

## Holly House Development Task Force (III) Charter\*

\*Reviewed by Policy Governance Committee and approved by the Board

2018-19 CHARTER (8/22/2018)

### Section A: Name

1. What is the name of your group?

Holly House Development Task Force (III) (“HHDTF”)

### Section B: Purpose

1. What is the purpose of your group?

In accordance with the 2017 congregational vote regarding the future of the Holly House property, the purpose of the Holly House Development Task Force is outlined as follows:

"The purpose of the HHDTF is to prepare the congregation for an informed vote on the sale of the Holly House property, and to support the execution of that sale. In furtherance of that purpose, HHDTF will submit a report to the Board for the disposition of the Holly House property including proposals from prospective buyers, financial analysis, and options for use of the sale proceeds. After a vote by the Congregation the HHDTF will engage in negotiations culminating in recommending the execution of a contract to the board."

The task force has been extended with no expiration date except to work towards a congregational vote on or before December 4, 2018 by recommendation of the task force and approval by the Board.

2. How is your work related to one or more of our Unitarian Universalist Seven Principles? They are listed in the Overview Section above.

By trying to reposition church real estate into an asset that will at least in part, be used for the greater good of those in need, the work of HHDTF aspires to meet the second principle: “Justice, equity and compassion in human relations.”

The work of the Task Force is also closely related to the 7<sup>th</sup> UU Principle of “Respect for the interdependent web of life of which we are a part” and to the 5<sup>th</sup> UU Principle of “The right of conscience and the use of the democratic process within our congregations and in society at large”. The members of the Task Force are committed to ensuring a transparent process for collecting and weighting proposals

for presentation to the Congregation for a democratic vote, understanding the larger impacts of the decision to East Shore's mission, vision, and values.

Proposals will include a balance among options.

3. How does your group connect with East Shore's Mission and Vision? Please see the Mission listed in the Overview Section above. The full Vision based on the Mission can be found at [www.esuc.org](http://www.esuc.org) under Governance and Bylaws.

We practice love by recognizing and cherishing the experience, voice, and dedication of each member of the Task Force and the entire congregation, and by seeking a method to transform real estate into an asset that can serve the mission of the church and the greater good.

We explore spirituality by recognizing the ministry of each Task Force member through participation on the Task Force and by recognizing that this decision creates an opportunity for our congregation to grow spiritually both during the information sharing, exploration of options, decision process and after in how we invest the proceeds from the sale.

We build community through outreach to the Congregation during the process of information sharing and thoughtful discussion, respecting differences within the task force and among the congregation as a whole, creating a decision matrix criteria and weighting, and by creating and supporting a process for careful discernment on the part of the congregation that views this decision holistically in the context of our entire congregational mission and vision and UU values and principles.

We promote justice by providing a fair and neutral process for seeking and evaluating proposals to develop of the Holly House property in the manner that serves the mission of ESUC and promotes justice and equity in our community.

We further promote justice by fully exploring the options available and offering one or more options that best support the many and varied social justice initiatives and concerns of the congregation.

4. In order to intentionally live our mission in our daily teamwork, a set of Right Relations guidelines is recommended for all Committees and Teams. Do you have an agreed upon set of guidelines? If not, please develop one this year. The Right Relations Committee will assist you as needed.

Given the breadth of views and values regarding Holly House, a strong Right Relations guidance will assure civil, spiritual, and productive dialog and further provide an example of how we can build a healthy community. A representative of Right Relations is expected to be present at all meetings (both task force and congregational) to assist the chair in timely and just resolution of issues.

5. What relationship does your group have, if any, to the 2018/19 Ends? Ends are East Shore's goals. Please see the current Ends which will be listed in the Overview Section above once established.

2017-18 End 1.1. 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. The Board of Trustees decided in May 2018 to postpone the congregational vote six months. We will revise this charter to incorporate any ends that affect the work of the HHDTF.

6. What are your group's specific goals for the next year? What impact do you expect from your efforts? If an activity is listed, what result do you expect from it? How will you evaluate the impact of your efforts?

