

# ESUC Board of Trustees

Minutes

August 21, 2018

Minutes, Leadership Reports, Consent Agenda:	Com. + Board Liaison Reports Consent Agenda:
August Board Agenda + Upcoming Events	Policy & Governance – Ann Fletcher
Minutes of Last Board Meeting – July 17	Personnel Com – Jerry Bushnell
Board President's Report – Tom Doe	Nominating Com – Dennis Fleck
Finance – Treasurer's Report – Marcy Langrock	Right Relations Com – Mark Norelius
Minister's report – Rev Stephen Furrer No ES Social Justice Ministry Teams Report	HH Dev Task Force Update – David Baumgart Dream BIG Initiative
Exec Dir, Finance & Operations – Jason Puracal Appendices A&B – FYE* Income Statement, BS FY17/18 Appendix C – FYE* Fin Analysis / Charts Appendices D&E – FY Income Statement, BS FY18/19 Appendix F – Financial Analysis / Charts *Note: FYE* refers to Fiscal Year End statements as of June 30, 2018	Appendix G - ESUC revised Charter template App H – Holly House Conflict of Interest Form App I – Draft HHDTF 2018/19 Charter
Lifelong Learning – Amanda Alice Uluhan	

## East Shore Unitarian Church

### Board of Trustees Meeting Agenda – August 21, 2018

Host: Mark Norelius, Timekeeper: Amanda Uluhan, and Process Checker: David Baumgart

Chair: Dennis Fleck (vice president), standing in for Tom Doe who attended part of the meeting by phone

6:45	Social Gathering	
7:00 7:05	Opening Words, Chalice Lighting	Mark
7:05 7:15	Check in, Introductions	All
7:15 7:40	El Centro de la Raza Presentation	Jeanne Lamont
7:40 8:00	Approve Consent Agenda	All
8:00 8:15	Holly House update	David
8:15 8:25	Salmon Bake	All
8:25 8:30	Board Retreat	David
8:30 8:45	Fund Raising	Tom, Jason
8:45 8:50	Recording Secretary and Board Packets	David
8:50 9:00	Other Items	
9:00 9:55	Executive session	Tom

### Upcoming Events for Your Calendar

- September Exec Council – Sept. 4
- September Board Packet items due Wed, Sept. 12: email to Aimee Woolwine (Volunteer1)
- September Beacon Board Buzz due Wed, Sept. 19 by Marcy: email to Nicole Duff
- September Board Meeting September 18th ; Marcy is host.
- Sunday Svc Announcements 8/26 Dennis, 9/2 David, 9/9 Paul, 9/16 Uama, 9/23, Dave (9am) and Uzma (11am), 9/30 Jerry (9 + 11am)

### Housekeeping items: **HELP WANTED, Sunday Service Announcements:**

9/16, 9/23, 9/30, 10/7, 10/14, and 10/21.

**Attendance: BOT members** in person: David Baumgart (secretary), Sara Brannman, Paul Buehrens, Jerry Bushnell, Dennis Fleck (Vice President), and Mark Norelius.

**BOT members** by telephone: Marcy Langrock (treasurer) and Tom Doe (President) (Tom entered meeting at 8:17 PM)

**BOT Members** not present: Lee Dorigan, Uzma Butte

**Staff Members:** Jason Puracal (Executive Director), Rev. Stephen Furrer, Alice Uluhan (filling in for Aisha Hauser (Dir LifeLong Learning who is on sabbatical)

**Guests:** Jeanne Lamont (Beloved Racial Justice) and Louise Wilkinson (Right Relations and BRJ)

**Visitors:** Estella Ortega and Adriana Ortiz from El Centro de la Raza

**Opening Words** – Reverend Steve Furrer read a poem

**In Memoriam...** It is noted that during the past month, we lost a stalwart and beloved member of the East Shore family, Dick Jacke. His memorial service is scheduled for Saturday, Sep 8 at 2pm. Marcy noted his passing in her Treasurer's Report:

*On a personal note, I am deeply saddened by the passing of Dick Jacke. I had the pleasure of working with him in the small group exercise on trust at the board pre-retreat. He was very excited about GA in Spokane next year. I would like us to commit attending, for our congregation, in honor of Dick's commitment to the UUA + East Shore.*

**Check-in** – Rev. Steve: Now has Washington license on his car, notes the the UUA president Susan Frederick Gray wanted to attend Dick Jacke's memorial, but will not be able to attend. We may have other UUA officials attending.

