

## **Draft Minutes – ESUC Congregational Annual Meeting - June 3, 2018**

### **East Shore Unitarian Church - 2018 Annual Congregational Meeting Agenda**

6/3/2018 ❖ 12700 SE 32<sup>nd</sup> Street, Bellevue, WA 98005 ❖ (425) 747-3780 ❖ [www.esuc.org](http://www.esuc.org)

- Call to Order
- Establishment of a Quorum
- Adoption of Robert's Rules of Order (and appoint a Parliamentarian)
- President's Report
- Recognition of Staff Leaders
- Election of 2018–2019 Officers and Board of Trustees
- Election of 2018-2019 Nominating Committee Members
- Acceptance of 2017 Annual Meeting Minutes
- Approval of 2018-2019 Operating Budget
- Approval of Right Relations Covenant
- Recognition of Lay Leadership
- Installation of New and Continuing Officers and Board
- Recognition of Outgoing Board Members, Officers
- Closing Words, Adjourn

***Important Note Regarding a Recent Board Decision:** Out of respect for the Holly House Development Task Force request to delay a vote in order to gather answers to some remaining questions, and out of respect for the clear need to further educate our congregation, the Board of Trustees has voted to delay the vote on the Holly House property for up to 6 months. This will be discussed in detail at the next Holly House Development Town Hall. David Baumgart, secretary, East Shore Board*

11:25 am **Call to Order** - Jack Slowriver, President, Board of Trustees

**Establishment of a Quorum** – 112 members present, exceeding the quorum of approximately 50 members.

#### **Adoption of Robert's Rules of Order (and appoint a Parliamentarian)**

Mike Radow will serve as our Parliamentarian. Mike and Jack spoke about Robert's Rules of Orders. They focused on the rules governing making motions, discussion, and votes. In addition, Aimee Woolwine and Clare Shirley were appointed to facilitate the counting of our members for a quorum, counting the yeas and nays for votes, and for handling the wireless microphones during membership discussions.

#### **President's Report - Jack**

Jack served 4 years on the board and recalled some of the high points of his service.

- Trustee at Large (2013 – 14) and VP (2014 – 15)
- President (2 years 2016 - 18)

Jack also thanked Beth Wilson, former President of the Board for her service.

Jack also recognized the excellent service of our paid staff and called our staff leaders to the dais to a standing ovation by the membership. These leaders included:

Jason Puracal, Dir Finance & Operations      Nicole Duff, Membership Development Manager  
Aisha Hauser, Dir Lifelong Learning              Diane Upton, Facilities Manager

Jack made a brief announcement regarding the status of the search for a Developmental Minister – the search committee has indicated they are working with a candidate, who appears to be well qualified. Jack stated that it appears that we may have more news about this candidate very soon, and that they may begin their service before the end of summer.

### **Election of 2018–2019 Officers and Board of Trustees**

Please refer to Appendix 1. Karen Dawson moved and Milly Mullarky seconded the motion to approve the slate of nominated officers and trustees for the new year. Those candidates who were present were called up to the dais to stand in front of the assembly.

The congregation voted in favor of the slate of nominees for the board. Motion passed.

Our Board officers in the new year include Tom Doe – President, \*Dennis Fleck – Vice President, Marcy Langrock – Treasurer, and David Baumgart – Secretary. Our trustees at large include \*Sara Brannman, Paul Buehrens, Jerry Bushnell, Uzma Butte, Lee Dorigan, and Mark Norelius. [\*Note that Dennis and Sara are the two new members of the board, replacing the two outgoing members, Jack Slowriver and Ryam Hill.

### **Election of 2018-2019 Nominating Committee Members**

Please refer to Appendix 1. Janet Garrow moved and Eric Horner seconded the motion to approve the slate of nominated members of the Nominating Committee for the new year.

The congregation voted in favor of the slate of nominees for the NC. Motion passed. Jack recognized the current Nominating Committee for their identification of candidates and call of these two slates. The new committee includes: Manny Brown, Kirstie Lewis, Katie Edwards, and Martin Cox. Connie Hirnle was chairperson of the NC in the current year and will continue as leader in the new year. Having completed his term, Bill Austin is now leaving the NC.

### **Acceptance of 2017 Annual Meeting Minutes – David Baumgart, Secretary, BOT**

Milly Mullarky moved and Nancy Worsham seconded the motion to approve last year’s draft minutes. Motion passed.

### **Approval of 2018-2019 Operating Budget – Ryam Hill, Treasurer, BOT**

Please refer to the Annual Meeting Presentation. Ryam presented the following 5 slides:

1. “How are we Doing?” Which indicates:

\$928,724 – Total budgeted income and total budgeted Expenses for current FY 2017 / 18  
\$0 – Forecast End of Year, June 30, 2018, Over (Under). Our DFO is forecasting that we will break-even in our current fiscal year.

2. “This FY Highlights” Which reminds all of us that at the beginning of this past fiscal year, that we started with an \$80K deficit, due to a typo in the calculated annual pledged income.

