

Minutes, Leadership Reports	Com. + Board Liaison Reports
January Board Agenda + Upcoming Events	Personnel Committee: Jerry Bushnell
Board President’s Report – Tom Doe	Policy and Governance: Ann Fletcher
Finance – Treasurer’s Report – Marcy Langrock	Right Relations: Mark Norelius
Dev. Minister’s Report – Stephen Furrer	ESJCC Report – Lynn Roesch
Exec Dir, Finance & Operations – Jason Puracal	Holly House Dev. Task Force: David Baumgart
Lifelong Learning – Aisha Hauser	
Appendices A&B – Income Statement, BS FY18/19 Appendix C - Financial Analysis / Charts Appendix D – Minutes of December 18 Board Mtg	

East Shore Unitarian Church  
**Board of Trustees Meeting Agenda – January 15, 2019**

Host: Tom Doe, Timekeeper: and Process Checker: David

6:45 Social Gathering

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

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

7:15 - 7:35 (20) Approval of Consent Agenda All

7:35 – 7:40 (5) External Audit Jason

7:40 – 7:55 (15) Storage Structure Jason

7:55 – 8:15 (20) HH Dev Task Force David and Linda Freeburg

8:15 – 8:40 (25) Mission Fund Drive Tom

8:40 – 8:55 (15) Executive Session: Board Position All

8:55 – 9pm (5) Closing Tom

**Upcoming Events for Your Calendar**

- February Exec Council – Feb 5
- February Board Packet items due Wed, Feb 13 by end of day: email to Volunteer 1@esuc.org
- February Beacon Board Buzz due Wed, Feb 20, email to Nicole Duff
- February Board Meeting Feb 19<sup>th</sup>; Dave is hosting.
- Sunday Svc Announcements: **We need all Feb services except:** Feb 10 11am Marcy + Feb 17 11am Dennis
- Please sign up at <https://www.signupgenius.com/go/10c0d4ba4a72fa1f94-sunday>

**Opening Words:** Tom – during the check-in, he encouraged each of us to reflect on a “safety perspective” that we were feeling in our life.

**Attendance - Present:** Tom Doe, President. Dennis Fleck, Vice president. Marcy Langrock, Treasurer. David Baumgart, Secretary. Sara Brannman, \*\*Jerry Bushnell, Paul Buehrens, Lee Dorigan, and Mark Norelius, members at large.

Rev Stephen Furrer – Dev Minister, Aisha Hauser – Dir LifeLong Learning, Jason Puracal – Executive Dir

**Attending Electronically:** \*\*Jerry

**Visitors:** Sheridan Botts, New chair of Personnel Committee

Linda Freeburg, Chair of Holly House Development Task

Ann Fletcher, Chair of Policy Based Governance

Rev Paul Langston Dailey (UUA)

**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.

## January 2019 Consent Agenda Voting Items

- Approve December 2018 Board Meeting minutes
- Revised Right Relations Board Standing Committee Charter
- Charters reviewed by teams and appropriate staff:  
A separate Charter Packet was prepared and distributed to the Board by the Policy & Governance Committee – Many thanks to Ann Fletcher (chair of P&G). The Charter packet (100+ pages) included all the charters listed below.
  - Steve: Archives, Lay Pastoral Ministry, Worship
  - Nicole and Steve: Auction, Connection Teams, Membership, Operating Fund Drive, Outreach, Seabeck, Women’s Perspective.
  - Eric Lane Barnes and Steve: Ace Media Crew, Choir, East Shore Live.
  - ESJCC and Steve: ESJCCouncil, ANSWER/Nepal, Climate Action Ministry (CAM), Congregations for Homeless, Crossroads Meals, Food Bank, Holiday Giving Tree, Khasi Hills, Meaningful Movies, Partner Church, P-Patch, Second Sunday, Women Helping Women.
  - Aisha: Lifespan Learning Team Charter
  - Jason and Dianne-- Resubmitted P-Patch, Finance, and Facilities charters with areas of concern including term limits addressed.
  - \*All charters submitted this month can be found in the Board packet appendix
- Approval of consent agenda will authorize the addition of Jack Slowriver as a member of the Right Relations Committee.

