

East Shore Unitarian Church Meeting of the Board of Trustees January 2019

Board Packet

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Note on January Board Packet Contents

The minutes of the September meeting appear in the appendices (Appendix D). Also, appendices to all reports are collected at the end of the packet and lettered sequentially as shown in the table of contents

Agenda

ESUC Board of Trustees Meeting Agenda

January 15, 2019

Host is Tom

Start	End	Duration	Topic	Lead
6:45	7:00	0:15	Social Gathering	
7:00	7:05	0:05	Opening Words, Chalice Lighting	
7:05	7:15	0:10	Check In	All
7:15	7:35	0:20	Consent Agenda	All
7:35	7:40	0:05	External Audit	Jason
7:40	7:55	0:15	Storage Structure	Jason
7:55	8:15	0:20	Holly House Update	Dave
8:15	8:40	0:25	Mission Fund Drive	Tom
8:40	8:55	0:15	Executive Session: Board Position	
8:55	9:00	0:05	Closing	

Preparation Notes

Review all items of the consent agenda, be prepared to vote to approve all, or move a piece to the regular agenda if discussion is needed (Please alert Tom in advance!).

January 2019 Consent Agenda Voting Items

- Approve December 2018 Board Meeting minutes
- Revised Right Relations Board Standing Committee
- Charters reviewed by teams and appropriate staff:
 - 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.

January 2019 Board Reports

Developmental Minister's Report – Rev. Stephen Furrer

This December the worship calendar has been very busy, as is always the case this time of year. We have had two dramatic presentations and will have another this coming week. There was a Solstice service on Dec 21 and two Christmas services on Dec 23, including a multigenerational pageant. We also had 4:00 and 7:00 pm Candlelight services on Christmas Eve, each of which generated over \$1K for the Minister's Discretionary Account. Plans for upcoming services through June 2019 are near completion.

Annual Program Fund: Last spring's pledge total equaled \$547,529.08. The additional ReCanvass pledges now = \$60,624 for a current pledge total of \$608,153.08. So far a total of 54 people have responded to ReCanvass appeals: 34 increases and 20 new pledges. Have Board members contacted all remaining holdouts? Meanwhile, the 2019-2020 OFD needs to begin immediately. Tom Doe and Nicole Duff and I have met and propose retitling the OFD the *Mission Fund Drive*.

I continue meeting with ESUC committees and ministry teams, mapping out the coming year's strategy and directions. Nearly all Committee and Task Force charters have been completed and gathered and submitted to the Board tonight.

- Lifespan Learning – winter course offerings: Milly Mullarky and I will co-lead "Hindsight, Humor, and Hope: Who, Me, An Elder?" on six consecutive Tuesday afternoons from noon to 2:00 pm

(2/26, 3/5, 3/12, 3/19, 3/26, and 4/2). A 3-part “UU Theology 101” will be offered as follows: April 28—Humanism; May 5—Naturalistic Theism; May 19—UU Christianity. These classes will be from 12:30 to 1:45 pm with childcare provided. Other offerings are also being considered.

- Membership – A 2-part *New To UU* orientation class will be held following the 11:00am service on February 3 and 10, 2019.
- Lay Pastoral Ministry – meeting with Core Team members and divvying up for visitation those ESUC members and friends who are homebound or in the midst of special healthcare needs. Nancy Worsham has agreed to become a lay minister and part of the team
- Archives – Gearing up for East Shore’s 69th birthday on January 22; the ESUC Timeline that was made in 2017 will be hung in the Sanctuary the day after tomorrow: Thursday, January 17—*with room for additions*.
- Covenant Circles – Anne Kerlee has joined me in opening effort to reorganize this vital ESUC ministry. We will be meeting on Saturday, February 2 with all current facilitators and starting up a regularly meeting facilitators group.
- Personnel Committee – Working with Jerry Bushnell to complete earlier annual reviews for SLT. The committee and I agree that Eric Lane Barns should be offered the Director of Music position on a permanent basis with a celebratory installation tentatively planned for Sunday, March 17 at 11:00. It is hoped that his hours can be increased to 30/wk in 2019-2020.

Respectfully submitted,

Stephen Furrer

President’s Report – Tom Doe

First, I would like to wish everyone on the board is very Happy New Year! We have an incredibly busy, and consequential next five months! We are still on course for a Holly House congregational meeting, which is now scheduled for March 24. We have the bulk of our fundraising to do. We have strategies for our goals to develop and implement. And much more!

The nominating committee has been working on finding candidates for the open board position. They are still discussing willingness and availability of several candidates, but I hope we will have a consensus pick or a couple of choices, which we will discuss in Executive Session.

The goals table which we discussed in December is included in the minutes for the last meeting. You may recall that we completed that table (see below), and I would like you to check on what I put in. I have not included the goals table in the discussion agenda, as the next step is for the responsible staff and board person to work with court and ministry teams to start developing strategies.

Jason is going to update us on the external audit, and he also has a proposal for replacing some of the storage space that we will lose when we no longer have the Holly House property.

I attended the Holly House Task Force meeting on January 7. As promised at our last board meeting, we now have the first write up from the Dream Big initiative (all 30 pages of it!). This is a very impressive piece of work, though it will need some distillation for us to be able to unlock its value. We will hear more from Dave on other aspects of the Holly House developments, though I can say that I signed today the listing agreement with CBRE.

Since the last board meeting, Rev. Furrer, Nicole, and I have met to discuss our fundraising for the coming year. I am working on recruiting a chair, but in the meantime, we have set some calendar dates for key events, which I

will report on under discussion agenda. At our executive meeting this month we considered changing Operating Fund Drive to Mission Fund Drive. I may be asking for vote on that. This is thoroughly appropriate as we exist to fulfill the mission not blindly raise cash. One of the first tasks in the MFD is preparing a fundraising budget. I propose that this budget be ambitious. I propose that we envision the church that we want and need to be and figure out how much money is going to take to achieve it. In this regard, Dream Big materials are essential. I will speak more to this during the discussion agenda part of our meeting.

I have two more small (but not minor) things to bring to your attention. I believe we currently have one information table in the foyer, which is available to church groups who may request it. This space has already been booked for most of the rest of the year, but there is considerable additional demand. We might think about how we can expand those slots.

Thanks to the very hard work of Ann Fletcher and Jennifer Sumner, we are approaching completion of our second round of charters. At some point soon, I would propose that the board set up a meeting with committee chairs to review the charter process-what works, what doesn't, and what could be changed. I'm particularly interested in seeing us incorporate the RASCI thinking those charters would use that we discussed at the Dev Min kickoff.

