen people create hurtful narratives and disseminate them broadly, threaten to or actually withhold financial resources from ESUC, and organize groups to try to make it "safe" for disaffected white people to return.

In short, we haven't made progress on this goal because we are not unified as a board in our commitment to anti-racism. I'd like us to focus on the "end" we created this past summer and draft a statement in support of anti-racism at ESUC.

Jack Slowriver, President, ESUC Board

Finance - Treasurer Report – Ryam Hill

- **Financial Stewardship Committee:**
 - The FS Committee met on 3/13/18.
 - There was a review of the offers on the Holly House property and discussion of how to educate the members on the possible impacts of deciding to go with a market rate or affordable housing bid prior to a possible vote.
 - Bill Culverwell presented the reports from Endowment and offered some suggestions for changes. I spoke with him and Craig Nelsen, Endowment Chair, about updating Endowment’s Investment Policy Statement. Their draft of changes would then come to the Financial Stewardship Committee for review, before being presented to the Board and P&G.
 - There was no additional input to the FS Charter which was returned from P&G and is ready for final Board approval. See Appendices, below, for the FS and Dev Minister TF charters.
 - There was feedback from P&G about the Endowment Charter. As previously discussed by the Board last fall, there are clauses in the old Charter that differ from what our by-laws state. These clauses have been highlighted and Endowment will propose new bylaws to cover any specifics for this fund that they think should continue for the June congregational vote. The Charter also requires answers to a few additional questions for the P&G final review.
- **Endowment Committee:**
 - The Endowment Committee did not meet in March.
 - I sent an old Endowment brochure, with updates to procedures and contact information to the Endowment committee to review and add to. With their review and additions there should soon be a current brochure available for new members and other members who have questions about donating to Endowment.
 - I spoke with the Chair about the charter review notes from P&G, and the charter revisions discussed by Financial Stewardship and the Finance Team to advise him of the timeline for any bylaw vote that the committee might want to recommend.
 - The next meeting will be April 19 at 9:30.
- **Finance Team:**
 - I attended the Finance Team meeting on 3/13 and we reviewed the month end statements.
 - We also discussed charters, Budget status, HHTF, and Medicare coverage. (see DFO report for more detail).
- **Budget Team:**
 - The budget team met February 28th and reviewed a second more updated draft of the basic budget based on expenses from this last year, as well as keeping wages at UUA guidelines for midpoint. There is a deadline for budget input from various teams and groups by 24 March. This will help fill in more of the needed numbers.
 - **The Budget team still needs an OFD goal set by the Board.** This number is necessary for Town Halls scheduled for late March. This has been discussed with the OFD Chair, Tom Doe.
 - The Budget team *tentative* timeline will be
- Budget Team meetings:
 - Mar 27
 - April 24
 - May 22 (if necessary)

- **Town Halls:**

March 25/26 (Sunday after service and Monday evening) Committee/team/group budgets submitted by March 24 prior to the Town Halls

- Other variables in these months—staffing changes and associated costs
- 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.

- **Other**

- I attended the **P&G webinar 2/27/18**. We were assured a copy would be available online, but afterwards told this was not the case. The webinar was very useful and I refer to DFO report on its contents. It was a good reminder that the Board's job is to write policy, create strategies, do long range planning and provide assessment. (Operations should be left to staff.)
- The **5-Year Strategic Financial Plan** was completed and will be presented to the Board in its final form in April by the FS Chair, Claudia Hirschey. It differs from the last version in that it includes some added metrics.

- **Developmental Minister Task Force**

- After the Board created the DMTF last meeting, I requested the former Search Committee members the Board chose to join the team. This and the addition of one more made the Task Force Membership: Uzma Butte, Jerry Bushnell, and I from the Board and Milly Mullarky, Mary Anderson, Rhonda Brown, and Ann Fletcher from Search. I am the Chair of the committee and the person who reports to the Board on TF actions.
- We were able to complete the application, including having two member-sessions for input on 3/3&4/18 and send it in the next Monday 3/5/18.
- We are meeting on Thursdays at noon and are currently working on the screening/interview process after a meeting with Rev. Elaine on 3/13/18.
- We have created a charter for the TF. See Appendices, below.

[Minister's Report – Rev. Elaine Peresluha](#)

INTERIM MINISTER'S REPORT FOR MARCH 2018

FOR CONSENT AGENDA:

HEAD OF STAFF

My focus with staff is to prepare them to transition from an interim ministry to a developmental ministry. This includes keeping them informed about the process, timeline and clarifying their roles in the transition. They have needed reassuring about job security, and the vulnerability of their compensation in response to the operating fund development.

Celil Cakmak injured his back while working on the roof and needs to limit his weight lifting to ten lbs. We are waiting on the MD's release to return to full work responsibilities. Joseph has taken on some of Celil's caretaking role to accommodate his injury. Proper incident reports and other necessities for workman's compensation were submitted. No claims were filed.

I am working with the Personnel Committee in exploring options for a personnel manual procedure to support employees transitioning from health care coverage to Medicare reimbursement.

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.

The Membership Enhancement Team, Nicole and I are working with the Budget and Finance team and the Financial Stewardship Committee to continue implementation of the year round membership enhancement process. Training for callers was held Sunday Mar 11 and Wed Mar 14th to generate operating funds for 2018-19. 24 members have been trained with a minimum of 64 needed to limit the number of visits to 6-8 per person. A third training will be held to try and meet that minimum of 64 trained callers. See Jason's report for updates on the progress of decision making with the Holly House Task Force that also impacts the five-year plan.

I have a meeting scheduled to speak with Rev. James McEachran from St. Andrew's Lutheran Church to learn more about affordable housing and to invite him to share at the 1st Saturday Coffee and Conversation April 7th about the collaborative nature of St Andrew's model for aligning budget with mission and mission with community needs. We will be using Jason's program and impact model of the budget to inspire generosity in the pledge commitments for 2018-2019 budget cycle.

If the number of visiting stewards trained falls below the number needed to make One on One conversations feasible, I will discuss other options with the Membership /enhancement Team. We will know by March 24th if we have the numbers of people necessary to complete those One on One visits.

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

The developmental Ministry Task Force has submitted the application for a developmental ministry. East Shore now waits for names to be given to the task force so that they can begin the review process for making a recommendation to the Board for selecting a developmental minister. I am working with the task force to help clarify their role as distinguished from the search for a settled minister.

Securing sufficient funds for the fair compensation for the developmental minister and staff are the most significant numbers in the operating fund. The Membership Enhancement team's effectiveness in securing Electronic Fund Transfers and increased pledge commitments is a significant factor in preparing East Shore to begin that next ministry.

The Right Relations Facilitation Task Force training and covenanting process is essential for the support of that developmental minister so that the minister's role and authority are clear, as well as process for resolving disagreements with the decision making of the minister. The board will need to finalize policy for disruptive behavior, a list of objective criteria that defines disruptive behavior and a decision tree for managing disruptive behavior. The authority and ability of the Board to respond effectively to disruptive behaviors diminishes over time. Quick and decisive responses from leadership that are validated by by-laws and policy will curb hurtful, divisive and inappropriate behaviors while helping members to understand, respect and appreciate the Boards oversight role.

If the Board does not understand the actions outlined and requested by SLT in Board reports for support, role clarification and enforcement of boundaries, it is important that the Board ask for specific direction

and clarification. I will try to be more direct about what actions are needed from the Board to support staff, and enforce boundaries to prevent personal and institutional harm from members.

The Board can specifically use charters to identify the appropriate role of teams, committees, affinity groups and caring groups and hold the members of the groups accountable to the specifics of their charters. This will help educate members on institutional structure, collaboration within ESUC's policy based governance, and decision making authority. Allowing individual members and groups to circumvent the governance structure as outlined in their charters weakens the structure and invalidates transparency and accountability and safety the structure assures.

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. From Jason's 3/13 email:

The same specifics needed to prepare for the developmental ministry apply to building Trust. The level of trust in an organization is directly proportional to the the effectiveness of structures for consistent, transparent expectations defined by by-laws, policies, process and behaviors, and the enforcement of those structures. East Shore's governance structure has been established and was initially communicated. The policies, bylaws and expectations for behavior have not been communicated sufficiently or on a regular enough basis for people to learn and respect them. They also have not been enforced. The staff continues to be resisted when we ask people to respect the structure, adhere to policies and roles as defined and clarified by charters and the governance and organizational structure. The Board is the enforcer of governance structure, which includes policies, by-laws and charters. Until the Board asserts that role, and assumes responsibility for communicating the limits of its governance policies, by laws, and charters members will choose their own rules. And trust can not be developed.

The SLT and I have tried to communicate this need for leadership in most of our Board reports. Many member of the board express a lack of understanding of this oversight role, or what actions you can and need to take. We will continue to offer our feedback and clarification of our roles in our hope that the board will assume more responsibility for timely responses to behaviors that are disruptive to governance structure and community diminish community trust. Jason's email to the exec after our last meeting best communicates the SLT's feelings of disappointment and inattention.

"...What the SLT was trying to express last Thursday during the Exec meeting, is that it is the Board, and only the Board, who can stop the CB from continuing to disrupt East Shore in the way they are doing. SLT was pleading with the Board to take action in a public way that reinforces our governance structure, our procedures, our policies, and recognizes the authority of Staff where appropriate. Our bylaws and policies allow for any individual Member to question a decision made by Staff, however when those complaints are made in a public, defamatory manner, and the Board does not respond publicly, not only is the professional reputation of Staff damaged, so is our moral."

