

# ESUC Board of Trustees

Minutes

June 19, 2018

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| <b>Minutes, Leadership Reports, Consent Agenda:</b>   | <b>Com. + Board Liaison Reports Consent Agenda:</b>                         |
| June Board Agenda + Upcoming Events   | P&G Charter Tracking Table – Ann Fletcher                                   |
| Minutes of Last Board Meeting – May 15  | Personnel Com BL Report – Jerry Bushnell                                    |
| Board President's Report – Tom Doe  | Dev Ministry Search Taskforce – David Baumgart                              |
| Finance – Treasurer’s Report – Marcy Langrock   | Right Relations Committee Report–Mark Norelius                              |
| Interim Min Annual Report-Rev Elaine Peresluha & Summer Plans awaiting arrival of DM<br>ES Social Justice Ministry Teams May Report         | HH Dev Task Force Update – David Baumgart<br>HHDTF 2018/19 Proposed Charter |
| Director, Finance & Operations – Jason Puracal<br>Appendices A&B – Income Statement, BS FY17/18<br>Appendix C - Financial Analysis / Charts |   |
| Director, Lifelong Learning – Aisha Hauser<br>Proposed policy Regarding Disruptive Behavior   |   |

## East Shore Unitarian Church

### Board of Trustees Meeting Agenda – June 19, 2018

Host: Marcy Langrock, Timekeeper: Dennis Fleck, Process Checker: David Baumgart

*[Before Board Meeting, 5pm Orientation for new members, Dennis & Sara, was performed by Dave and Marcy.]*

6:45 Social Gathering

7:00 7:05 (5 minutes) Opening Words, Chalice Lighting Marcy

7:05 7:15 (10) Check in, Introductions All

7:15 7:25 (10) Approval of Consent Agenda All

7:25 8:50 (85) Holly House Update Marcy

8:50 9:00 (10) Summer church operations All

9:00 9:10 (10) Policy Updates Disruptive Behavior Policy Tom

9:10 9:25 (15) Operating Fund Drive Report Tom

9:25 9:30 (5) Board Business, signups and liaisons Dave

9:30 9:45 (15) Executive Session - Developmental Minister Updates

#### Upcoming Events for Your Calendar

- July Exec Council – July 9
- July Board Packet items due Thurs, July 12 by noon: email to Dick Jacke (Volunteer 1)
- July Beacon Board Buzz due Wed, July 11 by xxx: email to Nicole Duff
- July Board Meeting July 17; Jerry is host.
- Sunday Svc Announcements 7/1 Sara, 7/8 Uzma, 7/15 Uzma, 7/22 Jerry, 7/29 Dave

**Opening Words** – Marcy’s reflection was a passage entitled “Go for the Gold!”

**Check-in** - The board of Trustees includes David Baumgart (secretary), Sara Brannman, Paul Buehrens, Jerry Bushnell, (absent) Uzma Butte, Tom Doe (president), Lee Dorigan, Dennis Fleck (Vice President), Marcy Langrock (treasurer), and Mark Norelius. The Board also usually includes our minister, however, at the present time the ministerial position is not filled. (absent) Jason Puracal - Director of Finance & Operations, and (absent) Aisha Hauser - Director of Life Long Learning.

**Visitors:** from the Right Relations committee: Mary Anderson and Louise Wilkinson (chairperson)

**Housekeeping items: upcoming hosts, announcers, etc.**

We need Board members to deliver Sunday Service Announcements for August 12. We also need a host for the August meeting + author for the July Board Buzz and August Board Buzz.

**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) - Tom asked if anyone requested to move items from the Consent Agenda to the Discussion Agenda.

The Current proposed version of the 2018 / 19 FY budget was retained in Consent Agenda with the following revision: *Dennis proposed that the \$4520 for BLUU plus the \$5312 for staff bonuses should not be paid until later in the year when we get a clearer picture of cash flow, pledge projections, and budget projections. Jason and Lucy are approved to accrue the funds for BLUU from any cash surplus within the 2017 / 18 FY. Several other members of the board including Tom, Marcy, and I agreed with this provision and it became evident that no member of the board disagreed.*

**Approval of Consent Agenda** – All

Dennis moved and both Mark and Lee seconded the motion to approve the consent agenda including the above amendment to the 2018 / 19 FY budget. Motion passed unanimously.