3. "Budget Process"
4. "Proposed Budget"
5. "OFD Synopsis"

Ryam recalled the 3 month gap between losing the previous bookkeeper and hiring the new bookkeeper, Lucy Rahman. Ryam spoke about the skill and excellence of Jason's work as DFO and about the significant efforts of Laura Rivendell (former CPA) to fill during that 3 month gap. Laura collaborated with Jason to clean-up the church's bookkeeping records and accounts and in coordination with Ryam Hill, our treasurer.

Ryam also praised Claudia Hirschey, chairperson of the Financial Stewardship committee for their successful efforts to create a five year strategic plan based, in part, on an updated Reserve Data Analysis of our likely capital expenses. In addition to Jason, Laura, and Claudia, Ryam also expressed gratitude to Jack Slowriver and Rev. Elaine Peresluha who served on the Budget Team. Ryam also thanked Lee Dorigan, Marcy Langrock, Bill Culverwell, and Tom Doe for their service on the Financial Stewardship Com.

Proposed Budget:

\$1,167,344 – Total budgeted income and total budgeted Expenses for FY 2018 / 19

\$0 – Forecast End of Year, June 30, 2019, Over (Under).

Ryam then discussed the current status of the future Pledges for FY 2018 / 19. The Finance Team is currently forecasting between \$615K and \$630K based on the current OFD results. Ryam and Jason stated that this year is especially difficult to forecast, given the transition to a year – round pledging process.

They discussed several mitigations or "Plan B's" should our total income be insufficient in the new fiscal year. Examples include taking an early distribution on the Endowment fund interest income, or selling the Holly House property which will result in paying off the mortgage (thereby reducing annual expenses by \$113,645).

Jack spoke about their perspective of our budget and planning processes. Jack pointed out the pledge income is just part of the total income realized by the church.

Janet Garrow moved and Michael McKinlay seconded that we approve the proposed budget. Discussion. Several of the comments concerned what our backup plan was to balance the budget if our total income were to fall short. Please refer to the slide "OFD Synopsis" for information and the various alternatives.

Several of the comments were in gratitude for the work effort of the Budget and Financial Stewardship Committees in proposing the budget for the new fiscal year.

Jason also spoke to the challenge of transitioning from the annual pledge drive to the Year-round pledge drive. He also clarified how the forecast was calculated. Following the discussion, the congregation voted to approve the proposed budget. Motion passed.

## **Right Relations Covenant, Mary Anderson & Louise Wilkinson, RR Task Force**

[see Appendix 3] Mary named the members of the Right Relations Committee, chaired by Louise Wilkinson. She described how the Covenant ties all of the members of our beloved community, together. Mary then described the process that the task force followed to create a proposed covenant.

The proposed covenant is described as a living document – that over time, it may be updated, as needed. All members were invited to sign the covenant following the annual meeting.

Jennifer Sumner moved and Jeanne LaMont seconded that we approve the proposed covenant. [discussion]

Trish Hunter questioned what happened to the first covenant that was in place when she joined the East Shore community. Mary and others discussed the rationale behind the new proposed covenant which emphasizes about speaking with each other in a respectful and loving way as reflected within Right Relations.

Jack spoke about the “Disruptive Persons” policy that was recently approved by the Board.

Additional discussion occurred regarding the processes of Right Relations that have been envisioned at East Shore and at other UU congregations. Louise spoke about the future use of our facilitation team.

The congregation voted for the proposed covenant. Motion passed.

## **Recognition of Lay Leadership**

Jack recognized the contributions of all the lay leaders of our community – who serve on committees and task forces. He also recognized the members of the Board of Trustees. Jack requested that anyone in the meeting who had led or participated on a committee or task force stand up. Essentially, everyone in the meeting stood up.

## **Installation of New and Continuing Officers and Board**

All members of the Board of Trustees for Fiscal Year 2018/19 were invited to the Dias. The Congregation and the Board entered into a mutual covenant through a Responsive Reading.

## **Recognition of Outgoing Board Members, Officers**

Tom recognized the contributions of the officers of our current Board of Trustees. This includes:

Jack Slowriver, President	Uzma Butte, Vice President
Ryam Hill, Treasurer	David Baumgart, Secretary

Tom noted that Jack, Ryam, and David had served together for the past 3 years as officers and had witnessed especially turbulent times and challenges. Thank you cards and a gift was presented to each of these officers in recognition of a “Job Well Done.”

Jack and Ryam's terms have ended and they are leaving the Board of Trustees. Uzma and David will continue serving on the board in the new year. David is entering his final year as secretary of the board. Uzma, who had fulfilled a special 6 month term as Vice President, will be resuming her service as a Trustee, beginning a 3 year term.

### **Closing Words, Adjourn**

Jack thanked the current board, the lay leaders, the staff, and the entire membership for their active support of the ministry of East Shore Unitarian Church.

The meeting was adjourned at 1pm.

These draft minutes were compiled and submitted by David Baumgart, Board Secretary.