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

Attendance on Sundays is stable and low. It is another factor which indicates the inability of my ministry to effectively inspire, inform or direct East Shore members of programs. Attendance at worship is one of the only way to communicate shared values, inspire engagement or calm anxiety. Members who attend worship, are volunteering, and engaging in programs are resolving disappointments, conflicts and preparing effectively to meet the goals defined for the developmental ministry. Those who do not attend worship and disparage programs and staff efforts sustain their anger, their feelings of conflict and hurt keeping their spheres of engagement inflamed.

Communications & Membership Metrics

Worship Numbers:

2017/18

February 4: 140

February 11: 160

February 18: 167

February 25: 156

March 4: 167

2016/17

February 5: 185

February 12: 198

February 19: 161

February 26: 141

March 5: 172

March 12: 172

Membership Numbers:

Current Membership: 450

- Susan Morrisson and Pat Fleehart passed away
- Visitors who have filled out forms in February: 3
- Next membership class: April 22

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.

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)

Social Justice Ministry Team Reports

East Shore Social Justice Ministry Teams – February 2018 Report

ANSWER Nepal - no report for February. Submitted by Margaret Hall.

Beloved Racial Justice (BRJ)

The Beloved Racial Justice team started off the month with a powerful White People Talk About Race session exploring guilt – where it comes from, what we can learn from it, and how we can transcend it and move to compassion. We held a Conversation About Race exploring the second episode in the PBS Series, “Race – The Power of an Illusion” titled “The Story We Tell.” This episode focused on the narratives perpetuated about race, who told and tells these stories, and how they are used to perpetuate inequity. Flash Stances were held in Bellevue, Kirkland and Issaquah, gathering UUs from our sister churches. And the larger BRJ team met with Ashley Horan to provide perspective on some of the attitudes around racial justice at East Shore, and how we can come together to support each other, and especially people of color, in this stressful time. Submitted by Louise Wilkinson.

Climate Action (CAM)

CAM had its monthly steering committee meeting on Feb. 5. On Feb. 18, CAM sponsored a breakfast in Spring Hall before the Sunday service with a program centered on food and climate change. In addition to a general overview by Marilyn Mayers, there were three guest speakers, who spoke about the environmental benefits of a plant based diet and community agriculture. The speakers were followed by lively and informative discussions.

Throughout the month, CAM members have been working to put together a forum of eastside environmental and climate action groups scheduled for March 24 and also preparing for an Earth Day service on April 22. Submitted by David Chapin.

Congregations for the Homeless (CFH)

Congregations for the Homeless has completed the majority of its work at East Shore for this year. Its only activity will be to attend the monthly Congregations for the Homeless meeting. In June or July, the Ministry Team will begin to organize for the following October. 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 February Meaningful Movies was Slingshot Hip Hop, which weaves together the stories of young Palestinians living in Gaza, the West Bank, and inside Israel as they discover Hip Hop and employ it as a tool to surmount divisions imposed by poverty and civil unrest. Twenty-one people attended. Five East Shore Members attended the Faith Action Network (FAN) Interfaith Advocacy Day in Olympia on February 20. Members lobbied legislators on a variety of earth and social justice issues that were before the legislature.

The ESJCC is sponsoring a screening of the Van Jones Ware Lecture (2008) on March 9 at East Shore. This GA lecture connects the issues of caring for our environment with caring for racial and economic equity. The Council is inviting all the social justice teams and other east shore members to the

screening to consider how all the social justice issues intersect with each other and with living our UU Principles.

The Council is also sponsoring the annual Friendship Dinner with the Muslim Association of Puget Sound (MAPS) on March 31. This year it will be held at the MAPs facility in Redmond. East Shore is assisting with food and child care for the event. The purpose of the event is to build stronger multi-cultural ties within our community through informal conversations and sharing of food and traditions. Council members will attend and are inviting other East Shore folks to join them. Several hundred people are expected to attend.

April events being planned by the Council include another Ware Lecture on April 13, hosting a dinner of its affiliate Fostering Interfaith Relations on the East Side (FIRES) on April 22, and facilitating a discussion of the book *The Third Reconstruction* by Rev. Dr. William Barber. This book discussion about fusion coalition politics will provide background information for a Sunday service May 6, featuring David Domke, and for a variety of local grassroots activities available in May to advocate for fairness toward marginalized groups in our society.

The Council recently discussed affordable housing with two Holly House Development Task Force members. Members of the Council continue to support individual earth and social justice teams with their charters and budget requests. Two members of the Council are developing an enhanced Earth and Social Justice presence on the church website to improve our communications and encourage congregant participation. Other members of the Council will be formulating our approach to advocacy work and life span learning. East Shore will be a drop off site for materials supporting a state ballot initiative for Universal Health Care. An Earth and Social Justice table can now be found in the church foyer, with members available to answer questions and hand out information about upcoming events after services.

Submitted by Ann Fletcher

Food Bank

The Food Bank team collected food donated by East Shore members during the month and delivered it to the Hope Link Food Bank. Submitted by Ann Fletcher.

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

In January, the Giving Tree held its last meeting until September 2018. There is nothing to report this month. Submitted by Janet Fleck and Kathie Moritis (co-chairs).

Partner Churches/Khasi Hills

The KHMT met with the Worship Team for the first part of our meeting, finding the purpose of our April 8 Partner Church service and beginning to plan the service – to be called “Transformational Connections in a Fragmented World.” It will be followed by a Q and A session regarding our two partners – the Khasi Hills and Transylvania. Meeting on our own, we agreed on topics for our March 11

retreat, reviewed preparations for the annual garage sale, and created the context of our upcoming pilgrimage to the KH in the fall of this year. Submitted by Barb Clagett.

P-Patch

The P-Patch gave \$600 to the Farmer Frog non-profit at the Bellevue City Farm. Farmer Frog is a non-profit organization that educates urban youth about growing healthy organic food. They support school garden development, teacher training, youth programs and leadership camps, food sharing and produce sales, and design-build services for edible landscapes. The funding for the P-Patch team gift came from donations made at last summer's Produce Table after church services. The Produce Table it supplied by P-Patch members who grow food on church property or in their gardens at home.

The P-Patch team is looking for additional members who want to grow vegetables in a plot on the church property or be community garden helpers (help with planting/weeding/harvesting but not have a plot). A recent Beacon article invites participation and provides information about this ministry team. The team is also interested in people who want to help with the produce table this summer and with planning a potential movement of the garden when the current location is no longer available. Timing will depend upon the outcome and timing of the Holly House property sale/lease.

Upcoming spring P-Patch activities being planned include purchase of seeds and compost, a weeding party in April, and offering plant starts for donations after the May 6 service.

Submitted by Ann Fletcher.

Second Sunday Share the Plate

The Partner Churches instead of the Second Sunday/Share the Plate Team were in charge of the February offering on the second Sunday. The Second Sunday/Share the Plate Team continued planning for the March offering, for which Kids4Peace will be the recipient. The Team also selected University Beyond Bars to be the recipient for April. The topic for May will be housing and for June will be climate change. Submitted by Jane Sisk.

Women Helping Women (WHW)

WHW continues to support Sophia Way each month, creating meals for around 60 women, with about ten volunteers. WHW also is very active with the Lake Hills School tutoring project, with about 15 volunteers. WHW is partnering with the ESJCC and MAPS to plan the upcoming Friendship Dinner at MAPS on March 31. WHW supported the UUSC/Rohingya fundraiser at which we raised a total of \$557. 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.