Finally, please complete your 2018-19 phone calls for fundraising and report the results to Nicole before the board meeting. Thank you! Tom

[Board Goals Table from December (inserted by David Baumgart, Secretary of the Board.)]

2018-2019 ESUC Goals Rev. 1 (for comment)			
	Staff Member	Board Member	Member Team
1. Financial plan strategy			
1a. By 12/2019 implementation of endowment charter	Jason, Steve	Marcy, Lee	Financial Stewardship
1b. By 6/2019 Holly House vote	Jason, Steve	Dave	HHTF, Board
1c. 6/2020 Holly House funds disposition vote	Jason, Steve	Dave, Marcy, Tom	Financial Stewardship, Board
2. Developmental Ministry Goals			
2a. Inspire a healthier culture	Steve	Mark	Right Relations
2b. Continue policy-based governance implementation	Steve, Jason	Tom	Policy and Governance
2c. Leadership and volunteer development	Steve, Nicole	Dennis	Membership, Board
2d. Grow membership	Steve, Nicole, Aisha	Your name here	Membership, Worship, Board

3. Beloved Community: Measurable anti-racism progress	Aisha, Steve	Mark	Beloved Racial, Right Relations
4. Strategic Campus Plan	Jason	Your name here	New Task Force?
4a. Earth and social justice ministry hub	Steve, Jason	Your name here	SJCC
4b. Emergency response center	Jason	Your name here	Facilities
4c. Reduce environmental impact	Jason	Your name here	Facilities
4d. Measuring earth and social justice impact	Steve, Jason	Your name here	SJCC

January 2019 Finance - Treasurer Report – Marcy Langrock

Items below in bold should be added to the list of consent agenda items.

- **Operating Fund Drive (name to be changed to Mission Fund Drive):**
 1. The BOT has been asked to make calls to those members who are deemed “likely to pledge.” Everyone from the list has been assigned to a board member to call. The script from Steve was sent out last month. **Please have the calls finished by the 15th of January. If you do not have the script or are not able to complete your calls, let Nicole know.**
 2. Here are the current numbers for the OFD:
 - Original: \$547,529.08
 - Recanvas Add: \$59,289.00
 - New total: \$606,818.08
 - With 21 new and 27 increased
 3. We need to form a team for the next Operating Fund Drive. Nicole and Rev. Steve will be the staff members in charge of the Operating Fund Drive. I know Tom, Nicole and Rev. Steve met for a preliminary strategizing meeting. They cannot do this alone. If you know of members who would enjoy fundraising or would be good at it, please let Tom or the nominating committee know. It was also suggested we contact Jan Christian from the UUA for ideas on fundraising.
 4. I do appreciate the idea of calling this a Mission Fund Drive instead of the Operating Fund Drive. It better describes what we’re doing, i.e., supporting our mission and vision.
- **Endowment Subcommittee (ES):**
 1. The ES did not meet this month.

2. The Investment Policy Statement has been updated and under review with the Financial Stewardship Standing Committee.
- **Financial Stewardship Standing Committee (FSSC):**
 1. The FSSC will meet on Monday, January 14th, 2019, after the due date for the board reports.
 2. If the CPA's report from Clark Nuber is finalized, we will review it at the meeting.
 - **Finance Team:**
 1. The Finance Team met on 1/8/19.
 2. The review with Clark Nuber has been completed. It finished within a day and under budget. Jason will respond to the report. He hopes to have a finalized report by the January board meeting. The finalized report will go to the Financial Stewardship Standing Committee for review, first.
 3. A big thank you to Eric Lane Barnes for the Puget Soundworks concert he held at East Shore. The revenue to East Shore was \$3,400 for the evening. It was also a wonderful outreach opportunity with a sold out concert.
 - **Budget Team:**
 1. The Budget Team will begin meeting on the 4th Tuesday of this month.
 2. Tom is asking us to come up with three budgets: 1) holding steady, 2) bringing the staff up to the UUA midpoint, and 3) ideal staffing.
 3. We will also be communicating to the team leads East Shore's policy for reimbursements. This was one discrepancy that appeared in the CPA's review.
 - **Treasurer Position:**
 1. I will be on the team writing up Jason's evaluation. Dave Baumgart has sent out the forms and are on my list of things to do. I am behind on this, with the holidays and power outages.
 2. It was good to meet and work with Rev. Tandi Rogers from the UUA Pacific Western Region on Saturday, January 5, 2019. She had some good suggestions and highlighted some weaknesses in how we divide up tasks.
 - **Board Goals:**
 1. *Completed* "1. Financial Plan Strategy: 1a., By 12/2019 implementation of Endowment Charter"
 - This was approved at the November board meeting.
 2. "1. Financial Plan Strategy: 1c., 6/2020 Holly House Funds disposition vote"
 - Once we have closed on the sale of the property, Financial Stewardship, the Board, Jason, Rev. Steve, and I will work on recommendations for how to use the funds. We will educate and gather input from the congregation. In accordance with all by-laws, we will also hold a vote if the amount dictates it.
 3. "2. Developmental Ministry Goals: 2a., Inspire a healthier culture"

- I will work with Aisha, Rev. Steve, Mark and Right Relations to develop objectives and measurements. I anticipate that having a growth in membership and more member retention will be one of the indicators.

Executive Director' Report – Jason Puracal

Topics requiring Board Vote

- Charters for Finance Team, Facilities Team, and P-Patch.
- Executive Director's FY 2017-18 Annual Review

Consent Agenda

BOT Goal 1: Financial Strategy. ESUC has a five-year financial strategy. This will be reviewed on an annual basis.

- *By 12/2018 we will review the implementation of the endowment charter*
 - *By 6/2019 we will have a congregational vote on disposition of the Holly House property*
 - *By 6/2020 we will prepare the congregation for a vote on use of the proceeds from the Holly House disposition*
- Upon the request of the Board Treasurer, I provided feedback on the draft contract with the real estate broker for the Holly House property.
 - I met with Roger Greene to discuss the potential to submit a Comprehensive Plan Amendment for the Holly House property. Roger is contemplating submitting this to maximize density on the property for the future owner, although the potential increase would not be known in time for the vote and contract. Roger provided digital copies of the process and related documents from the City of Bellevue for future reference.