Our goals are:

- To fulfill the board's directive to research, evaluate and present to the board and the congregation options for the sale of the Holly House Property
- To support a congregational vote in such a way so as to leave participants generally satisfied that the process was fair and their voices were heard.

Intended Impact:

- A decision to sell the property that was successfully made by an informed congregation
- The congregation's strengthened capacity to engage in a significant and/or difficult decision-making process.
- The congregation will be poised to strengthen their sustainability both spiritually and financially through proceeds from the sale.

**Specific Activities:**

- Implement actions to assess the value of the property and effectively present it to the market for sale.
- Collect and evaluate official proposals for development of the property and/or purchase offers to present to the Financial Stewardship Committee, the Board, and ultimately the Congregation for vote.
- The task force will prepare information for the congregation to inform their vote, including proposals from prospective buyers, financial analysis, and options for use of sale proceeds.
  - Work with Financial Stewardship to prepare financial assessments of options
- The task force will conduct Outreach:

- Outreach to groups and congregants in the church, running a series of conversations to stimulate imaginations regarding uses of proceeds from the Holly House sale and the options for stewarding our wealth
  - Outreach to entities making development proposals and purchase offers to assess effective alternatives
  - Outreach to stakeholder members of the larger community including as possible, ESUC neighbors, Sophia's Way, etc. within the constraints of a limited time frame, the real estate market and market analysis, and total HHDTF activities.
- Preparation of materials to inform congregants about the vote, envisioned as a voter's pamphlet, including positions for and against proposals on the ballot
  - After the congregational vote, the HHDTF will assist with the sale, up to and including engaging in negotiations with the chosen bidder(s), and engaging in a final review of the Purchase and Sale Agreement, recommending a form of contract to the board, communicating with prospective purchasers, etc.

**Approach to our work/ Methods and Context:**

- The task force will be mindful in all their processes and methods of choosing an approach that will support the creation of a healthier and stronger congregation.
- The task force will develop the ballot for the congregational vote. [HHDTF may recommend to the Board a ballot that presents the congregation with a "yes" or "no" vote on a single purchase agreement. Alternatively, HHDTF may prepare a ballot offering the congregation two or more options for disposition of the property. The ballot will be presented to the Board for review, possible modification and approval prior to a congregational vote.]
- While members of the task force are permitted to express their personal views on possible courses of action, during the time when they are speaking for the task force and are engaged in conversations with congregants, lay leaders or the board about the task force work or the sale of the property, members are encouraged to present an unbiased, balanced view of the options and refrain from lobbying or advocating for a particular position.
- Materials for congregational information (especially financial assessments) will be prepared in as neutral a way as possible with exception of voter information materials that are clearly developed to support or rebut a position on votes (as in the voter pamphlet).
- The task force will inform and solicit input from church membership via a communication plan that informs transparently, that cultivates conversations and imaginations to bring line, color, and texture to the potential outcomes so that the congregation will be better prepared to vote.

- They will manage programmed conversations in a caring way, seek to ensure that all voices are heard, and with an attempt to build consensus.
- They will use formats to include electronic communications, town halls, and informational materials such as voter pamphlets, informal, formal and outside presentations. HHDTF will endeavor to be transparent with the congregation about progress and offer opportunities for comment and input through multiple communication methods.

### **Section C: Group Structure, Leadership & Decision-Making**

1. Where does your group fit into East Shore's organizational structure – as a Board Committee, Ministry Team or Core Team? Who is your staff liaison or partner?

HHDTF is a board task force, with David Baumgart as board liaison and Jason Puracal as non-voting staff partner.

2. What are the minimum and maximum number of participants? To ensure community representation, no fewer than five members is recommended. If you have fewer than five members, please explain. Who are your current team members? Please list

The minimum number of recommended participants is five, maximum is ten. Current members approved by the board (8/13/18) are Jim Shuman, Trevor Hall, Sue Yates, Laurie Adams, Carrie Bowman, Roger Greene, Reverend Stephen Furrer (staff), Dave Baumgart (Board), and Linda Freeburg (Chair). Mark Norelius is serving as Right Relations advisor.