- I met with Rev. James McEachran from Saint Andrew's Lutheran Church in Bellevue. He explained to me that he has been working on affordable housing in Bellevue for 34 years, and helped to start Imagine Housing 30+ years ago. He explained his collaborative model of aligning the church's social justice causes with the community's needs as defined by the City of Bellevue's Housing and Human Services strategic reports, and by partnering with non-profit organizations to provide in-kind services and space. This has resulted in recognition from City Council Members and other government officials, as well as an increase in membership, especially younger families.
- Along with Seth Hamilton, I attended the Earth and Social Justice Coordinating Council meeting on behalf of the HHDTF. We solicited their perspective on the environmental and social justice aspects of the proposals received for the development of the Holly House property, and asked if they would be willing to present that lens to better inform the Congregation during an upcoming Town Hall. While each member of the Council provided their individual input, the Council as a whole felt they did not have the capacity nor expertise to present to the Congregation.
- I completed a conference call with Green Canopy Homes and Conlin Columbia, one of the bidders for the Holly House property. I answered their questions regarding the feedback provided by the HHDTF.
- I met with Chris Buchanan, Real Estate Development Director for DASH, one of the bidders for the Holly House property. DASH is completing a Comprehensive Plan Amendment (CPA) for another property they are developing, and Chris was happy to share her experience of the process. The process could take 1-2 years, and mostly involves lots of meetings with the planning department of the City. DASH spent \$25k on architecture drawings as part of their submission for the CPA, however Chris explicitly said the process could be completed with back of the envelop drawings and about \$1,500 in fees. While East Shore most likely will not enter into this process for the Holly House, we could potentially start the process for the lower parking lot development.
- I attended a meeting of the Holly House Development Task Force where feedback from other members was discussed, along with the survey results, answers from bidders to questions asked, and next steps. See my Discussion Agenda section for further details, as well as the HHDTF Chair's and BOT Secretary's report.
- I attended the Financial Stewardship meeting to discuss their next steps in evaluating the proposals received, and where the Board needs to provide further guidance. See my Discussion Agenda 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 February month-end statements, February Ministry Team reports, Bookkeeper training, Medicare coverage potential for ESUC employees, the budget process update, and OFD.
- The month-end reports created for February 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 February were on par to the 16-year average of pledges, and about \$1k higher 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 ~\$15k more than the 16-year average, on par for the 5-year average, and 49% more than what was brought in last year during February. Our monthly expenses held steady at ~\$81k. East Shore had a deficit for February of approximately \$10k, and year-to-date we are still at a surplus of ~\$170k, providing a ~2-month runway of operating expenses.
- I attended the Budget Team meeting, and provided the next scenario detailed review, as well as an update on budget input gathering from the various groups at East Shore. We also reviewed the Budget Team timeline, and set dates for the Budget Town Halls. See Treasurer's report for more details.
- I met with each Staff member to discuss budget inputs needed for next fiscal year.
- I provided written and verbal feedback on the draft Endowment Subcommittee Charter to the Financial Stewardship Committee and Treasurer. See Treasurer's report for more details.
- I attended a webinar on policy-based governance hosted by the UUA Pacific Western Region. My biggest takeaways include:
 - Authority follows responsibility
 - Operations is deciding, implementing, programming
 - Board is responsibility for strategy, long term health, accessing
 - Technical and adaptive communication methods should be used to reinforce structure and responsibilities.
 - Technical example: organizing the news letter for each of the operational areas so Congregation thinks about operational areas
 - Adaptive example: Board only answers questions where it has authority and responsibility to act, other leaders only answer questions where they have authority and responsibility to act
 - Silos can be broken down by:
 - meeting with each of the operational leads and asking how they are working together
 - Minister calls leaders in quarterly to be in Right Relations with each other
 - To assist with Board transitions:
 - Recruit differently and earlier for 3+ years once transitioned into policy based governance in collaboration with Nominating Committee
 - Candidates attend Board meetings and/or retreat
 - Board leaders spends time with new people to discuss policies, visionary vs operational leadership, "how we do what we do", answer questions.
 - Have an annual Board retreat of 4+ hours to discuss:
 - Start with what's the point- "why do we do what we do"
 - Slow down and make sure policies have "meat on their bones"
 - Use least restrictive language with accomplishing what you want to do
- I provided a mission-based budget with corresponding visual charts for the OFD Task Force
- I met with the Chair of the Personnel Committee to discuss Medicare coverage for employees as we have one employee who is eligible this year and there is no mention of what East Shore's practice is regarding coverage of the premiums in the Personnel Manual. Please see Personnel Committee liaison report for more details.
- We had a Caretaker experience a back injury on the job. When this was discovered, we completed an Incident Report, restricted the duties of the employee, and waited until he returned with a doctor's note detailing what duties he is able to perform and the timeline to recovery. We checked with WA Dept. of L&I to ensure we were following the proper process, and will receive notification from them on next

steps to complete the claim. As the Caretaker is anticipated to make a full recovery in less than 1 month, we also purchased a back brace for heavy lifting, and instructed both Caretakers to watch training videos on proper lifting techniques such as lifting with your legs and using your power zone.

- The new Bookkeeper has completed a month on the job training. She is adapting to our systems well, has received most of the procedures, and has shown initiative to work independently and improve processes. It will take a few months of repetition before everything solidifies, and training on end of fiscal year procedures is still required.
- I provided input to and editing of the application for Developmental Minister.
- I drafted the Amendment to the Agreement between the Interim Minister and East Shore Board.

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 attended an ESUC People of Color meeting to offer support
- As I write this report, I am in route to attend the Finding Your Way Home retreat for Religious Professionals of Color

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

- I attended the leadership meeting of the Seabeck Team, and assisted with developing a budget tool to track when they hit breakeven.
- Social Media Metrics:
 - *Yelp for February:*
 - 16 user views
 - 6 user leads
 - 2 direction and map views
 - 4 clicks to website
 - *Google My Business Report for January:*
 - 29,018 people found us on Google
 - 8 people called
 - 442 asked for directions
 - 198 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 met with Anne Fletcher and Dick Jacke to clarify questions regarding the new Sponsorship Guidelines the Board approved last month. The document was circulated via the Interim Minister's monthly email to leadership at East Shore, as well as directly to CAM in response to their request. We also discussed issues related to the Policy & Governance Committee and ESJCC.
- I will not be in attendance for the March Board meeting as I will be pressing our first snowboard prototype using our bio-epoxy resin to complete the EPA SBIR Phase I grant my start up was awarded.

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

- I attended the Facilities Team meeting where we discussed the draft fire evacuation plan, updating of the Reserve Data Analysis report, the planned A/C install for the Admin building, the security camera project, our campus internet speeds, ongoing painting projects, consumable dispensers, Grounds update, a plan for removal of furniture in E101 closet, soil test results, and lower parking lot regarding.
- The Chair of Facilities is now directly in contact with Joel Tax from Reserve Data Analysis to provide the updated, researched projections for capital expenses in 2018. Once the report is complete, it will be shared with Financial Stewardship.
- The Facilities Manager is waiting on the revised bid for the A/C install to include required City permits, omitted in the previous bid received.
- A new or refurbished camera is planned for purchase to replace the damaged one from the last install. Work will continue with Advocate Telecom to re-terminate the wires connecting the new camera.
- After determining our internet speeds were consistently about one third of what we are paying for, a Comcast technician visited the East Shore campus and discovered a filter on the incoming cable line on the external, west wall of the Admin building. The device is apparently left over from when the company belonged to AT&T. It was removed and speeds consistently are close to the contracted amount of 100 Mbps download/20 Mbps upload across our campus.
- With the generous help of Ed Borroff, the north end of the Sanctuary Foyer was painted, and the Sanctuary bathroom walls were repaired and primed for painting. The Caretakers will complete the painting with continued guidance from Ed.
- Automatic soap dispensers were installed throughout the campus, everywhere there is a sink. They run on rechargeable batteries, are foaming, and last over 700 uses. As this is now the primary method of soap delivery on campus, the Caretakers spend less time having to refill the residential style bottles frequently, the cost per use is lower, and we ship product to our campus less frequently lowering our Scope 2 carbon footprint.
- Grounds purchased plants for the SE corner of the property, and for the replanting along the north boarded of the Memorial Garden. The latter is the first expense of the restricted fund received more than a year ago. The project will continue as the weather warms.
- There was no response to our public posting of free furniture available from E101 closet- items East Shore no longer has a need for, nor the space to store them. A plan was developed to gift them to one or more non-profit group.
- Eric Haakenson from Jubilee Farms provided the results of the soil tests he took from East Shore's P-Patch garden and playground area. As the pending decision of the Holly House property is probable to result in the necessary relocation of the P-Patch area, it is important to know how we need to improve the soil to support the new P-Patch area. While Eric was explicit he does not have a lot of confidence in the results of the soil tests (see Appendix D), he did share the following observations:
 - All three samples are low in humus. That means that some kind of organic matter (compost, animal manure, or purchased humus) should, most certainly, be a part of any soil amending program.
 - All three samples are very, very high in Zinc (something I am always very, very low in out here!).
 - Nitrates aren't terrible, in fact, in the raised beds it is right where it should be. The other two samples show at least 50% of desired levels, which isn't bad. But nitrogen is an important nutrient, and should be an amendment that is used regularly.
 - Phosphorous is very low in all samples; you do need to get P into your soil. The best product is rock phosphate, but it really needs to be "soft rock": "hard rock" phosphate takes about 20 years to become available!
 - K is high on all samples. It's tough when you have "too much," as it's a lot easier to add minerals than extract them!

- Ca is good in the raised beds (they've probably been amended). If you develop the other areas they will need Ca as an amendment.
- Mag is very low in all samples and should be amended (I use "Cal-mag," but that also has iron in it and you are high in iron, so that won't work).
- Iron, Zinc, and Boron are all high. I don't think that's a problem, but you sure don't want to add any more!
- Sulfur is low in all cases and needs to be amended.
- The organic matter is good in the raised beds and beside them. If you were to develop the area East of the playground it would need significant amending with organic matter (compost or aged animal manure). And even in the beds where it is good, gardeners rarely err in adding too much organic matter.
- As Spring has arrived and the ground is starting to thaw, we are preparing to do a lower parking lot re-grade. Grounds requested extra rock be purchased to keep up with the potholes throughout the year. More information to come as we solidify costs, timing, etc.

Discussion Agenda

- HHDTF discussion:
 - It is important to note that I am submitting this report and feedback to the Board by the deadline of Thursday, March 15th, by 9am, however the HHDTF is meeting again on the evening of the 15th. Consequently, some items may be resolved already, or the discussion and next steps may have shifted since my last meeting with the group. Please refer to the HHDTF Chair's and Board Liaison's updated reports, written and verbal.
 - Per the HHDTF Charter, our next steps in our process include presenting to the Congregation through another Town Hall to provide more details of the submitted proposals, demonstrate how the proposals compare using the decision matrix with weights of each criteria determined from the survey that was completed, for Financial Stewardship to compare each of the proposals against the 5- Year Strategic Financial Plan, and for the Congregation to vote by the end of April. A few issues that need to be resolved before the Task Force can continue its process:
 - **The 5-year Strategic Financial Plan should be approved by the Board, (or at least adopted as a working draft), and released to the Congregation otherwise the analysis completed by FS will not have necessary context.**
 - It should also be noted that, while the FS did an excellent job of bringing the 5-year Strategic Financial Plan to where it is today, there are still some ambiguities in what assumptions should be made for the plan. Another way to frame this is that the church is missing an explicit Strategic (visionary) Plan for who we want to be in the world, and thus creating a financial plan to support this visionary strategy is bound to have pieces missing and/or assumptions that need to be confirmed.
 - As each of the 7 received proposals have different nuances to them, and some have stated flexibility in design, target audience, etc., depending on what the church wants to achieve, it would be very difficult for the Congregation to receive, digest, and be able to narrow down to only one specific proposal by end of April. Instead, the HHDTF discussed the advantages of having a preliminary vote by the end of April in which the Congregation decides whether it would prefer to sell for market rate or affordable housing. After this preliminary vote, further negotiations could take place for those who remain in the category selected by the Congregation.
 - It would be important to not provide names of the bidders when publicly discussing what has been proposed so as to maintain leverage in the negotiation stage.