Amanda Uluhan officially changed her name today, from Amanda Alice, following her marriage.

Paul just came back from a vacation road trip.

Jerry had a good time on the church auction backpack trip, both pregnant daughters are doing well.

Mark: Updated family news

Louise: has been on a meditation kayak trip in Alaska, had trip to Long Beach

Jason: Has taken on remodeling his main bathroom, lots of work

Sara: Just back from short honeymoon

David: Had great backpacking trip, brought pictures

Dennis: Just back from Ashland, lots of smoke and ash from the fires. Looking forward to Alaska fishing trip.

**El Centro de la Raza Presentation** –

**Background for current discussion:** Current policy for Immigration and Customs Enforcement (ICE) is that they have identified some places as “sensitive locations”. These include places of worship, schools, health care facilities, religious or civil services such as funerals and weddings, and public gatherings such as parades and demonstrations. Therefore, East Shore Unitarian Church is considered a sensitive location.

In sensitive locations, ICE agents will perform enforcement actions only in limited circumstances. From the ICE website: *“Enforcement actions may occur at sensitive locations in limited circumstances, but will generally be avoided. ICE officers and agents may conduct an enforcement action at a sensitive location if there are exigent circumstances, if other law enforcement actions have led officers to a sensitive location, or with prior approval from an appropriate supervisory official.”* For more information, see the ICE website: <https://www.ice.gov/ero/enforcement/sensitive-loc>

**Presentation:** Jeanne Lamont introduced our visitors Estella Ortega and Adriana Ortiz. El Centro de la Raza (the center for all races) has been in existence for over 40 years and provides services to people of all colors and races. They offer 43 programs, on topics such as: skills development, housing, children and youth, economic development.

Estella Ortega and Adriana Ortiz then described their request and their programs. They would like to be a resource for East Shore if we wish to actively promote East Shore as a sensitive location that is immigrant friendly. They also requested that East Shore would be willing to host their briefings for immigrants. This would mean that East Shore would be a safe place where immigrants can get food, learn English, and work on becoming citizens, and potentially other services delivered by El Centro de la Raza. They can offer training and classes such as “Know Your Rights” and others. They can also help develop protocols for what to do if an ICE agent does come into church. El Centro staff has developed a symbol that can be placed on buildings that are immigrant friendly to identify safe places. If we choose to participate, we would put the symbol on one of the East Shore buildings and could be as active in this work as we wish. El Centro is also actively working with local city governments and with Homeland Security. Here is a link to their website: <http://www.elcentrodelaraza.org/>

**Discussion:** Amanda asked how many undocumented immigrants are in King County, and Estella noted that the number is unknown.

Jason pointed out that we would need a host ministry team for this, and Beloved Racial Justice (BRJ) would appear to be most appropriate.

Louise Wilkinson (chair, Right Relations, member, BRJ) is behind the idea, but needs more details.

Jeanne and Louise will be working on this proposal. No vote was taken on this matter

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

**Approval of Consent Agenda** – All

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

- Approve July 2018 Board Meeting minutes
- Approve Fundraising activities by Teams (ED report)
- Approve Developmental Minister salary & housing split (ED report)
- Developmental Minister Chase Checking account access (ED report)
- Betty Forgette be made a Life Member (ED report)
- Approve 2018-2019 Charter Template (Policy and Governance report)
- Approve Roger Greene for the Holly House Dev Task Force (President’s report and HHTF report)
- Approve HHDTF Charter (HHDTF Report)

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

- Annual review (2017-2018 fiscal year) for Aisha Hauser (DLL) and Jason Puracal (Exec Dir)
- Conflict of interest form for Holly House Dev Task Force Members

Paul Buehrens moved and Sara Brannman seconded the motion to approve the consent agenda, without the two items above. The motion passed unanimously.