**Consent agenda major topics (see Appendix 1)**

**Treasurer's Report**

- The Board Secretary, David Baumgart, has been requested to be a check signer, at least until the Dev Minister is in place at East Shore (no later than Sep 9, 2018).

**Minister's Report**

- Summary of actions taken to allow East Shore to manage, during July, August and early September.
- Elaine requested that the Board take the time for a final evaluation of her service as Interim Minister.

**DFO's Report**

- Recommendation that East Shore accrue \$4520 for Black Lives of Unitarian Universalists (BLUU) from reserve funds in the current fiscal year. Similarly, Jason recommended that we accrue \$5312 for staff bonuses to be paid in the following fiscal year, 2018 / 19. It was agreed that the board would first review pledge income and overall cash flow, before approving these expenditures.
- Forecast that OFD will break even in current fiscal year.
- Proposed Budget for FY 2018 / 19 was also submitted within the Board Packet.
- Jason recommended that with transition from the old board to the new board that the signature cards for both Chase Bank and Charles Schwab Finance be updated to reflect the new officers.

**Board Liaison Reports (refer to each BL report for more information)**

- Developmental Ministry Search Taskforce – David Baumgart) – we are pleased to learn that Rev Stephen Furrer has accepted our contract, in principle, and is planning to become our new minister in early Sep.

- HHDTF (David Baumgart): A formational meeting occurred on June 13. A tentative charter is included in the Board Packet, but remains a work in progress. David presented 6 member application forms for the Board’s review.
- Right Relations (Mark Norelius) – the Right Relations committee provided recommendations regarding the HHDTF. They also reminded the board that they are looking for the board to respond to a list of six questions / concerns that were originally presented to the board at the May board meeting.

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**Update on HHDTF - David Baumgart (secretary)**

*[Please refer to David’s BL Report, (Board Packet) for a complete list of next steps, other information, and a proposed taskforce charter.]*

Wednesday, June 13 – Marcy and David hosted a Holly House 2018/19 Taskforce Formation meeting. This is in follow-up to the Board action and request from the May 15 Board meeting.

On the agenda for June 13 was:

- Welcome to Right Relations Task Force – RR wishes to actively participate in future taskforce meetings,
- Welcome to volunteers who are applying for membership in the new task force (we requested they submit a member application form).
- Review of the Board’s Charge to this new task force.
- Discussion of “Next Steps” leading to the formation of the new task force.
- Review of a proposed charter for the new HH task force.

Our meeting was well attended, and we have received a good response from the membership of East Shore who are interested in serving on our new task force. David has already received a half dozen applications.

**HHDTF Right Relations Report – Mark Norelius, Mary Anderson, and Louise Wilkinson(chair)**

The board entered into Executive session to review part of the Right Relations Report and receive two letters from Right Relations.

The board exited the Executive session to receive another part of the Right Relations guidance; that we should put more effort into having a broadened appeal to the ESUC membership, advertising for more applicants to join the task force as active, voting members. There would be several clear goals in this broader appeal:

- 1) To identify more voices and learn more about how a larger cross section of the membership feels about:
  - a. how to utilize the proceeds of the sale of the Holly House property, and
  - b. How to best serve the East Side community regarding the critical shortage of affordable housing.
- 2) To recruit a more diverse group of active voting members of the Holly House task force.

There was also discussion about whether or not to change the timeline that the Board had directed the HHDTF to follow, (at the May 15 board meeting), to avoid an inordinate delay of the congregational vote that had been scheduled for June 3 at the annual meeting. At the conclusion of this discussion, we did not change the timeline which remains within the board charge – that the vote should occur on or before mid-November. During this discussion, both Marcy and David spoke to the disadvantages of further delays beyond mid-November:

- Loss of credibility with all of the bidders for the property,
- Harmful impact to the community, with another year going by without optimal use of the property to benefit the East Side as well as the financial impact to ESUC, and
- Harmful impact to the Affordable Housing Developers, if they miss another annual funding cycle.

The Right Relations guidance from Mary and Louise was also to re-structure the approach for informing the membership about the options and model how to provide all this information while constructively dealing with the potential sources of conflict within the membership. They stated that the HHDTF has the potential to

illustrate how to keep us all within the spirit of Right Relations while dealing with a potentially contentious discussion of the alternatives.