To the extent possible, the HHDTF will try to have a membership that reflects the diversity of the ESUC membership including youth, historically marginalized groups and persons of color. Regardless of membership, HHDTF will seek input from members and non-members with diverse life experiences and viewpoints.

3. What are the leadership roles and responsibilities within your group?

The HHDTF has a chair who may at their discretion appoint a vice-chair. The Chair communicates with the Board liaison, Board and church members, facilitates the Task Force meetings, attends the Financial Stewardship Committee meetings, if necessary, and works with others on the Task Force to prioritize and accomplish its goals. The Vice Chair may assist the Chair with their duties and chair meetings in the Chair's absence.

4. How are leaders determined, and what are their term limits? Please explain any differences from the term limits recommended in the Overview Section above.

The Taskforce will have a Chair who is appointed by the board. The Chair may delegate any of their duties to other members of the Taskforce. The Chair and any appointed or delegated leaders have term limits that extend to the duration of the task force.

5. What, if any, are the term limits for your members? Please explain any differences from the term limits recommended in the Overview Section above.

Members have terms that extend to the duration of the task force.

6. How are decisions made in your group (consensus, majority vote, officers, super majority percent)? What quorum is needed? Is email vote allowed?

The group makes decisions by consensus of those at the meetings and/or proxy vote. Votes can be made electronically. If consensus cannot be reached, the team will vote with majority ruling. A quorum of 51% of membership is required for a binding vote.

7. How are records kept and passed on for your group? If you are a Board Committee, what one person on your team will send the meeting minutes to the Chair of the Archives Team?

The HHDTF will appoint a recording secretary who will produce minutes for each meeting. Reports to the Board will be prepared by the board liaison. Minutes will be submitted to the church archives in a timely manner after each meeting. HHDTF also keeps archives of its material.

8. How are members recruited and oriented to your team?

An application process was opened to the Congregation; the Board approves the members. The Chair will schedule time in HHDTF meetings for review of the Holly House development activities to date. Orientation of new members will also include Right Relations and the provisions of this Charter.

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

Willingness to learn from others on the team or to share any relevant knowledge or skills they have. Commitment to supporting the objectives of the task force. Skill sets in the following were taken into consideration:

- Commercial real estate
- Project management
- Affordable housing knowledge
- Real estate development
- Finance/banking
- Contract analysis
- Good communicators

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

The Task Force communicates through all the avenues available at East Shore—eblast, campus posters, website articles, Beacon, direct surveys (printed and/or digital), word of mouth, etc. There may be opportunities to communicate to the congregation during or after Sunday services.

11. What one person on your team is authorized to approve communications publicized by Staff? Who is the designated back up person?

Communications will be approved by the Chair for submission to the Board for their approval. If timeliness does not allow approval by the entire Board, communications may be approved by agreement of the Board President and Board liaison. The back-up is the HHDTF vice Chair.

12. What types of decisions is your group authorized to make?

The HHDTF makes decisions regarding the preparation of materials for congregational use in preparation for their vote, approaches to the market of buyers, etc. Materials are subject to Board modification, review and approval. The HHDTF also makes decisions subject to Board approval on congregational outreach.

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

The Task Force makes recommendations to the Board including summarized information on additional research on topics listed above to present to the Congregation for vote.

The HHDTF will also make recommendations based on evaluations of bids for the property specifically assessing if bids are credible, provide sufficient value, and are aligned with church values for board and congregational consideration.

14. Does your group plan to sponsor any outside groups to use the church facilities? If so, please see Board Policy 1.16a and the Staff Procedures for Sponsorship of outside groups.

No

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

The Task Force serves until disbanded by the Board of Trustees either after the congregational vote or when negotiations and work with the purchaser is concluded.

## Section D: Finances

1. Will your group present a budget proposal to the Budget Team next year?

N/A

2. 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?

N/A

3. If your group plans to do fundraising, please describe how it will go about this. If you plan to solicit donations, use the following wording: "Your donation goes to East Shore's operating funds which supports (name of your team) and other programs."

N/A

4. What kind of decision process exists for how money is used?

N/A

5. Which one person on your team is authorized to approve team expenses? Who is the designated back up person?

N/A

6. 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?

N/A