**Items moved to discussion agenda:**

1. **Reviews for Jason and Aisha.** Jerry agreed to assign board members to do the 2017/2018 fiscal year reviews. Volunteers for Jason’s review are David Baumgart, board secretary, and Marcy Langrock, board treasurer. Jerry will recruit two or three board members to work on Aisha’s review. Jerry also noted that Aisha’s review from the 2016/2017 fiscal year has not been finalized, and he will work on that. No vote was needed on this matter.
2. **Conflict of interest policy and statement for Holly House Dev Task Force (HHDTF) members:** Dennis proposed that in Article 3, section 5.2 (page 32 of the August 2018 board packet) the words “disciplinary

and” be removed, as the words corrective action are enough. Paul Buehrens moved and Dennis Fleck seconded the following: The board approves the conflict of interest policy and statement for Holly House Dev Task Force members with Article 3, Section 5.2 changed as follows:

*5.2 If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate corrective action.*

The motion passed unanimously.

#### **Further discussion of conflict of interest policies in general: Jason Puracal (Executive Dir)**

Jason pointed out that as a non-profit corporation, each member of East Shore’s board of trustees should sign a conflict of interest form which should be filed yearly on form 990-P. We also need documentation of a Whistle Blower policy and a document retention policy. Paul recommended a much shorter conflict of interest form for the board, and he agreed to work on this with Jason. Jason will also be getting advice from our CPA firm, Clark Nuber, about the above policies. No vote was required.

#### **Additional Item added to discussion agenda: Mark (BL for Right Relations)**

Mark Norelius noted that Mary Anderson is leaving the Right Relations Committee and proposed a motion that the board approves Jose Garcia as a new member. Jerry Bushnell seconded the motion.

The motion passed unanimously.

#### **Holly House Dev Task Force update: David (BL for HHDTF)**

David notes that the task force has been very busy and Laurie Adams has been made vice chair. Trevor Hall is recording secretary. Unfortunately, Callie Hills has resigned.

David moved that Roger Green, an attorney, be added to the task force as the ninth member, replacing Callie Hills. Mark Norelius seconded the motion. David pointed out that the charter suggests a total membership of ten voting members and the task force was hoping to recruit a person of color for the tenth position.

The motion passed unanimously.

David also noted that we approved HHDTF charter (4<sup>th</sup> draft) within the consent agenda. The charter had also been reviewed and revised by the Policy and Governance Com.

#### **Additional Item added to discussion agenda, Dream BIG Initiative: David**

Refer to board packet, President’s Report, page 5 and BL Report, page 18. Tom Doe had asked the board to review this document, which challenges our leadership and congregants to “Dream Big” about how we can grow our church in spirituality, social justice impact, and sustainability in alignment with our values and UU principles. The HHDTF has proposed discussing these ideas at workshops on Saturday 9/8, Sunday 9/9, Saturday 9/22, and Sunday 9/23/18.

**Discussion:** Sara asked if this would be part of the Outreach Team work, Jason pointed out that it will be part of the work of the HHDTF and that there may be some overlap.

Amanda noted that September is a very busy month for the church. Teacher training was scheduled 9/8.

Paul pointed out that our current deadline for a decision on the Holly House property (December 2018) can be changed by vote of the board. Both David and Rev Steve stated that the task force was very concerned with the tight deadline.

Reverend Steve points out that the decision about property is definitely to be made by the church as a whole, not by board or staff. He also stated his Oct 21 sermon will focus on the potential Holly House property sale. Rev Steve also stated this is a great opportunity for our East Shore community. David asked if there were any objections about sending out a letter to church leaders about the Dream Big initiative, and there were none. No vote was required on this matter.

**Salmon Bake: Jason on behalf of Nicole Duff (Membership Dev. Manager)**

Dennis Fleck agreed to be the point person for the day of the salmon bake. Jason reported that Nicole will be planning the event and ordering food and has set up a doodle poll for help. Ryam has documented the details for running the salmon bake. Board members are encouraged to sign up to help, and to recruit others.

**Board Retreat: David (Board Secretary)**

(Note: Tom Doe had entered the meeting at this point.)

The current plan is to have the board retreat on Saturday, October 20<sup>th</sup>, roughly 8 am to 5 PM. Location is not yet identified, but Vasa Hall in Upper Preston was felt to be a good location. Amanda pointed out the Aisha will have to leave by 4PM or possibly earlier.

David moved that we accept this date and the motion was seconded by Sara. Mark was requested to determine if Vasa Hall would be available on Oct 20. The motion passed unanimously.

**Additional item discussed, not on agenda: Rev Stephen Furrer**

Reverend Steve noted that Christine Robinson from the UUA would like to meet with the board on Thursday Nov. 8<sup>th</sup>, or Friday November 9<sup>th</sup> to begin the planned “startup weekend.” The Startup Weekend would be to have clear agreement among all stakeholders about responsibility and accountability in the church for Developmental Ministry goals. Dennis will lead an email vote for the Board to determine the best of the two days for the Board Meeting with Christine.

