

# ESUC Board of Trustees

Minutes

September 18, 2018

<b>Minutes, Leadership Reports, Consent Agenda:</b>	<b>Com. + Board Liaison Reports Consent Agenda:</b>
September Board Agenda + Upcoming Events	Policy and Governance – Ann Fletcher Earth Social Justice Ministry Teams
Minutes of Last Board Meeting – August 21	HH Dev Task Force BL – David Baumgart
Minister’s report – Rev. Stephen Furrer	Personnel Com BL – Jerry Bushnell
Board President's Report – Tom Doe	Appendix E – CAM request for Public Witness – David Chapin
Treasurer’s Report – Marcy Langrock	Appendix F – Charter Tracking - Ann
Exec Dir, Finance & Operations – Jason Puracal Appendices A&B – Income Statement, BS FY17/18 Appendix C - Financial Analysis / Charts	Holly House- A Bridge to East Shore's Future v.2 2018.09.16 – Jason Appendix G – Exec Dir Job Description
Lifelong Learning – Amanda Alice Uluhan	

## East Shore Unitarian Church

### Board of Trustees Meeting Agenda – September 18, 2018

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

7:00 - 7:05 (5 minutes) Opening Words, Chalice Lighting	Marcy
7:05 - 7:20 (15) Check in, Introductions	All
7:20 - 7:35 (15) Approval of Consent Agenda	All
7:35 - 7:40 (20) First Saturday Conversations	Tom
7:40 - 7:55 (15) Endowment Charter	Marcy
7:55 - 8:05 (10) HHTF Vote Date	Dave
8:05 - 8:10 (5) Audit	Jason
8:10 - 8:25 (15) Auction Fund a Need	Dennis
8:25 - 8:55 (30) Retreat	All
8:55 - 9:00 (5) Executive Session	All

### Upcoming Events for Your Calendar

- October Exec Council – 10/2 First Saturday Discussion postponed to 10/13
- October Board Packet items due Wed, 10/10 by end of day: email to Aimee Woolwine (Volunteer 1)
- October Beacon Board Buzz due Wed, 10/17: email to Nicole Duff
- October Board Meeting 10/16; Mark is host.
- Sunday Svc Announcements: 9/30 Jerry-9 + 11am, 10/7 Dennis-9am, Sara-11am, 10/14 xxx 9am, Lee 11am, 10/21 Uzma 9am, Paul 11am, 10/28 xxx 9am, Mark 11am

**Opening Words** – Marcy: From the native American Native Museum. “We are still here” about continuing survival of Native Americans

Present: Thomas Doe, president, David Baumgart, Secretary, Marcy Langrock, Treasurer, Dennis Fleck, vice president, Sara Brannman, Uzma Butte, Jerry Bushnell, Paul Buehrens, Lee Dorigan, Mark Norelius

Amanda Alice Uluhan, representing Lifelong learning (standing in for Aisha Hauser who is on sabbatical), Jason Puracal, Exec Dir, Rev. Stephen Furrer

Absent: Aisha Hauser remains on Sabbatical and returns in early October.

**Check-in** – Lee, new tire arrived after a long wait. Steve- Carol starts a new job, more domestic duty for Steve. Paul – Changed the salmon recipe, not so overcooked this year. Mark- Eldest son in Detroit, just bought his first house, Mark will visit. Sara- Overwhelmed, DC politics affects her work. Jerry – new grandson, and visit from 2 others. Dave- Attended his mom’s 90<sup>th</sup> birthday. Tom- happy with grandson and Sunday services. Jason – kids settling in to the school year, wife looking for work. Amanda – enjoyed working on the Salmon days service, very busy Uzma- working on many different initiatives. Luckily husband ok with it. Happy to be on the board. Dennis, leaves for 2 weeks. Marcy- back into school schedule. Alex at Bellevue College, other two are in different high schools. Husband traveling for 2.5 weeks. She was just in North Carolina, missed the storm.

**Visitors:** none

**Housekeeping items: upcoming hosts, announcers, etc. None.**

**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.

**No items were moved to discussion agenda from the consent agenda**

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

- Approve August 2018 Board Meeting minutes
- Rev Christine Robinson will meet with the board on Nov 11 for the Official “Start-Up” of Rev Steve’s Developmental Ministry. (Minister’s Report)
- 2 signatories required for Endowment distribution/transfer (ED Report)
- Authorization to Finance Team to obtain proposals for an external audit, technically called “Agreed upon procedures and engagement” (ED Report)
- Approve Lindsay Fogelquist to be on the personnel committee
- CAM Public Witness request (ED Report)
- Return organizational responsibility for fundraising to the Staff (membership director) (President’s Report)
- Holly House Development Task Force wishes to delay the congregational meeting / decision until First Quarter 2019

Removed from consent agenda:

- DFO job description will be presented next meeting

Sara moved to accept the consent agenda as amended, Mark seconded the motion.  
Approved-unanimous

Tom discussed future need to discuss endowment policy. Marcy says that much work has been done to make the endowment policy consistent with our by-laws.

Paul gave reasons for not moving the CAM Public Witness “300 trees” request to discussion because he thinks it does not have major significance

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**7:35, 7:42 First Saturday Conversations, Tom Doe**

No conversations were held in July and September because of holidays. We had one in August. Tom asks if the board if we want to continue them.

Dave points that attendance has been good and the discussions have been robust. Sara liked the one she attended and found it useful. Jason points out that in policy based governance, board linkage to the congregation is vital and these conversations allow for board meetings with the congregation. Tom would like to use a Saturday conversation to get input on board ends.

