

East Shore Unitarian Church

Meeting of the Board of Trustees

March 2019

Board Packet

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Note on March Board Packet Contents

The minutes of the February 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

March 19, 2019

ESUC Board of Trustees				
March 2019 Agenda				
19-Mar-19				
Host:				
6:45	7:00	0:15	Social Gathering	All
7:00	7:10	0:10	Check in	All
7:10	7:20	0:10	Consent Agenda	All
7:20	8:00	0:40	Lifelong Learning	Aisha
8:00	8:20	0:20	Holly House Meeting Agenda	Tom
8:20	8:30	0:10	Annual Report	Tom, Jason
8:30	8:40	0:10	General Assembly	Steve
8:40	8:50	0:10	Budget Process	Marcy, Jason
8:50	8:55	0:05	Shed	Jason
8:55	9:00	0:05	Executive Session	All

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!).

March 2019 Consent Agenda Voting Items

- Approve February 2019 Board Meeting minutes
- Approval of Leroy Smith as a member of the Financial Stewardship Standing Committee (FSSC)
- Approval of Leroy Smith as a member of the Endowment Subcommittee (ES)
- Transfer from Designated Fund to Operating Fund for RR contract expense
- Slight change to the “ESUC Congregant to Staff/ Staff to Congregant Feedback Procedure”, new procedure attached, one sentence added “Prior to using the procedure outlined below, consultation will be requested from facilitators on the Right Relations team.” Full procedure attached
- Conflict of interest statement for use by board members, attached
- Final approval of Proposed Right Relations Policies 5.1-5.4 (Addendum)

March 2019 Board Reports

Developmental Minister's Report – Rev. Stephen Furrer

Nicole Duff, the ESUC Membership Team, and I concluded a great Newcomers class with several people deciding to sign our membership book. A New Member Ingathering is planned for the March 24 eleven o'clock worship service.

The Covenant Circle Facilitators are now meeting the first Saturday of every month to strengthen and streamline this ESUC ministry.

The Mission Fund Drive formally kicked off on March 3. Some church members asked the MFD leadership to consider revising material distributed that morning before mailing it to the membership at large. They agreed with the help of Nicole and many volunteers revised materials were mailed by March 9.

An ESJCC Impact report that the Earth and Social Justice Coordinating Council is essentially ready for final publication.

Manny Brown, members of the POC group, and others took the lead in coordinating a second alternative worship service at 11:00 on Sunday, February 24, featuring Seattle activist Elmer Dixon; it was well attended with high energy.

Pastoral matters have begun to take up more of my time, including nurturing more fluid interaction with the Right Relations Committee, supporting members of the Holly House Developmental Task Force as they bring their project forward, negotiating with Reverend Paul Langston-Daley and denominational authorities regarding the March 1 restorative circle, and generally calming jittery spirits so we can move forward together.

Lowell Ericsson's memorial service will be held in the sanctuary at 11:00 am Saturday March 30. A small committal in the Memorial garden will occur Friday afternoon I met with Nancy and her son and daughter Monday afternoon. A memorial service is planned to take place at the church. Lowell's ashes will be interred in the memorial garden on Friday afternoon the 29th.

I will be attending the Accredited Interim Ministry Annual Seminar in New Braunfels, Texas Monday, April 22 through Friday, April 26.

Most of the staff is registered for General Assembly. Board members are encouraged to attend. As June 19-23 approaches we will have some get-togethers among delegates and attendees to make the most of a great opportunity!

Respectfully submitted,

Stephen Furrer

President's Report – Tom Doe

The major focus of the March board meeting will be our lifelong learning program. One cannot emphasize enough how important lifelong learning is to our church. Thanks, Aisha, already sending out some background information. I also asked Aisha to work with me on providing some metrics regarding the population we are serving. But the metrics are only one small part of the larger narrative of how we welcome, support, and spiritually nourish our families and younger members of our community. This is just the beginning of the conversation that we need to have as a board on how we support these vital functions.