- The current Charter of the HHDTF does not include the responsibilities of contract negotiations. **The Board must decide whether it would like the HHDTF to expand the scope of their current charter or form a new Task Force for contract negotiations.**
- The assumption with the preliminary vote in April is that contract negotiations could occur such that the final vote by the Congregation for one specific proposal would be during the annual meeting on June 3rd.
- However the Task Force moves forward with its process, I do not believe it would be wise to assume the Congregation fully understands what an option of providing affordable housing truly means in terms of earth and social justice impact and alignment with East Shore's values, principles, and mission. I have heard the argument made that the church should choose a market rate offer to obtain the most amount of money possible, then use the proceeds to fund numerous social justice efforts at the church including potentially donating smaller amounts to affordable housing developers, rather than just investing all the proceeds in affordable housing by accepting a discounted land price. I can understand how the scarcity mentality of how Ministry Teams were funded in the past can lead to this desire to squirrel away funds to ensure the current teams are funded well into the future without strain to the operating budget. In my mental framework, this argument screams to me that the intersectionality of affordable/attainable housing is not fully understood. For example:
 - The crisis of lack of attainable housing is due to land scarcity inflating prices- there just are not enough parcels of land available in Bellevue at a cost level that allows affordable housing developers to be able to viably meet the demand the City is facing. And even if East Shore took the highest market rate offer, we would never be able to buy back this parcel of land and have this opportunity again.
 - By not doing our part to be part of the solution of lack of affordable housing in Bellevue, we are consequently supporting more service workers who can't afford to live in Bellevue to commute in from afar, thus adding to the problems of road congestion and carbon emissions.
 - A large and growing percentage of service workers are people of color, and by asking them to work in Bellevue but not be able to afford to live here means we are contributing to racial gentrification.
 - By not providing affordable housing for seniors, many older people who are retiring or moving to fixed incomes are being displaced from Bellevue due to the property tax inflations. Just ask the Affordable Housing support group at East Shore- current members who are affected by land prices and have to move from the community they have become a part of.
 - By not holding ourselves to the highest standards of green building, we are essentially saying it is OK to not be good stewards of the earth as long as we benefit financially.
 - By failing to learn about what the City and County have already determined to be a critical area of concern and need for the greater community, we are denying ourselves relevancy and attractiveness to the current population, making the ability to achieve our Ends of diversity, inclusion, and membership growth more difficult.
- To be clear, I am not advocating for the Congregation to choose affordable housing. I am advocating for the Board to ensure a holistic, well balanced presentation be made to the Congregation about not only the financial bottom line of the proposals, but the triple bottom line impacts to people, planet and profit be examined so the Congregation

can make a well informed decision for the future of the Holly House property and East Shore.

Respectfully Submitted,
Jason Puracal
Director of Finance & Operations

Appendix A: FY 2017/18 Feb Summary Income Statement

East Shore Unitarian Church
Monthly Income Statement - Summary
July 2017 to February 2018

Date : 03/13/2018
Time : 9:42:44 PM

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget Remaining (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget Remaining (This Year)	Annual Budget (This Year)	% of Annual Budget Used (This Year)
Revenues								
Income - Donations	37,331	62,750	25,419	536,704	502,000	(34,704)	753,000	71.28 %
Income - Program Fee Pmts	472	500	28	16,295	4,003	(12,292)	6,005	271.36 %
Income - Fundraising Event Pmt	810	5,646	4,836	40,013	45,167	5,154	67,750	59.06 %
Income - Facilities Rental Pmt	13,917	13,280	(637)	130,382	106,240	(24,143)	159,360	81.82 %
Income - Dept Activities Pmts	10,484	6,747	(3,738)	64,825	53,974	(10,851)	80,961	80.07 %
Income - Other	7,873	3,950	(3,924)	54,417	31,596	(22,821)	47,394	114.82 %
Total Revenues	70,888	92,872	21,985	842,637	742,980	(99,657)	1,114,470	75.61 %
Expenses								
Payroll Expenses								
Wages	43,245	44,796	1,551	348,275	358,369	10,094	537,553	64.79 %
Payroll Taxes	2,525	3,382	857	25,915	27,053	1,138	40,579	63.86 %
Payroll Benefits	8,802	8,853	51	74,339	70,827	(3,512)	106,240	69.97 %
Total Payroll Expenses	54,573	57,031	2,458	448,529	456,248	7,719	684,372	65.54 %
Program Expenses	2,885	8,276	5,391	31,310	66,211	34,902	99,317	31.52 %
Administrative Expenses								
Facilities Expense	3,306	9,219	5,913	47,652	73,751	26,098	110,626	43.08 %
Business Expense	8,263	4,710	(3,554)	43,659	37,679	(5,980)	56,519	77.25 %
Office Expense	2,408	2,381	(27)	17,118	19,047	1,929	28,570	59.92 %
Fundraising Expense	0	1,542	1,542	7,655	12,333	4,679	18,500	41.38 %
Advertising & Marketing	0	243	243	908	1,947	1,038	2,920	31.11 %
Interest & Loan Expense	9,470	9,470	0	75,780	75,764	(16)	113,645	66.68 %
Total Administrative Expenses	23,448	27,565	4,117	192,772	220,520	27,748	330,781	58.28 %
Total Expenses	80,905	92,872	11,967	672,610	742,980	70,369	1,114,470	60.35 %
Net Total	(10,018)	0	10,018	170,026	0	(170,026)	0	0.00 %
Other Revenues								
Designated Revenues	(44,252)	0	44,252	91,519	0	(91,519)	0	0.00 %
Restricted Revenues	0	0	0	5,100	0	(5,100)	0	0.00 %
Revolving Revenues	0	0	0	0	0	0	0	0.00 %
Total Other Revenues	(44,252)	0	44,252	96,619	0	(96,619)	0	0.00 %
Other Expenses								
Designated Expenses	0	0	0	59,278	0	(59,278)	0	0.00 %
Restricted Expenses	385	0	(385)	5,385	0	(5,385)	0	0.00 %
Revolving Expenses	1,150	0	(1,150)	11,311	0	(11,311)	0	0.00 %
Total Other Expenses	1,535	0	(1,535)	75,974	0	(75,974)	0	0.00 %
Net Operating Total	(55,805)	0	55,805	190,671	0	(190,671)	0	0.00 %

Appendix B: FY 2017/18 Feb Balance Sheet

Date: 03/09/2018
Time: 3:58:26 PM

East Shore Unitarian Church
Balance Sheet
February 2018

Page: 1

Accounts

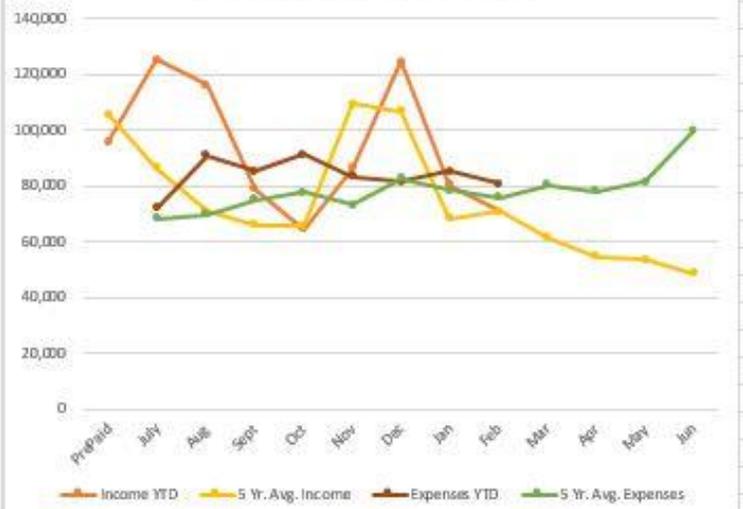
Assets		
Current Assets		
Cash & Investments		
1-1000 - Petty Cash	\$200.00	
1-1010 - Checking - Chase	\$93,207.26	
1-1030 - Brokerage - Schwab	\$92,291.24	
2-1010 - Checking - Chase	\$22,279.67	
3-1010 - Checking - Chase	\$142,953.02	
3-1040 - Endowment Money Funds - Schwab	\$23,086.15	
3-1070 - Endowment Investments - Schwab	\$1,310,061.47	
4-1010 - Checking - Chase	\$33,015.00	
Total Cash & Investments	\$1,717,093.81	
Other Assets		
1-1100 - Accounts Receivable	\$123.00	
1-1110 - Deposits	\$1,750.00	
Total Other Assets	\$1,873.00	
Total Current Assets		\$1,718,966.81
Contra Assets		
1-1600 - Building Loan Contra Account	\$829,673.72	
Total Contra Assets		\$829,673.72
Total Assets		\$2,548,640.53
Liabilities, Fund Balance, & Restricted Funds		
Liabilities		
Current Liabilities		
1-2110 - Wage Accruals Payable	\$13,045.42	
1-2500 - Building Loan - Current	\$76,200.00	
4-2020 - Other Collections Payable	\$11,850.00	
Total Current Liabilities		\$101,095.42
Long Term Liabilities		
1-2700 - Damage Deposits - LT Rentals	\$4,500.00	
1-2750 - Building Loan - Long Term	\$753,473.72	
4-2710 - Other Collections Payable - LT	\$11,450.00	
Total Long Term Liabilities		\$769,423.72
Total Liabilities		\$870,519.14
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	\$190,670.67	
Total Fund Balance and Excess Cash Received		\$1,678,121.39
Total Liabilities, Fund Balance, & Restricted Funds		\$2,548,640.53

