

# ESUC Board of Trustees

Minutes

July 17, 2018

<b>Minutes, Leadership Reports, Consent Agenda:</b>	<b>Com. + Board Liaison Reports Consent Agenda:</b>
July Board Agenda + Upcoming Events	P&G Com Minutes – Ann Fletcher
Minutes of Last Board Meeting – June 19	Personnel Com BL Report – Jerry Bushnell
Board President's Report – Tom Doe	Right Relations Committee Report–Mark Norelius
Finance – Treasurer's Report – Marcy Langrock	Beloved Racial Justice Report–Mark Norelius
No Minister's report No ES Social Justice Ministry Teams Report	HH Dev Task Force Update – David Baumgart HHDTF 2018/19 Proposed Charter
Exec Dir, Finance & Operations – Jason Puracal Appendices A&B – Income Statement, BS FY17/18 Appendix C - Financial Analysis / Charts	
Lifelong Learning – Amanda Alice	

## East Shore Unitarian Church

### Board of Trustees Meeting Agenda – July 17, 2018

Host: Marcy Langrock, Timekeeper: and Process Checker: David Baumgart

6:45 Social Gathering

7:00 7:05 (5 minutes) Opening Words, Chalice Lighting	Jerry
7:05 7:15 (10) Check in, Introductions	All
7:15 7:20 (5) El Centro de la Raza Presentation deferred	Jason (in absentia Jeanne Lamont)
7:20 7:35 (15) Approval of Consent Agenda	All
7:35 7:50 (15) Developmental Minister Updates	Tom, Jason
7:50 8:15 (25) Holly House Dev Task Force	Dave, Linda Freeburg
8:15 8:25 (10) Board Retreat	Tom , Dave
8:25 8:35 (15) Operating Fund Drive Report	Tom , Jason
8:35 8:40 (5) Recording Secretary	Dave
8:40 8:50 (10) Other Items [BLUU payment]	Tom
8:50 Executive Session - Developmental Minister Updates	

#### Upcoming Events for Your Calendar

- August Exec Council – Aug 6
- August Board Packet items due Thurs, August 16 by noon: email to Dick Jacke (Volunteer 1)
- September Beacon Board Buzz due Wed, August 22 by xxx: email to Nicole Duff
- August Board Meeting August 21; xxx is host.
- Sunday Svc Announcements 7/22 Jerry, 7/29 Dave, 8/5 Sara, 8/12 xxx, 8/19 Jerry, 8/26 Dennis

**Opening Words** – Jerry's reflection was a passage entitled "People Saved by the Unitarian church."

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

**Visitors:** from the Holly House TF: Linda Freeburg and from Personnel Com: Grace Colton

**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.

El Centro de la Raza – Jason met with their representative to discuss the rationale behind hosting this organization to support their mission to inform other service representatives and refugees about their legal rights. Churches are deemed as sensitive locations by Federal Law. Jason will lead the effort on a go forward basis with Jeanne Lamont to identify a ministry team who could sponsor this group for the use of the East Shore facilities. Estella Rodriguez is the director and will be involved in a meeting in August.

**Approval of Consent Agenda – All**

**The following significant items were moved to discussion:**

- Donation to the BLUU Initiative (UUA National Church)

Paul requested a more prominent formatting of significant items contained in all the staff reports and Board Liaison reports. Discussion – we settled on the formatting that Jason has recently employed: At the beginning of the report – he lists significant Consent Agenda items in Bold, followed by Discussion Agenda items. Both Dave and Jason will communicate the requested formatting to staff and congregants who submit reports. The subtitles will read: “Items for Board Approval - Consent Agenda” and “...Discussion Agenda”

Paul moved and Jerry seconded the motion to approve the consent agenda. Motion passed unanimously.