The congregational meeting on Holly House March 24 will be the culmination of over four years of work, three task forces, and over 35 member's efforts. We cannot thank enough those who have been involved in this process including Linda Freeburg, Laurie Adams, Ann Fletcher, our liaison Dave Baumgart, and our minister, Rev. Steve Furrer. I would also like to knowledge the efforts of you, the board members, in providing oversight. The congregational meeting is the board's meeting. We may delegate parts of it to others, but running congregational meetings is one of our responsibilities. The Holly house task force meeting on March 11 has discussed some of the final details for the meeting. Our job for this board meeting is reviewing the agenda, the processes, and the logistics, which include having people to do the member checks in and out ballots and having people to do the mechanics of voting in as efficient a way as possible.

We will have an update on our finances from Marcy and Jason focusing on the budget process. This will include news on the Mission Fund Drive. While we miraculously came up with materials by Stewardship Sunday, they were found offensive by some members of our community. We immediately paused the distribution and have prepared appropriately modified materials that were readied for mailing March 11. My thanks for Doug Strombom for leading this effort, Jack Slowriver for bringing up the issues, and for Nicole Duff's flexibility in keeping our process moving through that changes. And to everyone for listening to one another and being adaptive.

I am putting our annual report on the agenda. Last year (?) the SLT decided to replace our traditional annual report with a PowerPoint and an impact statement (which is just now being completed for last year). I would like to review those materials and have a discussion on the purposes of the annual report and how best to proceed. The new format is more accessible and has other uses, though ideally the annual report is available at the annual congregational meeting, a deadline that has slipped. The traditional report is long and takes some effort to prepare, though it is remarkably similar in my view to our monthly board packets. I have been hearing some complaints about monthly reporting from our social justice committees. I am wondering how many board members are reading these carefully and if we might excuse some (or all) groups from that reporting frequency, settling for annual reporting.

In other matters, Steve will talk to us about General Assembly which will be in our state in June, and Jason will provide an update on the shed project.

Finance - Treasurer Report – Marcy Langrock

Items below which are *bolded and italicized* should be added to the list of consent agenda items.

- **Mission Fund Drive (MFD):**

1. Tom D. and Doug Strombom are continuing to take the lead on the new Mission Fund Drive.
2. With the help of the Budget Team, they are using \$800,000 as the pledge goal.

3. The first MFD brochure was handed out at church. A member of the church expressed concern that it was not inclusive and had some disingenuous language. I will not go into too much detail here about the process. I will say I am encouraged about the outcome. The person was heard, the brochure was revisited, reviewed by more people, edited and reprinted. This process gives me hope that we are moving in the right direction as a community, where we can acknowledge unintended impact and work together to be more inclusive. Thank you to everyone who participated in this effort and the ongoing work of the MFD. I have a great deal of respect and better understanding of everyone who participated.

- **Endowment Subcommittee (ES):**

1. *I am seeking board approval to have Leroy Smith join the Endowment Subcommittee.* He attended his first meeting in January. The ES members, including Craig Nelson, chair, are excited to have Leroy join. Thank you for stepping up!
2. The ES did not meet this month. They generally meet quarterly. The next meeting will be in April.
3. In January, the committee passed a motion to split the investment account into two accounts. One account will hold only equity assets and the other will contain Fixed Income (bonds) and cash assets. Matt Lowe from Greene Wealth Management sent the paperwork for the account split. I have signed the paperwork and am waiting on Tom and Dennis to sign before we can move forward.
4. It has been proposed that we document the earnings on the Endowment Fund for the past 10 years. With the Holly House property disposition vote moving forward, this data will help us with financial planning.
5. The board and Financial Stewardship need to revisit the concept of moving towards socially responsible funds. Is that a priority for East Shore? The UUA has extensive material on socially responsible investing. I would encourage everyone to read <https://www.uua.org/finance/investment/sri>. It also should be noted that there is a fund called the Unitarian Universalist Common Endowment Fund (UUCEF).
6. The next Endowment meeting will be in April.

- **Financial Stewardship Standing Committee (FSSC):**

1. *I am seeking board approval to have Leroy Smith join the FSSC.* I have given him their charter and Five-Year Strategic Plan for him to acquaint himself with the purpose of FSSC. He has yet to attend a meeting but I believe will be an asset to the committee. Claudia, the chair, is excited to have another member.