It was also noted that Louise Wilkinson had proposed additional revisions to the proposed taskforce charter, although these revisions had not been received in time to be included in the board packet – and therefore had not been available prior to this June Board meeting for board review.

### **HHDTF Motions Approved**

Lee moved that we form a new Holly House Development Task Force for the 2018 / 19 fiscal year, while recognizing that the proposed task force charter remains a work in progress. Dennis seconded the motion. There was further discussion. Motion passed, unanimously.

During the discussion – it was noted that a smaller subset of the eventual taskforce could make significant progress in the formation of the taskforce, the writing of the charter, and the update of the timeline and planned action items. They could also formulate a more effective communication strategy. David provided the membership applications of 6 ESUC members for the board’s review, stating that he recommended consideration of all 6 applicants.

David moved that the Board approve the membership applications of the following East Shore members: Linda Freeburg, Laurie Adams, Callie Hills, and Carrie Bowman. Jerry seconded the motion. There was further discussion. During this discussion, David and the new taskforce was encouraged to reach out to the other members who had submitted applications or expressed an interest in joining the taskforce. The motion passed unanimously.

*[Note: the first meeting of the new HHDTF took place on Monday, June 25, at which time, Linda Freeburg was elected as chairperson and Carrie Bowman was elected as secretary.]*

### **Developmental Ministerial Search Task Force - David**

*[Please refer to David’s BL Report, (Board Packet) for more information. Ryam Hill continues to be the leader of this task force and has provided her updates via email.]*

During an “in-person” visit to Bellevue, the board and the candidate agreed to move forward with a contract negotiation, and as of June 16, 2018, reached agreement in principle regarding all the major contract provisions. Rev Furrer has now notified his present Unitarian church located in Livermore, CA, that he is resigning his office to travel north to Bellevue, WA to serve as our minister. He is expected to assume his new position on or before Sunday, Sep 9.

*[Note: as of June 29, Tom Doe received a request from Dr. Rev. Stephen Furrer to advance his start date as Developmental Minister of ESUC to August 1, 2018. As of this date, the board was considering his request.]*

### **Summer Church Operations – Tom Doe (president)**

It was reported that Milly Mullarky, the leader of our pastoral care team as well as a member of the DMSTF, had recommended that ESUC retain a local ministerial intern to be available to our membership for pastoral care. Tom reported that he had requested Milly to solicit a proposal from this person for consideration by the Board. Tom also recommended that Milly be invited to our July 22 board retreat.

### **Policy on Disruptive Behavior – Tom**

The current version of this policy was included in the Board Packet for review and approval by the Board. After some discussion, it was recommended that we add an explicit statement to the start of the policy:

*“Disruptive behavior explicitly does not include respectful criticism of the Board of Trustees or of the staff by ESUC members.”*

Tom moved and Sara and Lee seconded the motion to approve the policy: “Policy Regarding Disruptive Behavior” as revised. Discussion... Motion passed unanimously.

#### **OFD Report - Tom**

Tom reported that the latest information reported by Nicole Duff, membership manager, was that \$440,216 had been received in total pledges from 156 people (pledging units). He also reported that Nicole was projecting an additional amount of \$186,342 of pledges were likely based on an analysis of other non-pledged members of the church. Therefore, the current forecast of likely total pledges was \$626,558.

Tom also encourage the members of the board to respond to Nicole’s most recent request of the board for additional calling stewardardship activities. The latest group of names that had been sent to the board represented the “top ten” non-pledged members.

#### **Executive Session - Tom**

We completed the meeting with a discussion regarding the effort to complete the contract for the DM. Our board meeting ended about 9:45pm. Our next board meeting is July 17, 2018.

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

## **Appendix 1**

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

#### **Treasurer’s Report**

- The Board Secretary, David Baumgart, has been requested to be a check signer, at least until the Dev Minister is in place at East Shore (no later than Sep 9, 2018).

#### **Minister’s Report**

- See Elaine’s report for a summary of actions taken to allow East Shore to manage, during July, August and early September, while we await the Dev. Min., Rev Stephen Furrer to assume his responsibilities.
- Elaine also requested that the Board take the time for a final evaluation of her service as Interim Min.

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