**The following major topics (see Appendix 1) were included in the Consent Agenda:**

- Policy and Governance Committee would like to add Trish Webb.
- FS - recommends that the treasurer be the primary signer on the Schwab endowment account.
- the church archives are not confidential (Marcy, Dave)
- HHDTF (3 member applications: Jim Shuman, Sue Yates, Trevor Hall)
- Jason completed the Dev Minister contract, the final Amendment to the Interim Minister Agreement, the DLL contract, and the Contract Minister contract.

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**Update on HHDTF** - David Baumgart (secretary) and Linda Freeburg (chair)

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

Monday, June 25 and Monday July 16: most recent meetings – Linda and David hosted Holly House 2018/19 Taskforce meetings. Linda was elected chair person and Callie Hills elected secretary on June 25.

Our meetings were well attended, including representation from Right Relations – Mark Norelius. Earlier this evening, the board approved the additional memberships of Jim Shuman, \*\*Sue Yates, and Trevor Hall; resulting in a total active membership of 8 people.

[\*\*Note: Marcy stated that Financial Stewardship had been counting on Sue Yates to become an active member of their committee. FS is now down to just 2 active voting members – so this is an obvious issue.]

Dave stated that the HHDTF has a very challenging timeline leading up to the next congregational decision and vote. Linda presented the latest revised draft HHDTF charter. The Board is urged to expedite their review and critical feedback of additions, corrections, or suggestions regarding that charter via email. It was acknowledged that the complete review of the charter includes collaboration with the Right Relations Com. and the Policy Governance Com. prior to Board approval. Linda stated that while the charter reviews were underway, the task force would be simultaneously moving forward with their action items. Linda also reported she has now received an application from Roger Greene which will be submitted to the rest of the task force for their review.

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

Rev Stephen Furrer is now living temporarily in the Issaquah Highlands and he has purchased a home. He is waiting for the delivery of his household goods. David indicated that on Sunday, August 5 when he preaches his first sermon that he has requested a modest celebration of his arrival. He suggested cake and ice cream and the opportunity for Tom – Board President, and the Ministerial Search Com. to provide appropriate words about his arrival. Rev Steve also requested that East Shore extend their welcome to his partner, Carol, who will be attending church on that day. With Jason’s blessing, I have discussed this with Nicole and she stated she will take the necessary actions to arrange for this celebration including appropriate communications to the East Shore community.

Tom reported that he has worked with the Worship Committee to provide a better plan for the Salmon Bake which has now been re-scheduled for Sep 16. This is a week later than originally planned, so that it falls on a Sunday when Rev. Steve is scheduled to preach. This also has the ripple effect of delaying our move to “Two Services per Sunday” and also delays the start of the RE year. That provides a benefit to the RE program as that will mean one less week when Aisha is still on Sabbatical. Jason reported that Nicole was already at work to implement this change in the schedule. Tom noted that the Board is responsible for the logistics of preparing and serving the meal and for the cleanup, afterwards.

#### **OFD Report – Tom and Jason**

Tom reported that the latest information from Nicole Duff, membership manager, was that \$517,600 had been received in total pledges. He also reported that Nicole was projecting an additional amount of \$101,400 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 \$619,000.

Marcy proposed putting the responsibility for fund raising for OFD back under staff leadership – to be managed by Nicole Duff. Nicole has strong experience as a fund raiser. Jason agrees with Marcy’s suggestion. [discussion] It was noted that soon after Rev Elaine began her ministry to East Shore, she had proposed a year-round OFD pledge campaign, and that this was never fully adopted. Jason stated that having a core team led by staff would likely be more effective than relying on lay leadership. Tom proposed that Sara Brannman be the Board Liaison with the OFD team. It was agreed that we would bring this suggestion to Rev Stephen for his review. We will discuss again at our July retreat and at our August Board Meeting.

#### **Other Items**

- **Recording Secretary** – David reported to the Board that the duties of Board Secretary had increased to the point where it was no longer feasible for one person to perform all of the required action items.