2. The FSSC did not meet this month. We are trying to find a date that will work. With the Town Halls coming up, we are stretched thin.
3. The Endowment Subcommittee has sent the Investment Policy Statement. They also need to work on the Five-Year Plan for Endowment.
4. The Restricted Funds Policy needs to be updated. The FSSC would like more guidance from the Board before proceeding.
5. Jason P. will be forwarding the final report from Clark Nuber. FSSC will review and forward to the Board.
6. Claudia H. met with the Budget Team to go over the first draft of the new budget.
7. The Holly House update:
 - Claudia will help with a financial briefing on Monday, March 18th, at 7:00 PM.
 - I am concerned that the FSSC has not had much interaction with the HHDTF. They have not been asked to look at proposals or asked to give their view of the different scenarios.

- **Finance Team:**

1. The Finance Team met on March 12, 2019.
2. We discussed how to track donations which are over the pledge amount.
3. Jason is working diligently to keep our budget on track.
4. The CPA report is completed. One area of note is their recommendation that we look at how our long-term rentals align with the mission of the church. In drawing up contracts in the future, we will pay specific attention to this.
5. The Music School would like to add windows to the space and are willing to pay for it. Their contract is up for renewal. In the new contract, we can include how their program is in alignment with our values and mission. We also should address the requirements for any improvements they are proposing.
6. We have completed Jason's evaluation (about six months late) and set new goals. Thank you to Jason for being patient and especially thank you for all of your hard work. He is integral to the success and operations of the church. The entire evaluation will be available. In summary, Jason exceeded expectations. I want to include the following paragraphs from his evaluation in my board report so they are not missed.

"NOTE: From the fall of 2017 and through June 2018, the church experienced high stress and conflict regarding racial justice services and teaching, especially regarding white supremacy. Jason, as a high level staff person of color, was frequently questioned, targeted and blamed for aspects of this conflict. His work, integrity, and participation in various aspects of church

meetings and ministries were questioned and had to be defended, despite the support of the minister, DLL, some Board members and church members.

The minister ended up leaving the church before her contract was up and the DLL, also a person of color and subjected to this treatment, was granted a sabbatical due to the stresses during this period. Jason was left to manage the church as the only member of the SLT while the minister left her position early and the DLL was on this sabbatical. The fact that Jason was able to complete his job at such a high level during this difficult period is a testament to his resilience and dedication to the church. He should likewise be considered for a sabbatical to support him in his ongoing service as executive director of ESUC. “

I would like to point out we are requesting Jason have a sabbatical this summer. I fully support this. Jason has worked tirelessly for the church and should be granted this respite. We hope that he can come back refreshed and with renewed enthusiasm. We will need his assistance in planning for this absence. This also will give us the opportunity to draw up a contract which will be mutually beneficial for Jason and the church.

- **Budget Team:**

1. The Budget Team met on February 26th, 2019.
2. Several budget scenarios were presented based on input received from all of our committees and staff.
3. A pledge goal of \$800,000 was set.
4. Once we see how our pledges look, we can draw up a final budget. I want to be able to include a pledge number that we can realistically hit before it becomes part of the final budget. If it is clear we cannot make the proposed \$800,000 pledge total, I will propose we have a line in the budget showing we are taking money out of the Endowment Fund in order to balance our budget. I think members need to understand what it takes to sustain the church.

- **Treasurer Position and Other Work:**

1. Ryam Hill, Dave Baumgart and I completed Jason's evaluation. We were able to meet with Jason to go over it, on March 7th, 2019.
2. I attended the first two workshops on Race and Identity. I appreciate the opportunity and have learned a great deal. I am encouraged by the number of participants. We are also having many people attend from the larger community, i.e., non-East Shore members.

3. Through Lifelong Learning, I am participating in a pilot program for the UUA which is geared towards dismantling white supremacy. This includes helping with some testing of their Accountability Assessment Tool.
4. I participated in the Restorative Circle with the UUA on March 1st.
5. I helped edit the Voter's Pamphlet for the upcoming Holly House property decision. Having more time to give feedback and more eyes would have been helpful.