Appendix C: FY 2017/18 Feb Financial Charts

FY 2017/18 Feb Operating Revenues vs. Expenses



FY 2017/18 Cash Flow by Month



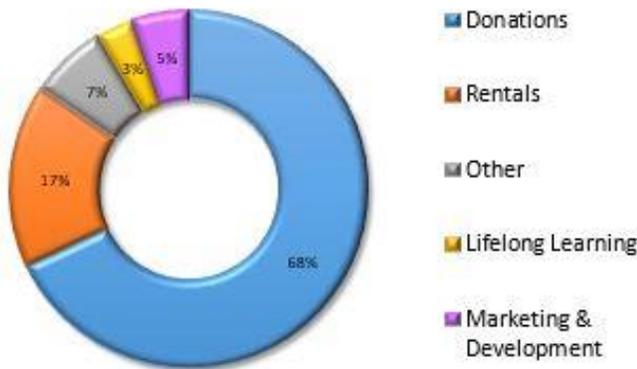
FY 2017/18 Feb YTD Operating Revenues



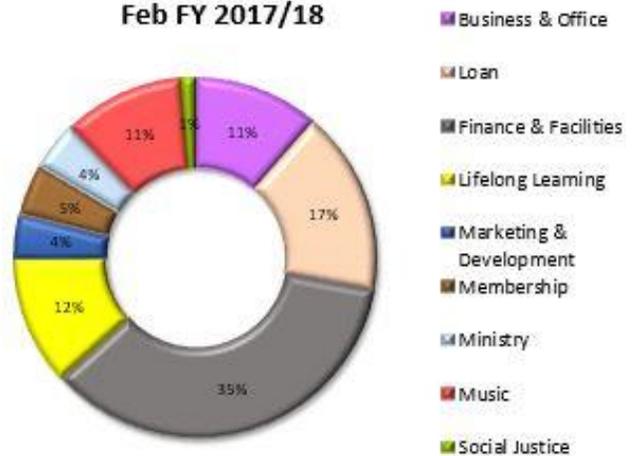
FY 2017/18 Feb YTD Operating Expenses



Income Catagorized YTD Feb FY 2017/18



Expenses Catagorized YTD Feb FY 2017/18



Appendix D: P-Patch Soil Analysis Reports



INTERNATIONAL AG LABS
A BIOLOGICAL APPROACH TO AGRICULTURE

PHONE 507-235-6909 FAX 507-235-9155 P.O. BOX 788 FAIRMONT, MN 56031

NAME:	Jubilee Farm Erick Haakenson	DATE:	2/28/17
ADDRESS:	10 West Snoqualmic River Rd. SE	SAMPLE TESTED:	#2 East Of Playground
CITY/STATE:	Carnation, WA 98014	2016 CROP GROWN:	
		2017 CROP:	
		LAB TEST#	461

SOIL ANALYSIS REPORT

Nutrient	Measure	Desired Ratio	Desired Level	Lab Results	Soil Index
Humus			30-40	10	
Nitrates	lbs. / Acre		40	20	
Ammonia	lbs. / Acre		40	10	
Phosphorus	lbs. / Acre	1P:1K	174	32	0.13 : 1 P to K Ratio
Potassium	lbs. / Acre		167	256	
Calcium	lbs. / Acre	7Ca:1Mg	3,000	1437	8.9 : 1 Ca to Mg Ratio
Magnesium	lbs. / Acre		429	162	
Sodium	PPM		<35	2	Very Low
ERGS	µS/Centimeter		200	130	
ORP			28	26	
pH			6.5	6.1	
Copper	PPM		0.8-2.5	1.7	High
Iron	PPM		10-25	94.6	Very High
Zinc	PPM		1-6	6.2	Very High
Manganese	PPM		8-30	10.1	Medium
Boron	PPM		0.8-1.2	0.8	Medium
Sulfur	PPM		30	2	
Formazan	PPM		600	Not Tested	

C.E.C. Test

Phosphorus				
Bray 1	(ppm)			54
Olsen	(ppm)			28.2
Potassium	(ppm)			116
Calcium	(ppm)			947.49
Magnesium				117.72
Sodium				2
Organic Matter	%			3.96
pH				6.1
K	%		2-5%	2.0
Ca	%		60-70%	31.5
Mg	%		10-20%	6.5
Na	%		0.5-3%	0.1
C.E.C	meq/100g			6.0
Acidity	meq/100g			9.0

Director of Lifelong Learning – *Aisha Hauser*

Lifespan Integration Team

The newly formed Lifespan Integration Team has the following confirmed members, Walter Andrews, Carla Schneider and Carrie Coello are the congregational members of the team and Amanda Alice and myself are the staff members. This team will be strategizing how best to serve members of all ages at East Shore. Carrie has already identified a need for a second Family Covenant Circle beginning next fall. The covenant circle is a way to welcome and support families of all sizes and configurations. The Team will also work closely with Amanda on the summer RE program, which will be expanded to include the month of September if the Board approves my sabbatical request.

Right Relations Task Force

The RRTF has been meeting regularly and is planning two training days for the Facilitation Team and any Board members who are interested in attending. Please let me or Mark (Board Liaison) know if you are interested in attending the trainings. They are currently scheduled for April 28 and May 5, space is limited and therefore the training will not be open to the entire East Shore community. As part of a community affirming endeavor, the RRTF is asking that the church members show their appreciation to each other on Sundays and as often as possible.

“This is an existential moment for ESUC. It will decide who we really are.”-Walter Andrews

We have an opportunity to learn from each other and grow through a difficult time. Walter Andrews gave me permission to include an email he sent to Tom Doe to be forwarded to the Board. I include it here as it illustrates the current challenges and offers a crucial perspective. It is important to note that Walter and his family have been members of East Shore since 1968. Walter has seen many ministers and controversies come and go. This conflict is particularly challenging due to the political reality our nation faces and how in some ways the conflict here replicates the turmoil on the national stage.

Our national leaders want to build a wall to keep people out. Here at East Shore we have a group creating metaphorical walls that keep people within the community out. The Collaboration Builders seem to want to bring people back and cater to those who have been unhappy and disaffected. While I commend the desire to help friends and heal hurts, to do so outside of the community already here is troubling. Why not work together within the current system and structure? Why not include people who have stayed and not threatened to leave? The January 21 event that some saw as positive, I experienced as having an unfortunate undertone of exclusion, hence the metaphorical wall was built that day. Hosting an event that banned the same staff that work so hard to make the church run smoothly, reduces moral and undermines the notion that we are a Unitarian Universalist congregation that affirms the inherent worth and dignity of every person. We cannot be a church that affirms only the worth and dignity of our friends.

What would it look like if we worked together to build community for the future, rather than solely looking to the past? What would it look like if we welcomed new people into our lives as friends? Rather than seeing newcomers with suspicion or worse, ignoring them altogether.

Regardless of who is in leadership at East Shore, it is simply impossible to go backwards. Moving forward is sometimes scary and sometimes painful, however, when we take the invitation to move forward as a faith community, we can set boundaries for each other that keeps the community safe for its members. It is my hope that all the members of East Shore take the invitation to come into right relationship and work together to strengthen the entire faith community, so that we can always welcome all who want to be a part of a faith that affirms that we are all interconnected and we all have inherent worth and dignity.

Please note-My report this month includes my request for a sabbatical. The email from Walter Andrews is available upon request.

Request for Sabbatical

I am formally requesting a 3-month sabbatical from East Shore, the time frame would be July, August and September with a return date of Monday, October 1.

According to the most recent UUA compensation guidelines that I sent in a separate email, the recommended sabbatical time given is one month for every year employed starting between 5-7 years.

I will have been at East Shore five years this August, 2018. It has been five years full of transition. Most of this time, I have been able to work through challenges with the full support of the Board and staff.

The past year has been especially difficult and exhausting. The time has been fraught with unkind and untrue accusations against me and Elaine. To make matters worse, a group was formed that has been operating outside of the bounds of any accountable structure. Their event that banned staff from attending (because a member said they won't attend if any staff was in the room) was an egregious example of the current dysfunction that is operating without any accountability.

I have been in discernment for the past few weeks of how best to remain effective in my position. After consultation with some Board members and trusted congregants who have been an integral part of the RE program for many years, I realized I need time away to recharge and heal.

I have already spoken with Amanda Alice, the RE Programs Coordinator and she is ready to step in and be in charge for the time I would be away. The newly formed Lifespan Integration Team will assist Amanda in whatever is needed to run the RE Program smoothly. The positive aspect of the timing is that I have not run the RE program in the summer since I arrived. We already have money budgeted to hire someone to cover the summer Sundays. The current plan is that we would extend the summer program through September and the RE program would begin in October.