Thanks Dave

P.S. Please contact David for any additions or corrections to these minutes. David's email is [david\\_baumgart@hotmail.com](mailto:david_baumgart@hotmail.com)

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## Appendix 1 - 2018-19 Slate of Candidates

The East Shore Nominating Committee has completed the slate of candidates for next year's Board of Trustees and Nominating Committee positions. This slate will be voted on at the June 3rd Congregational Meeting.

The positions in bold print are up for election. The others are informational, to provide a complete list of members who will serve during the next church year.

### Board of Trustees

**President Tom Doe 1st year of 2-year term**  
**Vice-President Dennis Fleck 1-year term**  
**Treasurer Marcy Langrock 1st yearly term of four max**  
**Secretary David Baumgart 4th yearly term of four max**  
Trustee-at-Large Lee Dorigan 3rd year of 3-year term  
Trustee-at-Large Jerry Bushnell 2nd year of 3-year term  
Trustee-at-Large Paul Buehrens 2nd year of 3-year term  
**Trustee-at-Large Sara Brannman Completing 3rd year of 3-year term for Marcy**  
**Trustee-at-Large Uzma Butte 1st year of 3-year term**  
**Trustee-at-Large Mark Norelius 1st year of 3-year term**

### Nominating Committee

Chair (Board-Appointed) Connie Hirnle 2nd yearly term of 2 max  
Member Kirstie Lewis 2nd year of 2-year term  
Member Manny Brown 2nd year of 2-year term  
**Member Katie Edwards 1st full year of 2-year term**  
**Member Martin Cox 1st year of 2-year term**

In addition to the slate of candidates from the Nominating Committee, our church bylaws allow Nominations by Petition. Members in good standing may nominate themselves or others for any position up for election. To do so, signatures of at least fifteen members of the congregation must be presented to the church office at least 21 days in advance of the Annual Congregational Business Meeting, along with a signed statement from each prospective nominee of willingness to serve if elected. The deadline this year is May 13, 2018. No additional nominations will be received after the stated period.

Biographies about the new nominees can be found [here](#).

Questions about the election process may be directed to the current members of the Nominating Committee: Connie Hirnle, Manny Brown, Kirstie Lewis, Katie Edwards, and Bill Austin.

**Appendix 2 - OFFICIAL NOTIFICATION: East Shore Congregational Meeting,  
Sunday, June 3, at 11:15 a.m.** [May 1, 2018 • [Nicole Duff](#)]

Dear East Shore Member,

I'd like to invite you to East Shore's Annual Meeting on Sunday, June 3, 2018 at 11:15 a.m. in the Sanctuary. A worship service at 10:00 a.m. precedes the Annual Meeting. Childcare for children ten and younger will be available during the Annual Meeting.

Your participation is important. The Congregational Meeting is the ultimate authority within the church. As a free, liberal, religious community, we, the members, own the church. We have the responsibility and privilege of living our values. We elect our leaders and adopt our budget. We discuss and influence our policies and the direction of East Shore. The Annual Meeting gives shape and power to the fifth principle in Unitarian Universalism: the right of conscience and the use of democratic process. Our Bylaws mandate a quorum of 10% of the membership in order to conduct business.

In this packet you will find:

- The meeting agenda (below)
- 2018–2019 Board Officers, Board Nominees & Nominating Committee Nominees (below)
- [Operating Budget Summary](#)
- [ESUC Balance Sheet](#)
- [Proposed Covenant of Right Relations](#)

A copy of our detailed proposed budget will also be available for review in the church office starting Monday, May 21, 2018. In addition, the 2017 Annual Meeting minutes are available in the office and on the website, [esuc.org/about-us/our-governance/](http://esuc.org/about-us/our-governance/). Individual hardcopies are available on request. Biographies of the nominees for the Board and Nominating Committee are also available in the office or at [esuc.org](http://esuc.org).

I have been awed by the engagement of the congregation over the past year and look forward to this annual representation of our democratic community at work. I hope to see you on the 3rd!

Warmly,

Jack Slowriver

President, Board of Trustees

## **Appendix 3 - Covenant of Right Relations**

### **East Shore Unitarian Church**

This is a living document serving as the foundation of how we will interact within our church community. The covenant will always support the mission and vision of East Shore, but it can and will be changed, edited, and tweaked whenever the times and circumstances dictate.

#### **We respect and honor our beloved community, ourselves, and others when we:**

- Enter this space with a spirit of gratitude for this community and share it openly.
- Hold this community as sacred, balancing our personal spiritual needs with those of others to preserve a brave and safe space.
- Openly share our real selves, being vulnerable and trusting.
- Seek the joy and richness of diversity of people, experiences and culture. Embrace the voices and leadership of marginalized people in all areas of the church.
- Listen to others to discover their deepest needs and intent, with a willingness to be changed.
- Speak our perspective with honesty and respect, recognizing and caring about the possible impact on others.
- Commit to personal life-long learning of skills to help resolve and restore relationships through healing and forgiveness.
- Support the success of our staff, minister, board, and our congregational groups and committees.
- Strengthen and promote the values of our beloved community and Unitarian Universalism and carry them into the future and the larger world.