- **Board Goals:**

1. "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. Additionally, we need to take the following into consideration:
 - The Endowment Fund earnings need to be calculated. Currently, we have a "year to date" percentage and a "since inception" percentage of gains/ losses. We need to determine what our true gains / losses are, excluding any donations, for the past 10 years. An earnings percentage is necessary when comparing other options, such as paying off the mortgage.
 - We need to sustain and grow membership. What programming and outreach will help us do this?
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.
 - We have executed the contract with Pam Orbach. The Board voted in December to spend the money for her assistance in creating a healthier environment.
 - An area of concern for me is the lack of diversity in our leadership. The Nominating Committee has asked numerous people to join leadership positions, such as a board member position. People of color, LGBTQ members, younger

adults or people with families are not willing to join. The Nominating Committee is doing their job by inviting people to join. People are just saying “no.” Our job as a board is to be asking the tough questions. We need to be asking WHY people are not joining. What about our culture makes it difficult or unappealing to join? How do we change this and work towards encouraging diverse leadership? Also, while we lack diversity, how are we gathering input from underrepresented groups so that their voices can be heard too?

Executive Director' Report – Jason Puracal

Topics requiring Board Vote

- Transfer from Designated Fund to Operating Fund for RR contract expense

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

- I attended the out of cycle Board meeting to discuss the Holly House vote.
- I met with the broker for one of the market rate proposals received last year for the Holly House property. She expressed that she learned through her network that East Shore had listed the property with another commercial broker, and was unaware of East Shore's plan to move forward with the vote. As she was out of the office on maternal leave, it is unclear whether her client was offered the opportunity to resubmit their proposal.

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 continued with the UUA Pacific Western Region's *Leadership Experience 2019* leadership development program. The first and second classes were held virtually. My biggest takeaways from these two classes include:
 - Session 1: Being a Mission-Centered Congregation
 - A direct quote from the reading provided by UUA Staff:

Keeping Everybody Happy (or Satisfying Individual Members' Preferences)

[In maintaining a vital congregation] An even bigger problem, I have observed, is congregations whose implicit mission becomes keeping everybody happy. They don't even just focus on serving their congregations spiritual and religious needs. Instead, they focus on serving their members' preferences.

What's the difference? Providing people with worship experiences that will inspire them to do good in the world is an example of serving a need. Singing or not singing particular hymns, using or not using particular words, lighting or not lighting candles of joy and sorrow is a preference.

In truth, though, some of these congregations aren't even focused on satisfying the preferences of 51% of a congregation's membership. Instead, they are focused on the individual preferences of a few - - perhaps individuals with the most informal influence, perhaps those who donate disproportionately, or most often, those who complain the loudest.

The result is a congregation that stays stuck in the past, unable to fulfill the spiritual and religious needs of the majority of its members or potential new members, and unable to serve the larger world.

- Session 2: Governance versus Management/Ministry
 - Board linkage with the congregation is critical in policy-based governance
 - Two activities the Board has done in the past include:
 - Governance 101 sessions
 - First Saturday Coffee & Conversations
 - Additional resources
 - Video: "Three Parts of Effective Governance" by Dan Hotchkiss
<https://www.uua.org/leadership/blog/3-parts-effective-governance>
 - Website: RACI Chart explanation
https://en.wikipedia.org/wiki/Responsibility_assignment_matrix
 - Video: "Using RACI"
<https://youtu.be/WxdcjWyE7eg>
 - Handout: "[Eight Stages of Delegation](#)" by Susan Beaumont (adapted)
- I attended a Restorative Circle between East Shore leadership and the UUA Pacific Western Region Staff, specifically those involved with the consultation to East Shore last year.
- Social Media Metrics:
 - *Yelp for February*
 - 17 user views
 - 2 user leads
 - 1 Directions
 - 1 clicks to website
 - *Google My Business Report for February:*
 - 24,334 people found us on Google
 - 20 people called
 - 422 asked for directions (most likely increased due to large memorial service)
 - 390 visited the website
 - ESUC.org Analytics January
 - 1,246 users
 - 954 New Users
 - 1,933 Sessions
 - 4,438 Page views
 - 2:23 average session
 - 39.65% used mobile devices, 6.9% use tablet
 - Facebook: 744 Followers
 - Instagram: 139 Followers
 - Twitter: 48 Followers

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.

- It was an honor to be asked to say the opening words for the Black History Celebration worship service led by the Alternative Service Cooperative, an emerging group at East Shore.
- I attended the January East Shore LIVE event with my two boys.
- I completed a Service Agreement with Pam Orbach for the Non-Violent Communications workshops she is conducting through Lifelong Learning.