The consensus of the group is that we continue the First Saturday conversations.

Tom requests that each board member take on one meeting. Next First Saturday would be October 6<sup>th</sup>. This will conflict with the restorative justice seminar and could possibly reduce attendance. Also, Tom and Dennis are not available October 6<sup>th</sup>. It was decided to hold the “First Saturday” conversation on the second Saturday this month, October 13, to avoid conflicting with the restorative justice seminar. Tom and Jerry will be available to moderate the discussion.

**Endowment Charter dropped from agenda:** Marcy notes that the policy and charter of the Endowment Committee will be sent to board members to review between now and the next board meeting.

**7:55 HHDTF Vote: David Baumgart**

Dave points out that the task force still has a lot of work to do. They have decided not to rush, and that is the reason to delay the vote. They are trying to communicate meaningfully with the current 7 bidders. They also would like to have some further discussion about what we will do with the proceeds.

The Holly House Task Force has formed a sub-committee to get input from the congregation about what to do with the proceeds from the sale. The subcommittee members are Sue Yates, Trevor Hall, and Laurie Adams. They are using the term “Dream Big” to inspire members to come up with creative ideas. This group has contacted leaders in the church for a series of workshops. The last workshop is scheduled September 23<sup>rd</sup> at 9 am. There will be a town hall meeting in October.

Jason added that it is good to get input from congregation. He also notes that board leadership is vital to integrate the ideas, and help the congregation move together as a whole. Marcy notes that our priorities do not always have to involve money, but can involve volunteer work.

Jason reminds us that we need to tie any decisions to mission, vision, and ends. We discussed how the Holly House Task Force interacts with the board. Dave points out that we should decide whether the board wants to make a recommendation to the congregation about which alternative to choose.

Uzma feels that the congregation should vote on the Holly House option, rather than having the board decide. Lee pointed out that opting for the option of selling for the most proceeds still allows for East Shore to support Affordable Housing.

Steve points out that the final decision has to be made by the congregation as a whole, according to our by-laws.

Dave will forward these questions to the task force: "Why were Board Members not invited? How does that lack of input help the October Town Hall?"

### **8:15 Church Audit – Marcy Langrock and Jason Puracal**

Jason described the type of audit we are looking at in his board report. Next month he will have a specific proposal for the board to approve. The board reached consensus that Jason should seek a proposal for the audit.

### **8: 16 Auction Fund a Need: Tom Doe**

The Auction committee has asked for a recommendation from us.

One idea is to fund the minister's discretionary fund.

Dennis suggests we could fund further work from Pam Orbach for more restorative justice training.

Jason points out that we currently have quite a bit already budgeted for Pam. Jason points out that another project that could be funded is changes to room E101, which could be changed into a collaboration space, set up for virtual meetings. It would have a large touch screen, projection and a microphone. Jerry notes that we could potentially use that room for some committee meetings, making committee membership easier if we could attend virtually when necessary.

Paul points out that what we spend our money on reflects our values and brought up the possibility of choosing an anti-racist topic, such as hiring speakers. Tom wonders if we should get input from the Beloved Racial Justice team.

Uzma moved Lee seconded that we recommend upgrading E101 as the Fund a Need project. The vote was 8 in favor, none opposed, one abstention.

### **8:39: Board Retreat - Tom Doe, David Baumgart**

The retreat will be at Vasa Hall (Upper Preston) on October 20<sup>th</sup>. We will start with a continental breakfast at 8am. A potluck lunch will be served at noon.

We discussed the pro's and con's of having board committee chairs attend, it was decided to invite them for the morning session to get input on the End Statements, and then use the afternoon session for Board / SLT to discuss the ends for the year.

Steve would like a team building exercise at the beginning of the day.

Tom would like to see that each end is assigned to a specific group of people for accountability and follow through.

Refer to Tom's President's board report for ideas about the potential board retreat agenda. Ideas discussed for the **Board Retreat agenda** included:

- Evolving Jason's campus development plan into an end
- Continuing to focus on diversity and inclusion. Jason explained to the new board members how we arrived at our anti-racist end from last year. He notes that we could have the congregation trained on the Julica Hermann de la Fuente grid
- Discussing policy based governance
- Discussing fiduciary responsibility
- Vetting out the 5 year plan, and directing the financial stewardship committee to fill in the areas with placeholders
- Having the board understand the five year plan
- Need for Holly House task force to interact with financial stewardship
- Ends can be somewhat general, with those accountable for the ends fleshing out specific details and plans

Tom will be working on the agenda. Dave will inform the leaders of the Board standing committees that they will be invited to the morning session, instead of the afternoon.

Closing readings:

Marcy: Hymn from last Sunday, tranquil streams

Steve: Reading from Theodore Parker

Our board meeting ended about 9:02. Our next board meeting is October 16, 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

- Return organizational responsibility for fundraising to the Staff (Membership Manager)

### Minister's Report

- Rev Christine Robinson will meet with the board on Nov 11 for the Official "Start-Up" of Rev Steve's Developmental Ministry.

### Secretary's Report

- We are still recruiting for a volunteer from the congregation to be the Recording Secretary for Board Meetings.

### Exec Director's Report

- 2 signatories required for Endowment distribution/transfer
- Authorization to Finance Team to obtain proposals for an external audit, technically called "Agreed upon procedures and engagement."
- CAM Public Witness request to support the "300 Trees" organization, protesting the removal or trimming of about 300 trees along 148<sup>th</sup> Ave NE.

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

- Approve Lindsay Fogelquist to be on the personnel committee

**END OF MINUTES**