In terms of finances, I would not be asking for any more money out of the budget than would have been paid if I returned to work after my vacation.

I can also forgo any raise and continue with the paid 30 hours per week, rather than return to 40, this can be determined after the results of the OFD are in.

I hope you approve this request. Please let me know if you have any questions.

Respectfully submitted by,

Aisha Hauser, MSW

Liaison Reports

Policy and Governance Committee

Board Policy Revisions starting in May 2017

1. Policy 3.10 Charter Required

All Committees, Task Forces, Core Teams, Ministry Teams and other groups (ex. ESJCC) must have a charter and revisit it annually to ensure that it is up to date and in alignment with ESUC policies and by-laws.

2. Policy 2.3 Treatment of Members, Friends, Visitors, and Congregants.

The current policy would remain the same except for the addition of the word "Vision" to read as follows:

2.3.1 In interacting with congregants, the Staff Leadership Team (SLT) shall not cause or allow conditions, procedures, or decisions that are unsafe, disrespectful, unnecessarily intrusive, that fail to provide appropriate confidentiality or privacy, or that fail to apply the standards of the Church's Mission, Vision, and Ends, and Unitarian Universalist Principles.

And a new section of Policy 2.3 is proposed to read as follows:

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

(December 19, 2017)

3. Policy 2.16 Authority Over Events and Sponsorship

Note: The highlighted parts are revisions. The unlighted parts are current Board Policy. The formatting, both numbering and lettering, in the current policy, has changed to accommodate the revision. Therefore the entire new policy 2.16 should replace the old one.

1. The Staff Leadership Team may not fail to be responsible to coordinate and manage the use of ESUC for events, programs, ministries or public witness to the benefit of ESUC and the communities the Church serves. Accordingly,

- a. The Staff Leadership Team shall not fail to assure church sponsored events, programs, ministries, or public witness are in sympathy with the Church's vision and mission and ministry. (April, 2009)
- b. Nor shall the Staff Leadership Team be capricious in their decisions or actions while exercising authority under this policy.
- c. The Staff Leadership Team shall not fail to accept being accountable to the Board in its oversight role for the decisions made and actions taken under this policy.

(Aug, 2005)

2. The Staff Leadership Team shall be responsible to coordinate and manage the formal relationship of “sponsorship” between ESUC and third party non-profit organizations to the benefit of ESUC and the communities the Church serves. Accordingly,

- a. The Staff Leadership Team shall assure a Sponsorship Agreement is in place for each relationship with an outside non-profit group 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.
- b. The Staff Leadership Team shall assure all Sponsorship Agreements are in sympathy with the Church’s Mission, Vision, and ministry. The Staff Leadership Team shall work with authorized church teams that request sponsorship of outside non-profit organizations which share their values and goals.
- c. The Staff Leadership Team shall not be capricious in their decisions or actions while exercising authority under this policy.
- d. The Staff Leadership Team accepts being accountable to the Board in its oversight role for the decisions made and the actions taken under this policy. Board approval required for all Sponsorship Agreements.
- e. The Staff Leadership Team shall especially be mindful of all existing ESUC Policies and Bylaws, including financial campus use Policies when entering into Sponsorship Agreements.

(January 23, 2018)

Charter Tracking (Updated February 25, 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, Revised, Ready	

Worship/Earth Based Celebrations	Submitted, Being Revised	
Lay Pastoral	Submitted, Needs Revision	
Earth and Social Justice Council	Submitted, Revised, Approved	2-20-18
ANSWER Nepal	Submitted, Being Revised	
Beloved Racial Justice Ministry Team	Submitted, Revised, Approved	
Climate Action Ministry Team	Submitted, Revised, Approved	
Congregations For the Homeless M. T.	Submitted, Needs Revision	
Crossroads Meals Ministry Team	Submitted, Needs Revision	
Food Bank Ministry Team	ESJCC assisting	
Good Start Back to School Ministry	ESJCC assisting	
Holiday Giving Tree Ministry Team	Submitted, Revised, Ready	
Meaningful Movies	Submitted, Revised, Ready	
Partner Church Khasi Hills Ministry Team	Submitted, Being Revised	
P-Patch Ministry Team	Submitted, Revised, Ready	
Second Sunday Sh. Plate Ministry Team	Submitted, Revised, Approved	
Women Helping Women Ministry Team	Submitted, Revised, Ready	
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, Revised, Ready	
Membership (Minister)	Submitted, Being Revised	
Membership Development (DFO)	Submitted, Being Revised	
Seabeck (Minister)	Being drafted (Nicole)	
Women's Perspective (Minister)	WP Chair confirms will submit soon	
Outreach (DFO)	Submitted, Revised, Ready	
Auction (DFO)	Submitted, Revised, Ready	
Core Teams-Facilities Manager Dianne Upton and DFO		
Facilities	Submitted, Approved	1-10-17

	Notes	Date of Staff Approval
Grounds	Submitted, Approved	11-21-17
Memorial Garden	Submitted, Approved	11-21-17
P-Patch	Submitted, Revised, Ready	
Flower	Check with Dianne (Ann)	
Ace Media Crew (Hardware)	Clarify this w/other Ace MC charter	
Core Teams-Director of Lifelong Learning		
Adult Programs--Will be part of new Lifespan Integration Team. Aisha will submit charter after first meeting in March.	Preliminary charter submitted with revision feedback provided by P&G	
Chalice Players	No longer a team per Aisha	
Children and Youth—Same as Adult Prog.	Same as Adult Programs	
RE Teachers—Same as Adult Programs	Same as Adult Programs	
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	Elaine confirming	
Men's Breakfast		
Military History		
Women's Friendship		
4 th Wednesday Book Discussion		

Personnel Committee - Jerry Bushnell

Personnel Committee Board Liaison Report to Board
March 2018

For discussion agenda??

1. Do we want to include the table of current salaries in the final board report?
2. Sense of the board about health care compensation and medicare. No decision needed until formal policy from personnel committee presented next month.

For information and consent agenda??

1. Report on current staff compensation vs. UUA total compensation guidelines
 - Charts attached, first is our actual salaries compared to guidelines, other is what we compensate for compared to UUA recommendations
 - This is informational, just to show where we currently stand
 - UUA guidelines are based on geographic area and size of church
 - Guidelines include comparison of cost of living vs. cost of wages, and for Bellevue the cost of living is 88% higher than cost of wages (making it harder for employee to live here). In some areas, i.e. Palo Alto, the cost of living is nearly 400% higher, in about half the areas, cost of wages and cost of living match.
 - These charts have already been forwarded to the finance committee
2. Sick leave policy, new state laws
 - See attached summary of new state guidelines and analysis by Ralph Lutz
 - Revisions are being made to personnel manual, and may be ready for approval by the board in March 2018, if not, in April 2018
3. Staff health insurance policy discussion
 - Currently Eastshore pays 80% of the cost of the UUA group insurance we provide
 - We do not have policy regarding long term employees who have been on our insurance plan and are now eligible for medicare. It was the consensus of the personnel committee that we should have a policy to provide coverage for long term employees who have been on our insurance plan. The proposal being worked on would specify 80% coverage of the cost of Medicare part B and supplement, up to, but not to exceed, the current dollar amount paid by Eastshore. This policy is being worked on now, and will be presented to the board when ready. The UUA does offer a medicare supplement plan for workers over 65 and retirees over 65.
 - Employees who get coverage through spouse or elsewhere do not get health insurance compensation from Eastshore. We have become aware that the current UUA guidelines that recommend that some coverage be given to these employees for the incremental cost of their health insurance on their spouse/partners group plan. The personnel committee has no recommendation on this topic, but would like the board to be aware of the UUA suggestions, which are attached. This will eventually be a topic for the finance committee.
4. Revisions being made to Personnel Manual
 - New termination policy added (approved by board 12/17)

- Benefits section to include availability of dental coverage, life insurance, long term disability insurance, through UUA, at employees expense
 - Sick leave policy being edited to comply with new state law
5. New employee "Entrance Interview" for onboarding
 - Within 30 days of hire
 - Review role of PC committee
 - Explain the grievance process
 - Go over benefits
 - Go over employee handbook
 - Provide contact information for Personnel Committee members
 - Entrance interview has been scheduled with our new bookkeeper, Lucy (Ludmilla) for March 12
 6. Elaine has recommended that the board and finance committee consider increasing the interim music director hours to 30 per week from 20. This is to accommodate organizing the children's choir and being the staff liaison to the ACE sound crew. She also recommended that we increase the caretaker's hours so that one would be available to open the church in the morning.
 7. The Personnel committee will do the routine yearly review of personnel files in June/July 2018
 8. The committee doing Aisha's review (Jack, Jerry, and ? Paul) is late, review was supposed to be done by 12/31/2017, will now await Jack's return
 9. Ralph Lutz has completed his 3 year term on the Personnel committee. Ralph will be sorely missed, he has been a valued member of the committee and has done much research and work updating our policies and manuals.
 10. The personnel committee is currently researching the 2017 Washington State FMLA (Family Medical Leave Act), to see if it impacts East Shore.

Submitted by Jerry Bushnell, Board Liaison for East Shore Personnel Committee

Documents from Grace Colton, Chair Personnel Committee,

Grace has sent to the Board Secretary various committee minutes for Board use as appropriate. This includes Personnel Committee Minutes and executive session notes from November, December, and January. Due to sensitive content within these documents, it is the policy of the Personnel Com. to not publish these documents on our public website. David Baumgart, Secretary East Shore Board

Personnel Com Review of State of WA Sick Leave Policy

As of Jan. 1, 2018, employers in Washington must provide nearly all of their employees with paid sick leave.