BOT Goal 2: Developmental Ministry Goals. During the tenure of the Developmental Minister, we will:

- *Inspire a healthier culture at East Shore*
 - *Continue to implement policy-based governance*
 - *Establish a leadership and volunteer development program*
 - *Grow membership*
- I participated in the Board Startup Retreat with UUA Regional Staff.
 - The final reports from the Puget Soundworks concert fundraiser for ESUC were received along with a check for 51% of the net proceeds totaling \$3,430.73.
 - **Per the feedback of the Board and Policy & Governance Committee, I revised the Finance Team, Facilities Team, and P-Patch Team Charters and resubmitted to the Chair of Policy & Governance Committee (see P&G report for further details).**
 - Social Media Metrics:
 - *Yelp for December*
 - 23 user views
 - 6 user leads
 - 2 Directions
 - 4 clicks to website
 - *Google My Business Report for December:*
 - 23,887 people found us on Google

- 17 people called
 - 514 asked for directions
 - 308 visited the website
 - ESUC.org Analytics December
 - 1,245 users
 - 977 New Users
 - 1,844 Sessions
 - 4,480 Page views
 - 2:436 average session
 - 37.88% used mobile devices, 6.42% use tablet
 - Facebook: 734 Followers
 - Instagram: 131 Followers
 - Twitter: 49 Followers
- Outreach Team did two Facebook Ads for the holidays:
 - Winter Solstice: \$75 spent; 2,074 people reached, 69 event responses
 - Christmas Eve: \$100 spent, 1,590 people reached, 45 responses

BOT Goal 3: Beloved Community. We will nurture a sustainable Beloved Community by making measurable progress moving our congregation from a multi-culturally aware to anti-racist with specific attention to lifelong learning, pastoral care, and theology.

- I met with the People of Color group to support their presence and efforts at East Shore.

BOT Goal 4: Strategic Campus Plan. By the 2020 Annual Congregational Meeting, we will have a Preliminary Master Campus Plan that leverages the value of our infrastructure resources for the purposes of:

- *Becoming a hub of earth and social justice ministry teams and affiliated outside organizations*
 - *Serving as an emergency preparedness and response center*
 - *Reducing the environmental impact of our facilities and membership activities*
 - *Measuring impact of our earth and social justice activism to ensure the resources of our community are being used most effectively*
- The tree work that was scheduled by the Grounds Team for January 7th was pushed back to January 14th due to the workload of the hired company from the recent storm.

Additional Finance Activities

- I met with the Finance Team. We discussed the CPA draft report, OFD status, Budget Team process, first Clover report, January rent from The Sophia Way, Puget Soundworks final accounting, Paid Family and Medical Leave tax, and the revised Finance Team Charter.
- The month-end reports created for December 2018 have been emailed to the normal distribution list. For the Board's review, I have included the Dec. 2018 Summary Income Statement (see Appendix A), and the Dec. 2018 Balance Sheet (see Appendix B). The Dec. 2018 Income Statements by Department are presented visually as part of the financial charts (Appendix C), although for more transparency, some of the Departments have been broken down into categories.
 - According to the December 2018 reports, the total income from donations for Dec were on par with the 17-year average of pledges for the month, although about \$18,500 lower than what was contributed last year during this period. Please note the new account structure groups non-

pledge donations with pledges for total income from donations. Our total income was ~\$11k more than the 17-year average, approximately \$5,600 lower than the 5-year average, and almost \$15k lower than what was brought in last year during Dec. Our monthly expenses were on par with last month and what was budgeted to be spent monthly. East Shore had a surplus for Dec of approximately \$13,300. Year-to-date East Shore is running a surplus of ~\$160k providing a runway of one and a half months of operating expenses. This is typical of our cash flow at this time of the year.

- It should be noted that in the reconciliation of the balance sheet, there is a \$0.04 discrepancy.
- OFD update as of 1/10/2019
 - Confirmed Pledges: 240 (of potential 350 households on our rolls)
 - 240 Yes
 - 7 Waiver
 - 41 No's (includes 22 people removed for non-pledge)
 - 13 Life (members who are not required to pledge)
 - 7 pledging friends who have now been changed to friends after not pledging for 2 years
 - Total Original Pledges: \$547,529.08
 - Confirmed EFT: 96
 - Likely: 32
 - Likely \$: \$36,150
 - Total Original Confirmed + Likely: \$583,679.08
 - Recanvass Additional: \$60,624
 - Increased: 34
 - New: 20
 - Original + Recanvass: \$608,153.08
 - Original + Recanvass + Likely: \$644,303.08
 - Board Members were assigned to call or meet with those still considered "likely".
 - See President's, Treasurer's and Developmental Minister's reports for more details on the re-canvass.
- I have run out budget projections based on information thus collected in the fiscal year, as well as numerous assumptions from the congregational approved budget. The model indicates a deficit of \$30,608.29 for the fiscal year. The "mop up" of the re-canvass will be the critical factor to determining if we end the fiscal year with a balanced budget.
- Clark Nuber, the CPA firm contracted with whom we contracted to perform the agreed upon procedures engagement, provided a draft report of their findings. The Finance Team reviewed the report in detail, and two errors in the report along with additional questions were emailed back to the CPA firm. Once the finalized report is received, it will be shared with the Financial Stewardship Committee and Board.
- The Sophia Way asked permission to delay their January rent payment for the Holly House due to cash flow issues, and believes they can make up the payment in February. I granted the request.
- I have begun the budget process for the next fiscal year creating the spreadsheet for iterative budget scenarios. The Budget Team will meet for the first time on January 22, 2019.
- I elaborated a Service Agreement for the facilitator of the 2019 Women's Perspective Retreat. The draft Agreement has been sent to the facilitator for review and signature.

Additional HR Activities

- **I am requesting the Board complete my annual review from fiscal year 2017-18.**

Additional Facilities Activities

- A written proposal was received from Advocate Telecom for the purchase and installation of equipment for the collaborative smart room per the 2018 Auction Fund-A-Need. The team spearheading this effort

has reviewed the proposal, and cost savings of ~\$1,000 is believed to be available if we purchase the equipment ourselves, and then have them install it. This project is on going.

Additional IT Activities

- An email request was received from Archives asking for printed materials as they cannot keep up with the digital flow of information. Staff discussed what materials should be printed and what items could be kept digitally in One Drive to spare Archives the need for filing such records.

Additional UUA Activities

- During my family vacation, I visited the UU church in Berkeley, CA at their request. I met with the head of their Finance Team & Connection Team, as well as briefly met other leaders. I answered questions about what East Shore had done over the past ~3 years in terms of governance, organizational structure, staffing, and financial stability.

Discussion Agenda

- None at this time

Respectfully Submitted,
Jason Puracal
Executive Director

Director of Lifelong Learning's Report- Aisha Hauser

BoT Goal: Beloved Community

We will nurture a sustainable Beloved Community by making measurable progress moving our congregation from multi-culturally aware to anti-racist with specific attention to lifelong learning, pastoral care, and theology.