This is particularly true if that person is working a normal full time job. Dave recommended that the Board create the position of Recording Secretary to augment the total effort. During the discussion, it became evident that the members agreed with Dave. Dave was requested to work with the Board President and with Nicole to identify either a Board Member or a volunteer from outside the board to fulfill this position. Tom noted that a member of the board should be prepared to fill this role at the August meeting if we have not identified a volunteer by then. Tom also provided a hand-out to the board entitled "The Work of the Board" and noted this will be discussed at the Board Retreat.

- **Right Relations** – Mark reminded the Board that Right Relations was still waiting on the Board to respond to Pam Orbach's questions originally received by the Board back in May. [discussion] Tom pointed out that the Right Relations Com has standing to raise these 4 questions (reference Mark's report in the Board Packet, page 27). Mark assured the board that Right Relations endorsed the 4 questions that were originally verbalized by Pam Orbach, a contractor who specializes in Right Relations and Restorative Justice.
  - One of the questions, regarding the makeup of the Board, was referred to the Nominating Committee.
  - Tom stated that it would be appropriate for the Board to consider the other questions at our full day retreat with Rev Furrer when formulating our new Board Ends. He also noted that both Rhonda Brown and Louise Wilkinson from the RR committee were invited speakers at the July 22 Board Retreat.
  - Dave and Marcy made statements urging the board to consider these questions without further delay beyond the planned retreats.
- **BLUU Payment** – in June, the Board approved a pledge of \$4520 and authorized the accrual of that amount from the 2017 / 18 OFD funds. The discussion this evening was whether we should make payment now, as Jason recommended, or later in the year. Jerry questioned if this was in lieu of payment of our UUA dues; and Jason pointed out that both the BLUU pledge and the UUA pledge were covered by the new budget. Paul moved and Marcy seconded the motion that we issue the payment without delay. After discussion, the board approved the motion.

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

Two items were discussed within Executive Session. One of the items required the presence of Grace Colton, chairperson of the Personnel Com.

Our board meeting ended about 10:10pm. Our next board meeting is August 21, 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:

#### President's Report

- Policy and Governance Committee would like to add Trish Webb as an active member.
- Tom reported that Rev Stephen Furrer would begin his ministry at East Shore on Wed, August 1. Rev Steve has also indicated that he was volunteering to attend our July 22 Board Retreat as an observer.

#### Treasurer's Report

- The church archives do not have appropriate processes to store confidential materials (Marcy, Dave). Dave reported that he had spoken with the Archives chairperson, Ruth Edwards about this and that Ruth stated she would like direction from the board.
- Financial Stewardship is now down to just 2 active voting members – so this is an obvious issue.
- FS - recommends that the treasurer be the primary signer on the Schwab endowment account.

#### Minister's Report

- Dave noted that as the Board Secretary, he had monitored Board Approval of the following motion and vote relevant to the moving expenses requested by Rev Stephen Furrer:

Therefore, on behalf of Tom Doe, Dave moved that we approve the relocation expense of \$14,017.23, on behalf of Rev Stephen Furrer, to be paid to United Van Lines no later than the morning of July 12. It is noted that the details of the source of the funds for the amount of \$2567.23 over the budgeted amount of \$11,450, will be discussed at our next board meeting, Tuesday, July 17. Marcy seconded this motion. The board voted by email on July 9 and unanimously approved the motion. Please refer to Jason's report for more information about payment of these moving expenses.

#### Secretary's Report

- The board approved 3 new members for the HHDTF - Jim Shuman, Sue Yates, and Trevor Hall; resulting in a total active membership of 8 people. Linda Freeburg (chair) is actively recruiting to add two more members.

#### DFO's Report

- Jason reported that he has completed the appropriate contracts for the Interim minister, the Dev minister, the Contract minister (Summer Coverage during July), and the Dir of Life Long Learning. Please refer to his DFO report for the details.
- Jason stated that the current forecast for the 2017/18 OFD was an overage of approximately \$19,000.
- He also stated that the accounting for the 2017/18 fiscal year will not be finalized until the first week of August, simultaneous to the end of July reports.

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

- 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. Please see "Other Items," above.

### END OF MINUTES