

<b>Minutes, Leadership Reports</b>	<b>Com. + Board Liaison Reports</b>
February Board Agenda + Upcoming Events	Personnel Committee: Jerry Bushnell
Dev. Minister’s Report – Stephen Furrer	Policy and Governance: Ann Fletcher
Board President’s Report – Tom Doe	ESJCC Report – Lynn Roesch
Finance – Treasurer’s Report – Marcy Langrock	Right Relations: Mark Norelius
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 January 15 Board Mtg	

**ESUC Board of Trustees Meeting Agenda  
February 19, 2019**

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

6:45 Social Gathering

7:00 - 7:10 (10 minutes) Opening Words, Chalice Lighting Tom

Check in All

7:10 - 7:20 (10) Approval of Consent Agenda All

7:20 – 7:25 (5) Mission Fund Drive Tom

7:25 – 7:30 (5) Exec Director Items Jason

7:30 – 8:55 (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

**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!).

**Upcoming Events for Your Calendar**

- Exec Council – March 5
- March Board Packet items due Wed, March 13 by end of day: email to Volunteer 1@esuc.org
- March Beacon Board Buzz due Wed, March 20, email to Nicole Duff
- Board Meeting March 19<sup>th</sup>; Jerry is hosting.
- Sunday Svc Announcements: **We need most 9am services during the next 5 weeks:** We also need March 31 both services.
- Please sign up at <https://www.signupgenius.com/go/10c0d4ba4a72fa1f94-sunday>

**Significant items from Consent agenda.**

**Opening Words:** Tom – welcomed all attendees.

**Attendance – Board Members:** Tom Doe, President. Dennis Fleck, Vice president. Marcy Langrock, Treasurer. David Baumgart, Secretary. Sara Brannman, (absent) Jerry Bushnell, Paul Buehrens, (absent) Lee Dorigan, Evelyn Smith, and Mark Norelius, members at large.

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

**Attending Electronically:** \*\*Linda Freeburg and Laurie Adams

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

Linda Freeburg, Chair of Holly House Development Task and Laurie Adams (co-Leader)

Ann Fletcher, Chair of Policy Based Governance

Doug Strombom – member of the Mission Fund Drive

Louise Wilkinson – chair person for the Right Relations Com.

Geoff Soleck - new East Shore member

**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.

**February 2019 Consent Agenda Voting Items**

- Approve December 2018 Board Meeting minutes
- Approve Karin Pierce and Maxine Voetberg as new members of the personnel committee
- Approve new wording for staff/congregant, congregant/staff feedback procedure (attached)
- Approve job descriptions for Full Charge Bookkeeper (attached)
- Approve job description for Religious Education Program Coordinator (attached)
- Personnel Committee Charter
- Good Start Back to School Charter
- Right Relations New Board Policy 5.1-5.4—First Reading Approval
- Executive Director Items: Khasi Hills Ministry Team Donation, Adult Programs Donation, Hempcrete Shed Project

**Discussion of Consent Agenda: Tom**

We had brief discussions regarding several of the Consent Agenda items. Paul Buehrens wanted to see the change in wording for staff / congregant feedback, which was not included in the Board Packet.

Change in bookkeeper job description. All references to DFO should be changed to Executive Dir.

Wording for Staff / congregant feedback – Dennis and Jason are agreeable. Tom suggested a Beacon article. Sheridan – Personnel and RRC are meeting next Thursday. Hold off on the change in wording until March.

Evelyn – I suggest the Staff / congregant feedback process should be included in the new member’s packet. Per Tom, Nicole is considering making it a member’s user’s Guide.

Tom – RE Coord job description – follow applicable procedures for meetings, logistics, etc. Should training include content about the risks of dealing with children – e.g. background checks for volunteers – what about protecting our kids on over night trips?. It is suggested that the training include awareness of these risks. Aisha stated that the director has primary responsibility, but did agree the training should cover these topics. Aisha will improve the job description.

Tom – Jason’s report for budget projections is pulled out for discussion.

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

### **7:25 – Mission Fund Drive: Tom and Doug Strombom**

Doug: we have a late start – only 2 weeks before Stewardship Sunday. We are working on a brochure and a letter to be sent out. Aisha will write the RE letter. All materials are needed for Stewardship Sunday.

There have been no major changes in mechanisms, although credit card payments should be easier.

Donor Dinners are planned for March – the goal is that all members are invited to attend at one of these dinners. We are hoping to complete them by mid-April or May.

Tom: we do believe in miracles. We hope that every person is invited to another member’s home for dinner.

Doug – we are also hoping to have testimonial videos.

### **7:30 – Holly House Development Task Force: David, Linda Freeburg (chair), and Laurie Adams**

Linda: The task force is requesting that we move the out of cycle date for the board meeting to March 4 or 5. At 7:30pm. The Board voted for Tuesday, March 5, at 7:30pm.

Ann Fletcher handed out the current project plan.

Linda pointed out that the by-laws do not require all the materials for the Congregational Meeting be reviewed in advance by the Board. However, Tom requested all the materials. Linda stated that we plan to have all the materials as soon as possible and should have them for March 5.