Right Relations Team

The Team had a planning meeting with Pam Orbach to schedule initial restorative circles. The first of these is hoped to happen with the Board. Mark Norelius will be coordinating the planning of this as Board liaison to this Team. I am encouraged and inspired by what I have experienced as a desire by many to engage in restorative work. This work has the potential to connect us in ways that are deep and meaningful.

Children and Youth

Amanda Uluhan and the Lifespan Integration Team continue to be instrumental in the consistent quality programming for children and youth each Sunday morning. We are finding that high interest programs at 9am include hands on justice related work. We are offering age appropriate discussions on race and identity at 9am on the Sundays when I am offering the adult class of the same name. There was a break from classes due to the holidays.

Adult Programs

We have a rich variety of programs for adults starting in January. There are classes that cover history, race, leadership, cooking and mindfulness, just to name a few. Next month I will go into greater detail of each of these offerings in preparation for a focused discussion on Lifelong Learning. All of the offerings are online. A note on the race and identity class, originally, I was going to have a limit of 20 people, that limit was met very quickly, so I opened the class and changed the space so that we can accommodate closer to 50 people. The class is being advertised at other congregations as well.

UU Puget Sound Area Involvement

There are two congregations I am currently working with. One is confidential as it is part of my work with the Healthy Congregation Team and the other is Edmonds Unitarian Universalist Congregation. Edmonds asked me to present a workshop on microaggressions, which I will do. I will offer the same program here at East Shore later this spring. Not quite UU exclusively, but related to my anti-racism focused work, I will be facilitating a discussion for Meaningful Movies at the Mt. Baker Community Center in Seattle. The movie is “Whose Streets?” A documentary about the Ferguson protests after the murder of Michael Brown.

RE Attendance Numbers for Dec/Jan 2018:

Dec 16: 41

Dec 23: multigenerational service

Dec 24: multigenerational service

Jan 6: 36

Respectfully submitted,

Aisha Hauser, MSW

Liaison Reports

Personnel Committee - Jerry Bushnell

For consent agenda: Nothing this month

The personnel committee did not meet in December, as our meeting date would have been 12/25.

We are actively working on recruitment of new members and finalizing the goals for our charter.

Policy and Governance Committee – Ann Fletcher

Consent Agenda Items—*Charters:

Revised Right Relations Board Standing Committee

Charters reviewed by teams and appropriate staff:

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**

Report

1. Term Limits: Some Board members and staff members have indicated that they thought term limits for leaders of all groups in the church were three years. Below is a clarification:

Last year, the Board directed the Policy and Governance Committee to establish term limits for groups but did not set the length of the limits. P&G recommended, and the Board approved, the current charter template term limits. That template states that Board Committee term limits for leaders and members is three years, with the option of an additional three years in either role for a total service limit of six years, and that Core and Ministry Teams have leader term limits. The length was left up to the teams. Most teams opted for 1-3 years, but a number of teams struggled with difficulties in recruiting new leaders, especially in certain areas of expertise.

P&G recommends that the Board direct P&G to research term limits with staff and teams and make a recommendation to the Board this spring. It would be implemented in the charter template for 2019-20.

2. Charter information. The Tracking chart shows all but five charters are completed. Let's celebrate the considerable time, thought, and effort that went into this accomplishment--another step that brings clarity to how East Shore functions. P&G and ESJCCouncil are working with the five groups to complete their charters by February. P&G continues working with groups to determine their relationships with the 2018-19 Goals adopted by the Board. The information is being sent to Tom Doe for his work on the Goals Strategic Plan.
3. Location of charters. Ann will request that Nicole add the charters to the church website for member access. They will also be loaded to the private Board/Staff One Drive in the Policy and Governance Folder for your use.
4. Board Committee Reports. P&G requests that the Board approve the following motion: All Board Committees and Task Forces will send a monthly report to the Board so that it can be archived with the Board packet and determine if this will be made policy or simply a directive.

Rationale: Past practice of Board Committees sending meeting minutes to archives has not functioned well. Some groups do not send regular reports to the Board. Since some Board Committees already do send reports to the Board, it would be efficient and effective way for all Committees to keep the Board updated on their activities and needs. This could then be referenced in the charter template to ensure follow through.

5. Proposed new policy 5.1-5.3 on Right Relations among members and staff is being referred to the Personnel Committee for review at their January meeting. It should be ready for Board action in February.

6. P&G Committee formally requests that governance be a topic at a Board meeting as soon as possible to discuss ways to further implement Policy Based Governance according to our Developmental Minister and Church Goals.

Right Relations Committee Report – Mark Norelius

The Right Relations Committee is up and running in the new year. I continued my role as observer with the Holly House developmental task force in their meeting on January 7. On January 8 the Right Relations Committee met in the afternoon and was attended by Louise Wilkinson, Mary Anderson, Aisha Hauser, Reverend Steve and Pam Orbach. The primary focus was putting dates on the calendar for events to achieve our long term goals. In the evening of January 8 the Right Relations Facilitation Team met to do more of the same. Additionally, there was discussion regarding connecting the RRFT as observers of some of the many teams and committees of East Shore.

—the Right Relations Facilitation Team Retreat facilitated by Pam Orbach is scheduled for Feb 25th and 28 (5 PM - 9 PM)

—in a first effort to engage the Board of Trustees in an Introduction to **Restorative Practices Board Circle** the following dates have been suggested. I will be sending out a separate email asking which dates can work with the goal of getting 100% participation by the board on the date chosen. The dates are: February 3 12:30 PM - 4:30 PM, February 10 12:30 PM - 4:30 PM and February 17 12:30 PM - 4:30 PM Location likely to be the education building.

Consent Agenda Vote: Approval of consent agenda will authorize the addition of Jack Slowriver as a member of the Right Relations Committee.

Respectfully submitted

by Mark Norelius

Board Liaison to Relations Committee how's it going good

Earth and Social Justice Coordinating Council (ESJCC) Report – Lynn Roesch

December and January reports will be combined and submitted in February.

Holly House Development Task Force – David Baumgart

Linda Freeburg, chairperson, Laurie Adams as co-Leader, and Trevor Hall as secretary of the task force continue to provide overall leadership for this very busy taskforce. Sue Yates, is also contributing her skill and energy to the Dream BIG workshops – an initiative that has now published a 30 day compendium of Dream BIG ideas from participating members of our congregation → Reference Tom's President Report for January.

The 2018-19 Holly House Development Task Force continues a very busy pace of meetings, planning, and other effort as we prepare for the congregational meeting now scheduled for March 24.