**Items Removed from Consent Agenda:** The event dates sponsored by the Right Relations Com.

### Discussion of Consent Agenda:

Tom stated that it would be appropriate for all board committee / task force highlights be submitted to be included in the board packet. These submissions could come from the Board Liaison, the chair person, or their delegate. Since the packet is shared publicly on the Internet, it is not appropriate to include confidential material.

It was noted that adding Jack Slowriver to the RR Committee was a late addition to the RRC submission.

Tom noted that the Operating Fund Drive was being renamed as the Mission Fund Drive. Tom also provided a revised Board Goal Table for 2019 – updating the board members assigned to each goal.

Paul moved, Mark seconded, the Board approve the Consent Agenda, the motion passed unanimously.

### **7:30 – Holly House Development Task Force: Linda Freeburg, Chair HHDTF**

Dave referred the board to his report in the board packet. There is much going on.

1. Linda briefly discussed the possible forms of the vote and the ballot for the March 24 congregational meeting. We have not yet made a final decision on how to vote.
2. Subject of recommendations: should the task force make a recommendation? Most of the members think not. We have consciously tried to remain neutral and focus on a presentation of the information and facts so the congregation can make an informed decision. Our charter calls for the task force to avoid a divisive impact on the congregation. Linda stated that the task force will discuss this further at our Feb meeting.
3. Should the Board make a recommendation? There was a brief discussion, but no decision, yet. Tom called for a show of hands, and then suggested that the board should discuss at our February board meeting. Most of the members appeared to support making a recommendation. In any case, Linda urged the board to avoid language that is divisive. Tom was concerned that after the vote, the members who voted, but were on the “losing side” of the vote would feel “run over.” Tom suggested we have a test vote.
4. Linda passed out two handouts that described how we might use ranked voting at the Congr. meeting. David stated that after viewing a demonstration, that he was in favor of utilizing ranked voting. We discussed whether our policies and by-laws allowed for ranked voting, and requested that the P&G committee examine that question. Ann Fletcher accepted this request.
5. Linda reviewed the effort to write up a Voter’s pamphlet. Carrie Bowman is leading this effort.
6. We also reviewed the current status of the effort by CBRE to gather more market rate bidders for the Holly House property. We expect that several bona fide offers will be forthcoming in February. The Feasibility Study approved by the board in December has been completed.
7. On the agenda for the next TF meeting is to decide on the ballot. Tom stated that the board will want to review the proposed ballot in accordance with our policies. Linda stated there are no bad options. This is a congregational decision where we come together as a group and consider the choices.
8. Linda and David also stated that it is their recommendation that the board meet during the last week of February to discuss the final shape of the ballot, the motion, and other topics relevant to the March 24 meeting.
9. It was also noted that Linda Freeburg is now working for an organization in Seattle that participates in Affordable Housing services within the city of Seattle and this was not considered to be a conflict of interest. She will be filing a new conflict of interest statement with the secretary of the board. Ref BL report from David Baumgart.

### **External Audit: Jason Puracal**

Jason stated that the external audit, performed by Clark Nuber, was completed and that there were no “Red Flags.” We did receive several Procedural Recommendations which are now being reviewed. He was pleased with the audit and noted that the cost of the audit was \$4,333 under budget.

### **Storage Shed: Jason Puracal**

*[For more information, please refer to Jason’s documentation package.]*

Jason began his presentation by reminding us all that the sale of the Holly House property will result in the loss of the storage shed where the Grounds committee stores their equipment, tools, and supplies. This is also where the Chalice Players have stored many of their stage props and curtains.

Jason provided a package of information regarding a collaborative project that East Shore is entering into with students at Washington State University. The shed walls will be built using \*\*hempcrete – material that is now legal since the last federal farm bill. This shed is a \$20,000 value but will be provided free as part of the project. The shed is planned to be 10’ by 10’ and will be located near the rear exit of the sanctuary kitchen, behind the sanctuary.