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 2018 Fund-A-Need Collaboration Space project is advancing. Advocate Telecom has installed all the cabling and the two monitors. They also took all equipment purchased by East Shore to calibrate and pre-configure. This work was recently completed, and we are waiting for scheduling of final install of all hardware. This project is ongoing.
- The hempcrete project stalled, and now has been revived again. East Shore does require a permit to construct the shed, which I have started the process. I also assembled a team of ESUC volunteers to assist with the framing. The fundraising by the sponsoring entities should begin within the next week.
- I attended the Grounds meeting, and the location of the shed was confirmed based upon the setback requirements from the City. Tree work cleaning up and pending work were also discussed, as well as the North Room patio project.

Additional Finance Activities

- The Finance Team met in February after the Board meeting to make up for the missed meeting due to snow, and again in March back to our normal schedule. Items discussed include January and February end of period reports, end of calendar year accounting tasks, Khasi Hills Ministry Team, Meaningful Movies, professional expenses, an update from the tax attorney, pledge reconciliation and coding, payroll & insurance procedures, potential Controller resources, and the MFD.
- The January statements are still in DRAFT format as a minor payroll issue was discovered related to under deducting for insurance premiums. I am working with the Bookkeeper to resolve the ~\$250 discrepancy.
- The DRAFT month-end reports created for February 2019 have been emailed to the normal distribution list. For the Board's review, I have included the DRAFT Feb. 2019 Summary Income Statement (see Appendix A), and the DRAFT Feb. 2019 Balance Sheet (see Appendix B). The DRAFT Feb. 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 DRAFT February 2019 reports, the total income from donations for Feb were approximately \$12,700 higher than the 17-year average of pledges for the month, and ~\$12,700 higher 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 ~\$20k more than the 17-year average, approximately \$2k higher than the 5-year

average, and almost \$6k higher than what was brought in last year during Feb. Our monthly expenses were higher than last month however on par with what was budgeted to be spent monthly. East Shore had a deficit for Feb of approximately \$21,624. Year-to-date East Shore is running a surplus of ~\$183,990 providing a two-month runway of operating expenses. This is a slightly better cash flow situation than we typically experience at this time of the year.

- OFD update as of 3/11/2019
 - Confirmed Pledges: 247 (of potential 350 households on our rolls)
 - 248 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: \$547,224.12
 - Confirmed EFT: 96
 - Likely: 27
 - Likely \$: \$30,323.54
 - Total Original Confirmed + Likely: \$577,547.66
 - Recanvass Additional: \$71,775.51
 - Original + Recanvass: \$614,999.63
 - Original + Recanvass + Likely: \$649,323.17
- 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 \$80,579.79 for the fiscal year. The reasons I can see for the increased deficit compared to last month are
 - Membership and Accounting were able to reconcile numbers which caused an ~\$10k decrease in the OFD re-canvass numbers (decrease in revenues).
 - There is the additional, unbudgeted \$10k expense to East Shore for restorative work with Pam Orbach.
 - There are a few small increases to expenses that sum to ~\$8k.
 - There are a couple of overlaps in the model. For example, I budgeted \$10k for the tree work (which was paid in March 2019), however a deposit was paid in January which is not taken into consideration in the model. This will resolve itself over the next month when actual expenses are accounted for in the period of March.
- **Based upon the financial impact to the current fiscal year of the Board-executed Service Agreement with Pam Orbach for restorative work to be done with East Shore over 2019, I am requesting the Board authorize the transfer of \$10,000 from the Designated Fund General Reserve to the Operating Fund.**
- The Finance Team discussed options for better oversight of the payroll and insurance recurring payments. Errors were made in January due to updating the payroll deductions adjustments after the January 5th payroll. I am still working with the Bookkeeper to sort out the discrepancies. These errors highlighted a gap in our authorization procedures for these two activities. The Finance Team provided guidance on how to approach this, and I will meet with the Bookkeeper to discuss what steps can be added to the accounting procedures to close this gap.
- Per the information gathered by the tax attorney regarding eleemosynary activities permitted by Department of Revenue, there are some changes that the Finance Team recommends to our contracts with the Music & Polish School. Essentially, East Shore must bring these two groups closer to demonstrate the overlap in purpose of the organizations with East Shore. Switching to a Sponsorship arrangement would meet this recommendation. I am tasked with reviewing past contracts and negotiating new ones with each group. More information to come.
- I attended a meeting with the Membership Development Manager and the Bookkeeper. We discussed the procedures related to pledge cards, what capacity the accounting system has for sustainable giving (related to the MFD), and how to reconcile the pledge spreadsheet and ACS contributions.