Communications: There continues to be multiple Beacon articles as well as updates to our web page within www.esuc.org. There have also been inserts in the Order of Service, facebook, and eBlast updates.

Upcoming education sessions: We have successfully completed the second round of workshops. Having presented nearly a dozen Workshops, Tom is now concerned that our membership is “Workshop Weary.”

How will we vote & How will we decide? Sue Yates, Carrie Brown, and I are now leading a subcommittee effort to propose to the board the details of the Congregational Meeting. We hope to have a proposal for the executive committee in early February. We are also planning a March 10 workshop to provide more detailed information for the congregation, two weeks prior to the special called meeting.

Affordable housing: Roger, Dave, and Carrie will be preparing a Voter’s Pamphlet with help from the rest of the task force. We have reluctantly reached the decision to postpone further consideration of one of the proposals which is dependent on the City of Bellevue Council to enact a change in the building codes – an ordinance that would allow greater occupancy density for certain types of affordable housing. That leaves just two feasible affordable housing proposals under consideration.

Market-rate bids: We have fully executed the contract with CBRE as our listing agent in an effort to receive more market rate bids. It has only been about two workdays since the signing of the contract.

Consent Agenda Item: Our Chairperson, Linda Freeburg, has been hired as the director of a Seattle based affordable housing organization. To our knowledge, this org has no interest at the present time in developing a project on the Eastside – so I do not believe there is any impact on her ability to lead our task force. Nevertheless, Linda will be filling out a revised conflict of interest statement. The taskforce requests that Linda be allowed to continue as our chairperson providing she provides the revised conflict of interest statement within the next 3 weeks.

Submitted by David Baumgart

APPENDICES

Appendix A: December 2018 Summary Income Statement

Note: The Report Option to include Open Transactions is selected.

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget Remaining (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget Remaining (This Year)	Annual Budget (This Year)	% of Annual Budget Used (This Year)
Revenues								
Income - Donations	81,307	62,750	(18,557)	412,775	376,500	(36,275)	753,000	54.82 %
Income - Program Fee Pmts	836	725	(111)	8,824	4,350	(4,474)	8,700	101.43 %
Income - Fundraising Event Pmt	110	3,646	3,536	46,932	21,875	(25,057)	43,750	107.27 %
Income - Facilities Rental Pmt	15,637	17,079	1,442	117,375	102,473	(14,902)	204,945	57.27 %
Income - Dept Activities Pmts	2,900	6,263	3,273	24,670	37,590	12,910	75,159	32.82 %
Income - Other	8,713	6,816	(1,897)	87,387	40,895	(46,492)	81,790	106.84 %
Total Revenues	109,592	97,279	(12,314)	697,962	583,672	(114,290)	1,167,344	59.79 %
Expenses								
Payroll Expenses								
Wages	48,871	46,519	(2,351)	275,101	279,116	4,015	588,232	49.28 %
Payroll Taxes	2,982	3,484	502	20,139	20,905	765	41,810	48.17 %
Payroll Benefits	10,128	10,331	203	55,189	61,984	6,795	123,967	44.52 %
Total Payroll Expenses	61,981	60,334	(1,646)	350,429	362,005	11,575	724,009	48.40 %
Program Expenses								
Administrative Expenses	2,827	9,509	6,682	23,922	57,057	33,134	114,113	20.96 %
Facilities Expense	6,903	7,810	907	49,069	46,857	(2,211)	93,715	52.36 %
Business Expense	10,590	6,523	(4,067)	39,413	39,136	(277)	78,272	50.35 %
Office Expense	2,437	2,218	(218)	13,338	13,310	(28)	26,620	50.11 %
Fundraising Expense	2,029	1,187	(842)	5,067	7,125	2,058	14,250	35.56 %
Advertising & Marketing	0	227	227	40	1,360	1,320	2,720	1.45 %
Interest & Loan Expense	9,470	9,470	0	56,823	56,823	0	113,645	50.00 %
Total Administrative Expenses	31,429	27,435	(3,994)	163,750	164,611	861	329,222	49.74 %
Total Expenses	96,237	97,279	1,042	538,102	583,672	45,570	1,167,344	46.10 %
Net Total	13,356	0	(13,356)	159,860	0	(159,860)	0	0.00 %
Other Revenues								
Designated Revenues	(62,918)	0	62,918	(72,468)	0	72,468	0	0.00 %
Restricted Revenues	0	0	0	9,625	0	(9,625)	0	0.00 %
Revolving Revenues	0	0	0	0	0	0	0	0.00 %
Total Other Revenues	(62,918)	0	62,918	(62,843)	0	62,843	0	0.00 %
Other Expenses								
Designated Expenses	0	0	0	82,671	0	(82,671)	0	0.00 %
Restricted Expenses	0	0	0	2,600	0	(2,600)	0	0.00 %
Revolving Expenses	0	0	0	6,758	0	(6,758)	0	0.00 %
Total Other Expenses	0	0	0	92,029	0	(92,029)	0	0.00 %
Net Operating Total	(49,562)	0	49,562	4,988	0	(4,988)	0	0.00 %

Appendix B: December 2018 Balance Sheet

Date : 01/10/2019
Time : 5:38:33 PM

East Shore Unitarian Church
Balance Sheet
December 2018

Page : 1

Note: The Report Option to include Open Transactions is selected.