Accrual

- Under the law, employees must accrue paid sick leave at a minimum rate of 1 hour for every 40 hours worked. This includes part-time and seasonal workers. (Even less than 20 hour employees)
- Paid sick leave must be paid to employees at their normal hourly compensation.
- Employees are entitled to use accrued paid sick leave beginning on the 90th calendar day after the start of their employment.
- Unused paid sick leave of 40 hours or less must be carried over to the following year.
- Employers are allowed to provide employees with more generous carry over and accrual policies.

Usage

Employees may use paid sick leave:

- To care for their health needs or the health needs of their family members.

Family member is defined as:

1. **A child** including: a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status.

2. **A parent** including: a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
3. **A spouse.**
4. **A registered domestic partner.**
5. **A grandparent.**
6. **A grandchild.**
7. **A sibling.**

- When the employees' workplace or their child's school or place of care has been closed by a public official for any health-related reason.

- For absences that qualify for leave under the state's Domestic Violence Leave Act. Employers may allow employees to use paid sick leave for additional purposes.

An employee is eligible to use their accrued paid sick leave beginning on the 90th calendar day of their employment.

Note: For employee eligibility for the use of paid sick leave, it is based on calendar days, not work days.

There is no cap for the amount of paid sick leave an employee can use. As long as an employee has available, accrued paid sick leave, the employee must be allowed to use their leave for an authorized purpose listed above.

Employee eligibility

Most employees are eligible to receive paid sick leave. However, some employees may not be required to receive paid sick leave because their job duties make them exempt from the Minimum Wage Act. Exemptions include doctors, lawyers, and dentists who are employed in their applicable professional fields. Additionally, most executive managers paid on a salary basis who supervise two or more full-time employees are exempt as well.

Note: Our Sick Leave Policy is more generous than the state's. We provide 8 hours per month after 6 months. The state says unused sick leave of 40 hours or less must be carried over. Ours allows a carryover of 520 hours per year (which is 13 weeks of a FT employees pay). The state lumps Bereavement Leave with Sick Leave. In our Usage section, a 5day Bereavement leave is called out separately.

There are also state provisions for sharing Sick Leave hours with other employees. See attached forms for sharing and receiving sick leave, and a form for Use of Paid Sick Leave that we may consider using.

Employers are not required to provide employees with financial or any other type of reimbursement for unused, accrued paid sick leave in the event of a separation of employment.

If an employee is rehired within 12 months of separation, at the same or different business location of the employer, the employer must reinstate any unused accrued paid sick leave from the previous period of employment.

If an employee is rehired within 12 months of separation, at the same or different business location of the employer, the previous calendar days of employment must be counted for purposes of determining the employee's eligibility to use paid sick leave.

An employer may establish a shared paid sick leave program in which an employee may choose to donate paid sick leave to a co-worker. If an employer establishes a shared paid sick leave program, the employer must have a written policy or a CBA which specifies that an employee may donate accrued, unused paid sick leave to a co-worker for purposes authorized under the law. In addition, employers must notify employees of such a policy or agreement prior to allowing an employee to donate or use shared paid sick leave, and must make this information readily available to all employees.

Attachments:

- 1) The marked-up pages 10 and 11 of the manual delete those provisions that are not in compliance.
- 2) Employee Notice for Use of Paid Sick Leave
- 3) Employee Request to receive Shared Paid Sick Leave
- 4) Employee Request to Donate Sick Leave

Holly House Development Taskforce – David Baumgart

March 15, 2018

The HHDTF has met twice the past two weeks, March 6 and 15 to review the responses received from our bidders and plan our next steps. Because two of the bidders are not meeting the minimum requirements for purchase price and their proposals are considerably risky, and because each bidder declined to address these issues, they are being dropped from further consideration. The task force remains interested in receiving additional market rate offers, but to date, we have not been successful in doing so. We continue to seek additional credible market rate offers.

So, as of March 15, our working list includes 5 credible offers: 3 Affordable Housing and 2 Market Rate proposals. It is noted that we are still waiting on a written response from one of the Affordable Housing bidders that may substantially improve their offer.

We have now ended the time period for the Evaluation Criteria Survey. The 64 responders rated the top 4 evaluation criteria as follows: (Each responder had 100 points to allocate)

1. Financial Impact
2. Social / Economic Justice
3. Virtual tie between Green Building Design and Risk

Financial Stewardship, led by Claudia Hirschey, has agreed to partner with the task force on two occasions in April – First Saturday, April 7, and the next HHDTF Town Hall, April 22. We plan joint presentations about the status of our best proposals – from the task force perspective, and how the proceeds of any sale might be utilized – from the perspective of the 5 year Strategic Plan.

Timeline: February thru June, 2018

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

- Done – Feb 7 – evaluations completed for all 7 proposals
- Done – Feb 11 – Town Hall update for the congregation and the “weighted criteria” 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 28 – Questions / Responses exchanged with all 7 RFP bidders.
- In progress – Efforts to receive additional market rate proposals.
- April 7 – Task Force / Financial Stewardship joint presentation at First Saturday Coffee.
- April 22 – Town Hall to provide update on all proposals, results of the survey, and next steps.
- May – Possible presentation on the need for Affordable Housing on the East Side.
- May – Preparations in collaboration with Financial Stewardship and the Board for June 3 Congregational Meeting vote on proposals.
- June 3 – Annual Meeting – likely vote to reduce the offers to a short list.

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, Seth Hamilton, Marcy Langrock (chairperson), Benji Langrock (recording secretary), 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

Appendix

Financial Stewardship Charter

Financial Stewardship Charter February 2018 (Revised 3-18-18)

Name

- What is the name of your group? Financial Stewardship Committee

Purpose

- What is the purpose of your group?

The Financial Stewardship (FS) Committee assists the Board of Trustees (BOT) to prepare and oversee the financial goals of the church in accordance with Policy 3.5. The Financial Stewardship Committee oversees the operating budget, assets, reserves (including the Endowment fund), and contractual commitments and liabilities. In so doing, the Financial Stewardship Committee is responsible to the BOT for long term financial planning and monitoring the financial status of the church.

- How is your work related to one or more of our Seven Principles?

The way the FS relates to the 7 Principles is that without a sound financial health as a church, East Shore would not exist to do its work with and toward the Principles. As a church, financial sustainability is the ultimate goal of this committee, so that our 7 principles transcend over time. Specific Principles most related are:

Chapter 2 2nd Principle: Justice, equity and compassion in human relations;

Chapter 3 5th Principle: The right of conscience and the use of the democratic process within our congregations and in society at large;

Chapter 4 6th Principle: The goal of world community with peace, liberty, and justice for all;

Financial Stewardship strives to manage resources in a just and equitable fashion (Principle 2), using the democratic process (Principle 5), to continue our church so it can further our largest Board ends and Ministry Team goals in world peace, liberty, and justice for all. (Principle 6). In addition, how the Committee interacts within itself and among other groups and members of the church is also guided by some of the Principles such as a belief in the worth and dignity of all people (Principle 1) and the interconnected web of life (Principle 7).

- How does your group connect with East Shore's Mission and Vision?

The Financial Stewardship Committee seeks to achieve in an equitable manner a sustainable financial future in order to achieve the East Shore's Mission and Vision. The Financial Stewardship Committee recognizes the ministry of each of its participants provided through service on the Committee. This includes: practicing love for the church, its members, and the larger community through fair, sustainable, and

progressive fiscal decisions and recommendations, and the use of right relations in its internal and external interactions; supporting the ongoing funding means for members to explore spirituality through having the financial resources for the church to offer a variety of worship and spiritual practice opportunities; building community within the committee and preserving the means for East Shore to create healthy, vibrant networks within and outside of itself; determining, in conjunction with the Board and other committees and teams, ways to fund meaningful efforts to promote justice initiated by East Shore.

- What are your specific goals for the next year? How will you measure your goals?

Financial Stewardship Committee goals for fiscal year 2017-2018:

Fulfillment of the BOT End relating to the 5-Year Financial Strategic Plan

Participate in the FY 2018-19 budget process as described in Policy 2.10

Fulfillment of the task assigned by the BOT relating to the Holly House property as described in the BOT Packet & Minutes from June 2017.

Oversight, guidance and support to the Endowment Subcommittee including:

Integration of quarterly meetings with FS meetings until end of fiscal year

Review of quarterly financial reports

Collaboration on development of new Charter, 5-Year Strategic Plan, and Investment Policy Statement

Collaboration on recruitment for new Chair and new members

Oversight of new pledge drive efforts by the Membership Enhancement Team, fundraising, and overall budget for the current fiscal year.

These goals will be measured by copies of the documents and minutes of meetings recording goal progress/completion,

Group Structure, Leadership & Decision-Making

- Where does your group fit into East Shore's organizational structure – as a Board Committee, Ministry Team or Core Team?

The Financial Stewardship Committee (FS) is a Board of Trustees Standing Committee as defined in Bylaws Article VII, Section C.

- What are the minimum and maximum number of participants? To ensure community representation, no fewer than five members is recommended.

A minimum of five members, and maximum of seven members, are on the FS Committee. Quorum is met when at least 50% of the Members are present.

The Church Treasurer will attend ex-officio and serve as liaison to the BOT. The Committee will be chaired by a Member recommended by the church Treasurer and approved by the BOT.