**Fundraising: Tom Doe (President), Marcy Langrock (Treasurer), and Jason Puracal (Exec Dir)**

Please see page 5 of current board packet for Tom’s report and page 6 for Marcy’s report. Tom points out that last year, the board voted to take direct responsibility for fundraising, but currently we have no committee or charter.

**Discussion:** Marcy stated that Financial Stewardship recommends putting the fund raising drive under staff control, led by Nicole Duff, Membership and OFD Manager. Marcy noted that Nicole has professional experience as a fund raiser. Tom has no objection with this, but would like to hear what Nicole thinks. He also noted that the board still has work to do on fundraising and that we still have critical questions to answer. For example, are we still planning to move forward with a 12 month canvass?

Jason notes that the latest pledge numbers are in his board report. Jason feels that having Nicole running fundraising would allow us to develop experience over the long term. Nicole reports to Jason and Rev. Steve who would provide oversight for the fund raising effort. As it stands right now, a challenge to Nicole is that roles are not clear, and it is not clear who is on the core team for fund raising.

Dennis is worried about the capacity for Nicole to be able to perform both fundraising and membership development effectively. Her expertise on membership is very important, and the current membership enhancement team is down to 3 members.

Paul would like to continue have members canvass members personally, with Nicole monitoring how many contacts are made or missed.

Reverend Steve points out that Nicole would do the design of the program, and the laity would do the implementation.

Dennis recommends that Sara, Tom, Nicole, Rev Steve, Dennis, Marcy and Jason meet and decide on a plan to move forward. This team will bring a proposal to the board at the September meeting for review and approval. No votes were taken at this meeting. Tom and Dennis spoke in favor of members contacting members.

**Recording Secretary and Board Packets: David**

David reported that Jason had spoken with Aimee Woolwine and she has volunteered to put the draft board packets together. Board members have responsibility to turn in reports as soon as possible, no later than end of day, Wednesday, the week prior to the board meeting. Aimee would distribute the first draft of the packet by end of day, Friday. Late submissions should go to David. There were no objections to this revised Board Packet timetable.

It was stated that Aimee will have a backup. We have not yet identified a candidate for recording secretary. Tom recommends that the board agenda come out earlier than the Board Packet, so that congregants can see it earlier.

**Additional item discussed, not on agenda: Jason**

Jason would like to update authorized signers on our church accounts. Currently, checks written on our Chase Operating Account require two signatures, but our Schwab accounts require only one. Jason is looking into changing the Schwab accounts to require two signatures, David and Ryam Hill will help with that. The following updates are planned for our banking signature records:

- Chase Checking Operating Account current signers: Marcy, Tom, Jason.  
Proposed change: Signers should be Marcy Langrock, Tom Doe, Steven Furrer, and Jason Puracal.
- Schwab Operating Account current signers: Jason, Ryam Hill, and Beth Wilson  
Proposed change: Signers should be Jason Puracal, Marcy Langrock and Tom Doe.
- Schwab Endowment Account current signers: Tom and Ryam  
Proposed change: Signers should be Tom Doe, Marcy Langrock, Dennis Fleck.

David moved that all the proposed changes be adopted. Mark Norelius seconded the motion. The motion passed unanimously.

Our board meeting ended about 9:55 pm. Our next board meeting is September 18, 2018.

Respectfully submitted by David Baumgart, Secretary, ESUC Board of Trustees  
Jerry Bushnell, Recording 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**

Approve Roger Greene for the HHDTF

### **Secretary's Report**

- Approve July 2018 Board Meeting minutes

### **Executive Director's Report**

- Approve Fundraising activities by Teams (ED report)
- Approve Developmental Minister salary & housing split (ED report)
- Developmental Minister Chase Checking Account access (ED report)
- Betty Forgette be made a Life Member (ED report)

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

#### **Holly House Dev Task Force Board Liaison Report:**

- Approve Roger Greene for the HHDTF (President's report and HHDTF report)
- Approve HHDTF Charter (HHDTF BL Report)

#### **Policy and Governance Committee:**

- Approve 2018-2019 Charter Template

**END OF MINUTES**