Accounts

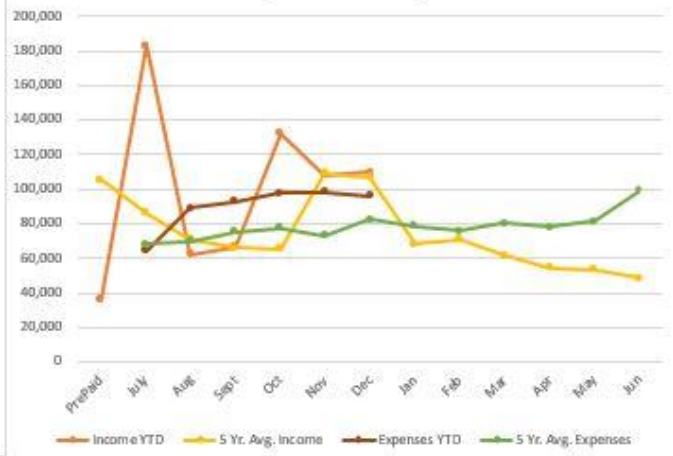
Assets		
Current Assets		
Cash & Investments		
1-1000 - Petty Cash	\$200.00	
1-1010 - Checking - Chase	\$141,225.90	
1-1030 - Brokerage - Schwab	\$48,462.65	
2-1010 - Checking - Chase	\$18,943.61	
3-1010 - Checking - Chase	\$99,293.26	
3-1040 - Endowment Money Funds - Schwab	\$20,572.79	
3-1070 - Endowment Investments - Schwab	\$1,196,837.77	
4-1010 - Checking - Chase	\$19,240.00	
Total Cash & Investments	\$1,544,775.98	
Other Assets		
1-1110 - Deposits	\$1,750.00	
Total Other Assets	\$1,750.00	
Total Current Assets		\$1,546,525.98
Contra Assets		
1-1600 - Building Loan Contra Account	\$763,100.80	
Total Contra Assets		\$763,100.80
Total Assets		\$2,309,626.78
Liabilities, Fund Balance, & Restricted Funds		
Liabilities		
Current Liabilities		
1-2000 - Accounts Payable	\$7,849.00	
1-2020 - Other Collections Payable	\$25.00	
1-2110 - Wage Accruals Payable	\$18,016.96	
1-2160 - Other Payroll Deductions Payable	\$1,387.16	
1-2500 - Building Loan - Current	\$76,200.00	
Total Current Liabilities		\$103,478.12
Long Term Liabilities		
1-2700 - Damage Deposits - LT Rentals	\$4,500.00	
1-2750 - Building Loan - Long Term	\$686,900.80	
Total Long Term Liabilities		\$691,400.80
Total Liabilities		\$794,878.92
Fund Balance		
2-3000 - Fund Balance - Ministry	\$2,407.62	
2-3010 - Fund Balance - Membership	\$6,975.36	
2-3020 - Fund Balance - Social Justice	\$5,743.71	
2-3030 - Fund Balance - Lifelong Learning	\$6,916.91	
2-3040 - Fund Balance - Finance & Facilities	\$2,605.90	
2-3050 - Fund Balance - Market & Dev	\$1,051.81	
3-3000 - Fund Balance - East Shore Housing	\$42,818.02	
3-3020 - Fund Balance - Endowment	\$1,336,162.32	
3-3040 - Fund Balance - Facilities Reserve	\$6,592.88	
3-3050 - Fund Balance - General Reserve	\$81,749.56	
3-3060 - Fund Balance - Memorial Garden	\$4,520.40	
4-3000 - Fund Balance - Grounds	\$1,615.00	
4-3010 - Fund Balance - Gallery	\$8,000.00	
4-3020 - Fund Balance - Fund-a-Need	\$2,600.00	
Excess Cash Received	\$4,988.37	
Total Fund Balance and Excess Cash Received		\$1,514,747.86
Total Liabilities, Fund Balance, & Restricted Funds		\$2,309,626.78

Appendix C: December 2018 Financial Charts

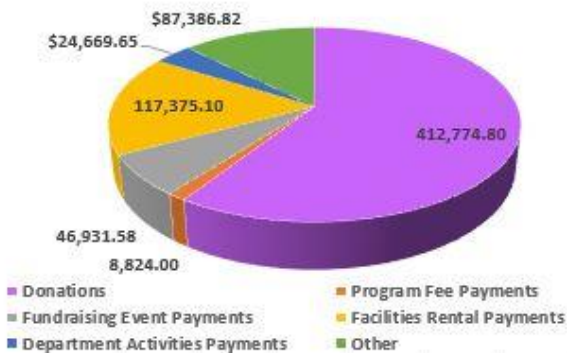
FY 2018/19 Dec Operating Revenues vs. Expenses



FY 2018/19 Cash Flow by Month



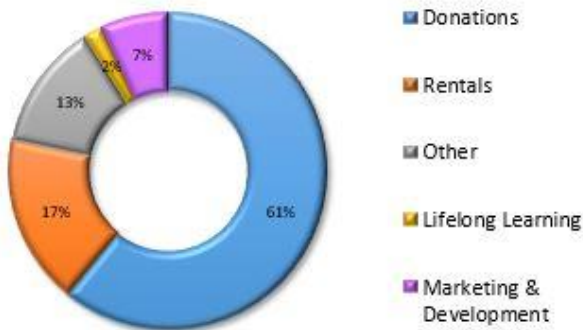
FY 2018/19 Dec YTD Operating Revenues



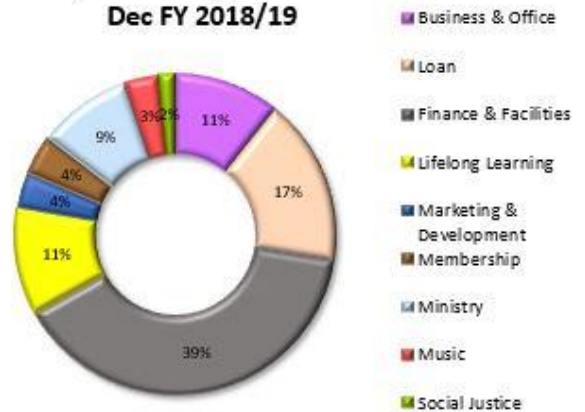
FY 2018/19 Dec YTD Operating Expenses



Income Categorized YTD Dec FY 2018/19



Expenses Categorized YTD Dec FY 2018/19



Appendix D: ESUC Board of Trustees Draft Minutes December 18, 2018

Minutes, Leadership Reports	Com. + Board Liaison Reports
July Board Agenda + Upcoming Events	Personnel Committee – Jerry Bushnell
Minutes of Last Board Meeting –	Policy and guidance committee- Ann Fletcher
Board President's Report – Tom Doe	ES Social Justice Ministry Teams- Lynn Roesch
Finance – Treasurer’s Report – Marcy Langrock	Holly House Development Task Force – Dave Baumgart
Ministers Report – Stephen Furrer	
Exec Dir, Finance & Operations – Jason Puracal Appendices A&B – Income Statement, BS FY17/18 Appendix C - Financial Analysis / Charts	
Lifelong Learning – Aisha Hauser	

ESUC Board of Trustees Meeting Agenda – December 18, 2018

ESUC Board of Trustees				
December 2018 Agenda				
18-Dec-18				
Host	SLT			
Start	End	Duration	Topic	Lead
6:45	7:00	0:15	Social Gathering	
7:00	7:05	0:05	Opening Words, Chalice Lighting	Steve
7:05	7:15	0:10	Check In	All
7:15	7:35	0:20	Consent Agenda	All
7:35	7:55	0:20	Nominating Committee and Open Board Position	Connie, Dennis
7:55	8:15	0:20	Holly House - Update and Timeline	Linda, Dave
8:15	8:35	0:20	Board Goals	Tom
8:35	8:45	0:10	Operating Fund Drive	
8:45	8:55	0:10	Executive Session	
8:55	9:00	0:05	Closing	Steve

Upcoming Events for Your Calendar

- January 2019 Exec Council – January 8th
- January Board Packet items due Wed, January 9th by end of day: email to Volunteer 1@esuc.org

- January Beacon Board Buzz due Wed, *Date*, email to Nicole Duff
- January Board Meeting January 15th Tom is host.
- Sunday Svc Announcements:

• Date	• 9 AM	• 11 AM
• 12/23	• Dennis	• Sara
• 1/6	• Jerry	• Open
• 1/13	• Open	• Open
• 1/20	• Open	• Sara
• 1/27	• Jerry	• Open

- Please sign up at <https://www.signupgenius.com/go/10c0d4ba4a72fa1f94-sunday>

Opening Words: Reading by Rev. Steven Furrer from a book in our own library.