The Director of Finance and Operations (DFO) will attend ex-officio and report from the Core Finance Team.

- What are the leadership roles and responsibilities within your group?

The chair of the Financial Stewardship Committee will call meetings, set agendas, mentor new members, and communicate outside of meetings with the Director of Finance and Operations, Treasurer and other Board members as needed.

Meetings are held once a month or as deemed necessary by the Chair. Chair will also prepare agendas and notes in advance of the meetings and submit minutes to Archives on a monthly basis.

The Endowment Committee is a Subcommittee of the Financial Stewardship Committee, thus the FS Chair will serve as liaison to the Endowment Subcommittee (attendance not required).

- How are leaders determined, and what are their term limits?

The chair of the Financial Stewardship Committee will be selected from the FS Committee by the Board and serve a term of three years.

- What, if any, are the term limits for your members?

At large Members of the FS Committee may serve for not more than five consecutive years. They may return to the committee after a year's absence.

- How are decisions made in your group (consensus, majority vote, officers, quorum needed)?

Decisions are made through simple majority vote. Members are required to attend monthly meetings at least 75% of the time.

- How are members recruited and oriented?

The FS Committee will recruit new members through the Nominating committee, recommendations from the Membership Development Manager, and through personal outreach to potential candidates. The Chair will orient new members by providing them with the charter, the Five Year Strategic Plan, and other related documents and by mentoring them during and between meetings as needed.

- What, if any, qualifications are required for membership or leadership?

Some financial acumen and experience are necessary for service. Rules of confidentiality must be respected. The Board approves individual church Members to be on the FS Committee. The Committee will be chaired by a Member recommended by the church Treasurer and approved by the BOT.

- How does your group communicate and collaborate with the larger East Shore community?

The FS Committee collaborates regularly with the Treasurer and Board as well as the Director of Finance and Operations, the Endowment Sub Committee, and the Budget Team through meetings and emails. The Committee communicates with the congregation through budget documents, town halls, and annual meetings. The Committee may also communicate through the Beacon, eblasts, and website.

- What position on your team is authorized to approve communications publicized by Staff?

The FS Chair is authorized to approve communications publicized by Staff.

- What types of decisions is your group authorized to make?

Monitor the monthly financial statements prepared by the Accounting Specialist to determine the Church's cash flow status and compare to the adopted budget.

Seek advice from the Treasurer and DFO regarding budget categories, methods of recording and reporting church income and expenses, maintenance of financial records and standard accounting practices.

Arrange for an annual financial review of the church's financial records.

Arrange for an internal audit of the church's books, records, and financial pruderies every three (3) years.

Review contracts in excess of \$25,000 and provide a budget impact assessment.

Review the budget prepared by the Budget Team

Maintain a five-year to seven-year financial strategic plan.

Identify and recruit church Members to serve on the FS Committee

Carryout Financial Stewardship Committee and Board strategic planning in initiatives.

Oversee and support the activities of the Endowment Subcommittee and interact with the Facilities Team

- What kinds of recommendations, if any, does your group make and to whom (Board, Minister, Staff, congregation)?

Recommend to the board if an external audit is needed.

Recommend to the BOT necessary budget alterations during the fiscal year as a result of regular review of the financial statements and in consultation with the DFO.

Recommend the final version of the budget to the BOT based on projected income, expenses, and reflecting the recommendations of the Members of the congregation and internal groups.

- What is the expectation for longevity of the group and the plan, if any, for disbanding the group?

FS Committee will be ongoing.

Finances

- Will your group present a budget proposal to the Budget Team?

No. The FS Committee does not generate any revenues or incur any expense, thus a budget proposal is not required for submission to the Budget Team.

- If the Operating Fund is unable to grant the full amount of your budget request, will the group reduce its expenses or do its own fundraising? NA
- If your group plans to do fundraising, please describe how it will go about this. NA
- What kind of decision process exists for how money is used? NA
- Which position on your team is authorized to approve team expenses? NA
- Does your group have the need for a Prudent Reserve (funds set aside to hedge against a contractual liability)? If so, how much and what for?

A Prudent Reserve is not required for the FS Committee.

Developmental Minister Task Force Charter

Developmental Minister Task Force Charter March 18, 2018

East Shore Unitarian Church

Name

- What is the name of your group?
Developmental Minister Task Force

Purpose

- What is the purpose of your group?
The group purpose is to do all tasks required to apply for, screen and interview for a new Developmental Minister for ESUC, report on progress, send documents and final candidate recommendations for Board review and approval.
- How is your work related to one or more of our Seven Principles? The Task Force members will strive to demonstrate the Seven Principles in their interactions with each other, the Board, the staff, the congregation, UUA personnel, and candidates. In particular they will uphold the worth and dignity of every individual (Principle 1), justice, equity and compassion in human relations (Principle 2), acceptance of one another and encouragement to spiritual growth (Principle 3), a free and responsible search for truth and meaning (Principle 4), and the right of conscience and the democratic process (Principle 5). They will also note relevant Principles in their recommended interview criteria so those values can be a part of the conversations
- How does your group connect with East Shore's Mission and Vision? The Task Force will do the ground work needed for the Board to hire a Developmental Minister who embodies, and will help East Shore reach, its Mission and Vision. The Task Force will practice love by kind and caring behavior and Right Relations within and outside the church, explore spirituality by keeping in mind that the processes used in church governance offer opportunities for spiritual journey, build community by being welcoming and inclusive within their group and among related church groups/members, and promote justice by being fair and impartial in the candidate interview and rating processes.
- What are your specific goals for the next year? How will you measure your goals?
The specific goals are to work as a Task Force for the Board of Trustees to fill out the application, screen and interview ministers, and recommend one or more to the Board of Trustees for the East Shore Developmental Minister position. The Task Force will develop processes for interview and rating of candidates in order to make sound recommendations to the Board. The Task Force will also provide advice and support to the Board about communications to the membership and opportunities for congregant input.

Group Structure, Leadership & Decision-Making

- Where does your group fit into East Shore's organizational structure? – as a Board Committee, Ministry Team or Core Team
As a Board Committee Task Force of limited duration for this specific project
- What are the minimum and maximum number of participants? To ensure community representation, no fewer than five members is recommended.
The Task Force has 7 members (maximum) and will also work with specific Board members and Staff on specific tasks as needed. Current members are: Ryam Hill, Uzma Butte, Jerry Bushnell, Milly Mullarky, Mary Anderson, Rhonda Brown, and Ann Fletcher
- What are the leadership roles and responsibilities within your group?
The Chair, Ryam Hill, will chair meetings, oversee the necessary timeline for tasks, and liaison with the Executive Committee for ongoing direction. The Chair will also communicate the group's weekly (or more) reports to the entire Board.
The chair will be the contact with Keith Kron, director of Transitions.
The Decision log will be kept and distributed by the Secretary, Mary Anderson.
The Communications will be arranged and managed by the Communications Director, Rhonda Brown.
The Scribe, Ann Fletcher, will be assigned to do sole input on the application.
The Event Organizer, Milly Mullarky, will keep track of who attends meeting with members and if needed, other related logistics
The Appreciations Coordinator, Uzma Butte, will ensure that appropriate gratitude is shown as determined by the Task Force.
- How are leaders determined, and what are their term limits? Appointed by Board or decided within the group for the duration of the project.

- What, if any, are the term limits for your members? For the duration of the Task Force
- How are decisions made in your group (consensus, majority vote, officers, quorum needed)?
The Task Force will be directed in its activities by the Executive Committee via the Chair. Day to day decisions and ownership of aspects of the project will be volunteer and if needed, majority vote of the committee members.
- How are members recruited and oriented?
Board appointed. Oriented through guidance of the chair, review of relevant documents, conversation among members, and communications between the Committee and the Board.
- What, if any, qualifications are required for membership or leadership?
Members of the Board or Former Search Committee
- How does your group communicate and collaborate with the larger East Shore community?
We will report weekly, at a minimum, via a summary report of actions and related documents to the Executive Committee and/or Board. The group will also help schedule and coordinate various means of getting input and communicating our progress to the membership and staff, including articles, Town Halls, FAQ sessions, attendance at Coffee Conversations, etc.
What position on your team is authorized to approve communications publicized by Staff?
The Chair and Communications person.
- What types of decisions are your group authorized to make?
The group can make decisions on creating drafts of documents to send to the Board for its approval and on weekly reports and recommendations.
- What kinds of recommendations, if any, do your group make and to whom (Board, Minister, Staff, congregation)?
The group recommends tasks, timelines, urgency, screened applications, and in the end, candidates for interview and for vote of the Board for the final Developmental Minister.
- What is the expectation for longevity of the group and the plan, if any, for disbanding the group?
The group will disband at the will of the Board when the Developmental Minister is hired or their transition is accomplished.

Finances

- Will your group present a budget proposal to the Budget Team?
The team will report on costs in screening, interviewing and hiring a new minister. They will work with the DFO to set amounts and on budget impacts.
- If the Operating Fund is unable to grant the full amount of your budget request, will the group reduce its expenses or do its own fundraising?
No
- If your group plans to do fundraising, please describe how it will go about this.
N/A
- What kind of decision process exists for how money is used?
Money amounts will be recommended by the group in line with UUA recommendations, and will be managed by the DFO as per the actual budget developed for necessary costs.
- Which position on your team is authorized to approve team expenses?
Chair
- Does your group have the need for a Prudent Reserve (funds set aside to hedge against a contractual liability)? If so, how much and what for?
No