- I attended a conference call with the Membership Development Manager, Facilities Manager, Bookkeeper, and RE Programs Coordinator to discuss with a representative from ACS the transition from ACS On Demand to ACS Realm for the membership and contribution parts of our system. We have scheduled the transition for the week of April 22, 2019.
- I attended the Budget Team meeting. A new scenario was elaborated based upon the input received by the deadline of March 24th from all groups at East Shore. Most groups met this deadline, with several still pending. We reviewed the new scenario and went through the Operating Fund account by account. We also discussed and agreed upon a goal for the Mission Fund Drive.
- I attended a virtual meeting with the MFD Task Force to listen to their needs for financial data. I worked with the Co-Chairs to provide them the necessary financial data to create their materials and narrate the financial story of East Shore. I also worked with the SLT to revise the MFD brochure once it was brought to our attention that the brochure was not as inclusive as intended. I stepped in to provide guidance and support to Nicole with the delayed mailing for MFD and the overlap with the HH related mailing. The revised MFD brochure was mailed March 11th.
- 2019/20 MFD update (as of 3/11/2019):
 - Confirmed pledges- 16 (out of a potential 329 households)
 - 16 Yes
 - 0 Waiver
 - 0 No's
 - 10 Life (Members who are not required to pledge)
- The Finance Team discussed the language to be utilized by the Khasi Hills Ministry Team in their new activity of soliciting sponsorships of students in India. This information was relayed to the Khasi Hills Ministry Team in time for their launch of this activity during the make-up Second Sunday worship service.

Additional HR Activities

- I completed my in-person annual review for fiscal year 2017-18. Thank you to Marcy Langrock, Ryam Hill, and David Baumgart for completing this task.

Additional Facilities Activities

- I attended the Facilities Team meeting in February. We discussed potential expansion of the security camera system for next fiscal year, an update on the Collaboration Space, the ongoing parking lot insurance claim and related repairs, strategy for maintenance in the lower parking lot, the Caretaker checklist, the recent tree work, the shed project update, solar bids update, dedicated fiber optic potential, water use overage, review of the edits to the Reserve Data Analysis report, A/C options for Education building, utility commissioner suggested response, and BOT Goals related to facilities for the next 18 months. These are all ongoing projects at this time.

Additional UUA Activities

- I registered for the UUA General Assembly in June 2019, as did the three direct reports I supervise who will be attending: the Facilities Manager, Bookkeeper, and Membership Development Manager. The Facilities Manager and Bookkeeper will also attend the AUUA Pro Days with me prior to GA. I am planning to cover all costs of registration, housing, and transportation with my professional expenses.
- As of the submission of this report, I am attending the Finding Our Way Home Retreat for Religious Professionals of Color.

Additional UU Values Aligned Activities

- My startup company, ZILA Works, received a \$42,000 matching grant from the CleanTech Alliance to formulate our bio-epoxy resin for floor coating systems. The research will take approximately 6 months. We are still actively seeking non-dilutive funding to prove scalability.
- I met with a team of law school students at Seattle University's International Human Rights Center. As the State of Nicaragua has only responded to our petition in the Inter-American Commission on Human Rights with further violence towards me and my family, we solicited the Commission to merge the admission and merits parts of the case to expedite the process and hopefully bring some relief to those suffering inhumanly at the hand of a corrupt government. The students will be drafting our revisions to the proposal over the next four months with input from my family.

Discussion Agenda

None at this time.

Respectfully Submitted,
 Jason Puracal
 Executive Director

Director of Lifelong Learning's Report – Aisha Hauser

DLL Report to the Board

"Things falling apart is . . . a kind of healing. We think that the point is to pass the test or to overcome the problem, but the truth is that things don't really get solved. They come together and they fall apart. Then they come together again and fall apart again. It's just like that. The healing comes from letting there be room for all of this to happen: room for grief, for relief, for misery, for joy."