Check In:

Marcy, upset with school lockdown. Lee, first anniversary of train wreck, Rudy is doing well. Dennis caregiving for his mother in Chicago. Connie H. enjoying being a grandmother at Christmas. Martin Cox, his first board meeting. Aisha, got to meet daughter's boyfriend, son going to Western. Steve is trying to get used to the rain. Daughter will be visiting for 10 days. Mike Radow visiting. Dave is turning 70. Sara happy to be here. Fund raiser Saturday night Century Ballroom. Ann Fletcher here to keep up with what is going on. Had a 30th annual family sing along. Daughter coming to visit. Mark will spend Christmas in Hawaii, he already had family Christmas. Tom younger daughter visiting from New York.

Visitors:

Connie Hirnle, chair Nominating Com

Martin Cox and Kirstie Lewis, Manny Brown - Nominating Com

Linda Freeburg, Chair of Holly House Development Task Force

Ann Fletcher, Chair of P&G, and ESJCC

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.

December 2018 Consent Agenda Voting Items

- Charters for Finance Team, Facilities Team, Grounds Team, Flower Team, Memorial Garden, and P-Patch.
- Funding for the Holly House Dev Task Force Feasibility Study, ref: David Baumgart's BL report.

Items Removed from Consent Agenda:

Dennis: Items in financial charter

Discussion about Consent Agenda: None

Vote on Consent Agenda:

Dennis moved, Sara seconded. All voted yes

7:35 – Nominating Committee and Open Board Position (Kirstie, Martin, Manny, Connie – chair)

Handed out a timeline for decisions, not including replacing Uzma

Finding someone to be secretary and VP will be most challenging

Connie would like to get someone now to be on board to get experience prior to July.

Dennis and Jerry will be helping with this.

Much of the nominating job is marketing

There is a form for indicating interest in a leadership position

There is a job description for Board member, listing the basic commitments.

Officer job descriptions are being worked on right now.

Candidate is list due by Feb. 15.

Nom Com would like to have a non-voting youth member attend board meetings, they will work with Aisha and Amanda Uluhan, and new job description would be needed.

Marketing ideas to find candidates:

1. **Obstacles** – younger people do not have time
2. **Diversity** – Color, gender, age, duration of membership
3. Connie would like board members to **give testimonials**, especially young members
4. **Potential sermon** on importance of leadership for the church
5. Connie would like **marketing ideas**
6. Connie would like to hear from us about people who might be on the board to replace Uzma, the committee can help, and the board will make the final decision

Mark mentioned that we should consider inviting people to attend virtually with our new AV equipment

Tom notes that we are short on volunteers in general, with many committees running with too few members.

Mentorship by Dave and Jerry, thinks that the job description is daunting. He is willing to be a mentor for new board members and secretary elect.

Sara points out that previous board experience is not necessary, training can be done

Multiple board members voiced support of the youth representative idea

7:50 Holly House- Update and Timeline – David Baumgart and Linda Freeburg (Chair)

Dave notes that the team is really busy, with three ongoing threads. They have visited bidders. Disappointed that Homestead has withdrawn their offer.

Dream Big initiative has had multiple workshops and town halls

Market rate real estate effort, very close to signing a contractor with a broker

Dave is very impressed with Linda's leadership

Linda:

1. Timeline: Linda thinks that we are on track for a March vote. They are working on how to structure the vote. Mark wants to discuss how the board wants to be involved in setting up the actual ballot. Tom recommends having a special board meeting. Dave recommends that Linda attend executive committee meeting on Feb. 5th. Lee points out that the board should make the decisions, not just the executive meeting. Sara will be gone the month of February.
2. Dream big data: Team has been talking about collating and sharing information. Much has been gathered, and it is information that belongs to Eastshore. They have a list of ways that they would like to share the information. There is a master list with categories, with raw data, not edited.
3. They will take pieces of the list to add as teasers to get people interested in looking at the detail. These can be on our video screens, and maybe signs in entry paths
4. They would like to involve children, come up with dreams, drawn and written. These could be put in gallery.
5. The dream big process produced a lot of honest discussion about what people vision for east shore
6. The committee has had some feedback that the dream big process is just to make people more likely to want to vote for a market rate sale.
7. There will be two more sessions prior to publishing the list, hope to publish by January 2nd.
8. Tom points out that this list will be helpful for the board, both for planning and fundraising.
9. Linda noted that at each dream big session it was noted that this is not a direct church budget discussion
10. Linda notes that the committee is thinking about a preliminary straw vote or maybe a survey, getting a feel about consensus and how people would people will accept the vote if it goes against them.
11. Martin wanted to clarify that the vote is about selling the property, not what the money will be spent on. The team is spending much time on designing a voting process that will bring people into the process and serve as a springboard for the next steps.

7:43– Board Goals: Each goal should have a staff member, board member, and a church team

(e.g. Goal 3, Aisha and Steve staff, Mark, Beloved Racial justice)

2d Paul and Sara

4b Lee and Jerry

4c Jerry

Plan split 4d to 4a and 4c, Tom will consolidate.

Tom will add developing a strategic campus plan

8:28 Right relations discussion about funding training with Pam Orbach.

Mark moves to spend \$20,000 to accept the RR proposal to hire Pam Orbach for 2019. This is an unbudgeted item which will be funded from the general reserve. Jason will draw up a contract. Board will participate in the process in a leadership role. The RR committee will direct and monitor the process

Seconded by Dave Baumgart. Unanimous vote

Jerry concerned about spending money when we already have a negative budget

Consensus was that the board should be part of the training, in order for it to work.