Tom asked how well publicized is the March 24 meeting? Linda stated we need to continue to communicate – we all realize the need for the 25% quorum.

Dennis suggested that Nicole should send a “save the date” email.

Evelyn: we should include the date in announcements from the pulpit, every week.

Discussion about a one week delay. However, Steve stated the task force would prefer March 24. There was also concern that an additional week delay would harm one of the Affordable Housing bids.

Doug stated that he would prefer to hear all voices and avoid divisiveness.

Discussion about provisional ballots – we willing to do this if the board approves. This option is not allowed under our present By Laws. Tom suggested that a potential change in the By-Laws should be planned for the annual congregational meeting next June.

Tom: We could also approve ranked voting so that 2<sup>nd</sup> or 3<sup>rd</sup> ballots are not required.

Dennis – I don’t like changing the by laws and voting all in the same evening.

Linda – I am empathetic to your points about changing the by laws in June. We do recommend ranked voting.

Marcy – I am opposed to suspending our by-laws. I am opposed to absentee ballots on short notice without thinking it thru.

David and Evelyn both agreed with Marcy

Tom – how do we vote for 4 items?

Ann – according to the by laws, you keep voting over and over until one choice gets a majority.

Jason mentioned a court case in North Carolina. Further discussion.

David's voting choice which would discard the option getting the least votes before the next ballot will be retained as a "back pocket" choice if the congregation is hopelessly deadlocked.

Doug – look for a way to avoid conflict. Will everyone on the task force agree to accept the decision approved by the congregation? Discussion that all the choices are potentially good for East Shore.

Tom stated we will not suspend the bylaws – unless we are hopelessly deadlocked. Only as a last resort.

Tom asked for the rationale why the ballot is for 4 choices. Linda explained. The final ballot is still under discussion. We are striving to balance the choices – 2 choices for Affordable Housing, 2 choices for Market Rate.

Linda – a recommendation by leadership could be perceived as an excessive voice resulting in diminished voices from people who feel marginalized.

Tom – does anyone else have thoughts?

Evelyn – I feel that a board recommendation will be more divisive. Marcy, Louise, and Aisha all agreed.

Steve – the board was elected to lead.

*[Note: at this point, Linda Freeburg, who was in Cleveland (eastern time zone) had to exit the meeting so that she could prepare for her business meeting, the next morning.]*

Laurie Adams continued in the meeting, representing the task force, and Linda's position

### **Issues in making a recommendation.**

What does the SLT recommend? Discussion, but no recommendation was provided.

Tom: If the board was unanimous – that would be very powerful. – But we don't agree. Speaking with One Voice necessarily muzzles a minority opinion. I do not think the 3 members of the SLT are unanimous.

Dennis – some people look to the board to make a recommendation. In history, the congregation does not always follow the board's recommendation.

Aisha – the Board should be intentional about expressing their recommendations. E.g. here are the 4 choices and here are the pros and cons. [discussion]. David pointed out that Voter's Pamphlet was in front of each board member.

Tom: should we have a first Saturday discussion on this topic? After a discussion, we decided to not have a first Saturday discussion by the board – that it would complicate the coming several weeks.

Laurie was asked, how could the board support the Task Force during the coming weeks. She requested:

- The board be present and help democracy work.
- Support and attend the town halls on March 3, March 10 (2 meetings) – how will we vote?
- We have a lot of smart, heart centered voters.
- Prefer you help the TF instead of having your own Board hosted meeting

Tom: I suggest you have the meeting presentations recorded.

Steve: I plan to make my own recommendation in a sermon – but I will not be heavy handed – and I believe that all 4 choices are good choices.

Dennis and Dave : we have changed our mind and believe the board should not make a recommendation.

Dennis: I move that the board issue a statement that all the options are all acceptable to the board

Mark: second. Tom – I would like to see the materials before we vote on this motion. Evelyn agrees.

Discussion. David moved that Dennis’ motion be Tabled until March 5 when we see all the materials. Paul seconded. The Board passed the motion to table unanimously.

Dennis I move the board NOT make a recommendation for a specific option. Mark seconded. Discussion the motion passed unanimously.

### **Executive Director Items**

Shed is approved. However there was discussion that the board should vote on these 3 Director items because they were not initially included in the first Board Packet, nor were they called out in the list of specific items.

Dennis moved and Sara seconded...the 3 items from Jason’s report were approved. This included:

- Khasi Hills Ministry Team donation solicitation for student scholarships in India.
- Adult Programs donation solicitation during the homelessness film event on March 2<sup>nd</sup>.
- Hempcrete shed project for Grounds equipment.

Jason: Current fiscal year pledge projections are indicating a budget deficit of \$54,207. Jason also noted that membership and finance have not reconciled the calculations. (The days when the campus was closed due to winter weather interfered with Membership and Finance meetings.) He will bring back another report, next month.

**9:15: Meeting ended with a reading by Rev Steve.** Please consider these minutes as a first draft and let David Baumgart know of any additions or corrections. Our next Board Meeting is planned for March 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:**

- 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: ESJCC Council, 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.

**END OF MINUTES**