[\*\*Note: Hempcrete utilizes the herd material found in hemp fibre and is consistent with our environmental values since the materials are sustainable.]

This project also includes partnerships with the Gonzaga Alumni Network plus a group of engineering students, plus Boeing, Inc.

Both the Grounds Committee and the Facilities Com. have been briefed and support the project. Dave moved and Mark seconded that the Board approve the Storage Shed project, as outlined in Jason’s documentation package. Motion was approved unanimously.

### **Mission Fund Drive – Tom Doe**

Tom announced that the Operating Fund Drive has been renamed the Mission Fund Drive (ref: President’s Report for more information).

Each of the board members had been requested to contact several people within the East Shore congregation who had not yet made a pledge for the 2018/19 fiscal year. Tom urged board members to either complete their assigned calls or to inform Nicole (Membership Manager) that they will not be able to complete these calls so that other members of the OFD team can complete them.

Tom also stated that the OFD team (Tom, Nicole, and Rev Steve) are now recruiting members who have a commitment to stewardship. March 3 has been selected as Stewardship Sunday. There will be major donor events in February. Tom is recommending 8 or 9 “Donor Dinners.” Tom also pointed out that our major donors (less than 100 members of the church) provided 75% of the pledge income during the past year. There is a lot to be accomplished in minimal time.

Tom thanked the Holly House Task Force for the recent compilation of the Dream BIG ideas gathered at several town halls. The content of this document (30 pages) will be very helpful to the Mission Fund Drive. One of the more popular ideas was to recruit a younger ministerial intern. It was believed that such an intern could be very helpful in recruiting younger members for East Shore. Tom also stated that the OFD Team is looking for willing members with video editing skills as well as members with presentation skills.

During the discussion, Aisha pointed out that the Dream BIG material was not representative of the RE program and that it appeared that there was not much involvement by the parents of children attending Religious Education at East Shore. She believes that these “RE parents” are simply too busy to attend town halls or workshops at ESUC.

Tom’s presentation also included a look at the trend lines over the past few years. He characterized our membership numbers and pledge income as “plateaued” and that we need to work together to change these to a growth trend for ESUC. He asked us, “What do we want the church to be?” The budget team was now formulating a visionary budget which could embrace some of the Dream BIG ideas.

Tom stated that our East Shore congregation has sufficient wealth to achieve a compelling vision. It is time to invest in ourselves to overcome the present crisis of plateaued membership and pledge income. He suggested that we consider using a limited amount of the endowment funds for that purpose.

Sara stated that we shouldn't keep saving the endowment for a rainy day, when we all know that it is raining now.

Tom concluded his presentation by suggesting that next year's budget include an "Outreach" staff member who could focus on membership growth, working alongside of Nicole. Such a staff member would allow Nicole to concentrate more on fund raising.

#### **Executive Session – All board members**

The Nominating Committee nominated Evelyn Smith to become a member of the board, replacing Uzma Butte, who resigned last fall. The Board unanimously accepted the nomination of Evelyn Smith to become the newest member of the East Shore Board of Trustees.

#### **9:15: Meeting ended with a reading by Tom,**

Our next Board Meeting is planned for Feb 19, 2019.

Respectfully submitted,

David Baumgart, Secretary, East Shore Board of Trustees

### **Appendix 1 – Significant Items, Consent Agenda**

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

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  - Nicole and Steve: Auction, Connection Teams, Membership, Operating Fund Drive, Outreach, Seabeck, Women's Perspective.
  - Eric Lane Barnes and Steve: Ace Media Crew, Choir, East Shore Live.
  - ESJCC and Steve: ESJCCouncil, ANSWER/Nepal, Climate Action Ministry (CAM), Congregations for Homeless, Crossroads Meals, Food Bank, Holiday Giving Tree, Khasi Hills, Meaningful Movies, Partner Church, P-Patch, Second Sunday, Women Helping Women.
  - Aisha: Lifespan Learning Team Charter
  - Jason and Dianne-- Resubmitted P-Patch, Finance, and Facilities charters with areas of concern including term limits addressed.
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**END OF MINUTES**