Tom thinks it will be a very good thing to do

Dennis is not comfortable spending the money, but thinks that it is vital for us to get out of the patterns we are in. He thinks that this training will help us maintain and grow membership

Aisha has seen results already with difficult meetings working well and not ending in divisiveness

Marcy notes that we still have a budget deficit, but are doing better with increased rental income

Ann notes that we will also have unbudgeted expenditures on tree removal

Steve notes that we have to take this on faith

Respectfully submitted by Jerry Bushnell (Recording Secretary) and David Baumgart (Secretary0

Appendix E: CHARTER TRACKING (Updated January 12, 2019)

Charter Tracking (Updated January 12, 2019) *Section B 5 Relat. To Board Goals completed

Board Committees (Chair of Committee)	P&G Committee Notes	Date Board Approval
Policy & Governance Standing Com. (Ann Fletcher)	Submitted Final*	October 16, 2018
Nominating Standing Com. (Connie Hirnle)	Submitted Final	October 16, 2018
Personnel Standing Com. (Sheridan Botts)	Submitted draft	
Financial Stewardship Standing Com. (Claudia Hirschey)	Submitted Final	October 16, 2018
Endowment Sub-Committee (Craig Nelson)	Submitted Final	November 20, 2018
Right Relations Standing Com. (Louise Wilkinson)	Submitted Final*	
Holly House Dev. Task Force (Linda Freeberg)	Submitted, Final	August 21, 2018
Core Teams-Minister, Steve Furrer (Chairs)		Date of Staff Approval
Archives (Ruth Edwards, recruiting new chair)	Submitted Final	January 7, 2019
Worship/Earth Based Celebrations (Chris Struble)	Submitted Final	January 7, 2019

Lay Pastoral Ministers (Milly Mullarky)	Submitted Final	January 7, 2019
Earth & Social Just. Council (Ann Fletcher) *Liaisons	Submitted Final*	January 7, 2019
ANSWER Nepal (Margaret Hall) *Ann Fletcher	Submitted Final	January 7, 2019
Beloved Racial Justice (*Louise Wilkinson)	Submitted Final*	January 12, 2019
Climate Action (David Chapin) *Ann Fletcher	Submitted Final*	January 7, 2019
Congregations for Homeless (Dean Dubofsky/Peggy Phillips) *Lynn Roesch)	Submitted Final*	January 7, 2019
Crossroads Meals (Pam Monger) *Jenny Hall)	Submitted Final*	January 7, 2019
Food Bank (Ryam Hill) *Jenny Hall)	Submitted Final*	January 7, 2019
Good Start Back to School (Nancy Worsham) *Jenny Hall)	Submitted draft	
Holiday Giving Tree (Emily Winstrom/ Trish Webb * Lynn Roesch	Submitted Final	January 7, 2019
Meaningful Movies (*Lynn Roesch)	Submitted Final	January 7, 2019
Khasi Hills Partner Church (Barb Clagett/Doug Strombom) *Ann Fletcher	Submitted Final*	January 7, 2019
P-Patch Ministry Team (*Ann Fletcher)	Submitted Final*	January 7, 2019
Second Sunday Share Plate (Jane Sisk) *Jenny Hall	Submitted Final	January 7, 2019
Women Helping Women (Laurie Wick/*Lynn Roesch)	Submitted Final*	January 7, 2019
Core Teams-Executive Director (Chair)		
Finance Team (Jason Puracal)	Submitted Final*	January 8, 2019
Core Teams-MDManager, reports to Minister (Chairs)		
CT Connection Teams (Julie Heise)	Submitted Final*	January 9, 2019
Gallery-Art on Campus (Karen Dawson)	Submitted draft*	
Membership (Janis Pock)	Submitted Final*	January 9, 2019

Operating Fund Drive (Sarah Brannman) also to Ex. Dir.	Submitted Final*	January 9, 2019
Seabeck (Jenn Sill UUC)	Submitted Final*	January 9, 2019
Women's Perspective (Marcia Sill)	Submitted Final*	January 9, 2019
Outreach ((David Langrock)	Submitted Final*	January 9, 2019
Auction (Beth Wilson)	Submitted Final*	January 9, 2019
Core Teams-Facilities Manager, Dianne Upton, Reports to Executive Director, Jason Puracal (Chairs)	P&G Committee Notes	Date of Staff Approval
Facilities (Bob Weiss, recruiting new chair)	Submitted Final*	January 8, 2019
Grounds (David Kappler)	Submitted Final*	December 18, 2018
Memorial Garden (Ann Fletcher, interim)	Submitted Final*	December 18, 2018
P-Patch (also under ESJCC)	Submitted Final*	January 8, 2019
Flower (Lucy Persson, recruiting new chair)	Submitted Final	December 18, 2018
Core Teams-Director of Lifelong Learning, Aisha Hauser (Chair)		
Lifespan Integration (includes Children and Youth, RE teachers, and Adult Programs (Walter Andrews)	Submitted Final*	January 9, 2019
Core Teams-Music Director Eric Lane Barnes, Reports to Minister (Chair of Team)		
Choir (Jennifer Sumner/Amanda Strombom)	Submitted Final*	January 7, 2019
Ace Media Crew Production (Ralph Lutz/Lee Winstrom)	Submitted Final	January 7, 2019
East Shore Live (Grace Colton)	Submitted Final*	January 7, 2019
Caring Community Groups-Minister and Caring Coordinator, Milly Mullarky (Contact Person)	Common Charter - Submitted Final*	January 7, 2019
Adult Children of Aging Parents (Janice Thomson)	NA	NA

Covenant Circles (Various)	NA	NA
Extended Families (Various)	NA	NA
Helping Hands (Carol Sinape)	NA	NA
Men's Support (Joe Germano)	NA	NA
Widows Flying Solo (Karen Lutz)	NA	NA
Affinity Groups- Minister and Membership Development Manager (Contact person)	Common Charter-Submitted Final*	January 7, 2019
Informal Bridge (Trish Webb)	NA	NA
Coffee Klatch (Earl Fleehart)	NA	NA
East Shore Outdoors (Amanda Strombom)	NA	NA
Guitar Jam (Paul Hutchinson/Chris Struble)	NA	NA
Library (Gerry Kapur)	NA	NA
Men's Breakfast (Dave Womeldorf)	NA	NA
Military History (Bill Riddle)	NA	NA
Spirituality (Ruth Edwards)	NA	NA
Women's Friendship (May have disbanded)	NA	NA
4 th Wednesday Book Group (Zee Straight-Weiss)	NA	NA

Appendix F: Table of Contents ➔ Committee Charter Board Packet (Updated Jan 12)

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