-Pema Chodron

Children and Youth

East Shore has been participating in a pilot program offered by the Liberal Religious Educators Association and the UUA. Amanda is spearheading the program that includes an assessment tool titled *Lifespan Faith Development Accountability Assessment Tool*. It is designed to support religious educators in gathering members from many sectors of the congregation to participate in the assessment and offer essential feedback on where the congregation and the RE program are with regards to different aspects of multicultural learning and anti-racism work. The group has met periodically and when the assessment is complete, there will be concrete plans to implement a realistic idea based on the group's discussions for how to move forward in continuing anti-oppression work at East Shore through RE and LLL. This assessment tool will be revisited regularly in future years to help maintain an accountability to and awareness of our strengths and shortcomings, as well as goals and accomplishments. It's important to have tangible ways of assessing our relationships, programs, and curriculum so that we can learn how to best support white families, multi-racial families, and families of color.

The RE program on Sundays is seeing a steady stream of visiting families with children and at times the pre-school room has more children than any of the older groups. Many times visiting families are coming in with young children, seeking a community of like-minded people. This is great news and the invitation for us is to be intentional about welcoming and including families in all parts of our congregational life.

I want to share a story that just happened on March 10th. As I was on the playground with the children of folks attending the Holly House information session, I saw a new family and started talking to the mom. She started to

cry, and I asked her what happened, as I offered her comfort and empathy. She explained that when she first attended the church, only the week before, she was warmly welcomed. Today, that was not the experience. Someone snapped at her for not holding a door open (she was holding tea, a cake plate, and managing two children under the age of six at the time.) Then an older woman removed her three-year-old son's hand from the snack table, without offering him a snack. The woman simply did not allow the child to take a snack and proceeded to take snacks from the same bowl for herself.

I want to stress how upset this woman was and how I have been hearing stories of how unwelcome our coffee hour is to families since my arrival in 2013. We are placing the burden on families to decide if the good outweigh the bad, and I cannot blame them for either their decision to continue coming or try something else. For visitors especially, and even for members, it is important that when they are establishing East Shore as a place for their families, as a new community, that our talk matches our walk. Families want a place where their children and youth are uplifted, held in all their uniqueness, and met in a non-judgmental way. This needs to be a cultural expectation for our East Shore community.

When I've heard some members talk about "outreach" I have responded that we need to work on not repelling the visitors we do get. At times, it is not as challenging and folks report feeling welcomed and other times, we have a parent in tears wondering if they will return. I get the impression when I say this, I hurt people's feelings. It is important that we are having the same conversation and understanding what the challenges are that impede our growth. Our challenge is NOT a lack of visitors. It is a lack of common understanding between our members that we are a faith community that is supposed to welcome and embrace ALL who enter. Nicole takes a pulse of folks who return after visiting and ultimately join. She reports that those who feel most warmly welcomed are white people over the age of 50. Many of our visitors that keep coming back are the ones that look like others of us. It is important that we be genuinely welcoming to everyone, whether, or not, they share our demographic. If we're not in a place to be welcoming, or to provide outreach to visitors, that's okay too. We all go through difficult periods in our lives. Let those of us who are able provide the support and kindness to visitors that are new to us, needing to form a connection in order to have some belonging to this place.

RE Numbers

I have been including RE Attendance numbers almost every month in my Board reports, especially since the new Board was elected in June. We have maintained RE Attendance records for years and they are available for anyone to access upon request.

Please see the attached document of 2018-2019 (to date) attendance numbers, along with a total registration count and averages for our classes.

It was requested that we compare RE attendance and registration numbers of the years 2014 and 2019. Here is a list of the events in the congregation during those years and because nothing happens in a vacuum, appreciating what was happening in the wider congregation is important. Note that Beloved Conversations began in the fall of 2013, this was the beginning of more open conversations about anti-racism, diversity and inclusion.

June 2014- Rev. Joan Montagnes, assistant minister, left

August 2015- Rev. Peter Luton, long term minister, left

There was no minister for the next nine months. Jason and I along with then Board President, Beth Wilson, worked collaboratively to maintain the congregation's operations and ministry until an interim could come to East Shore.

2016-Rev. Elaine Peresluha arrived

2016-2019- Michael Brown was murdered and the UUA nationally affirmed the movement for Black Lives. ESUC hung a banner declaring Black Lives Matter. This banner was vandalized several times. In March 2017, I, along with Kenny Wiley and Christina Rivera, was the catalyst for the UU White Supremacy Teach In movement. This

created tension and anxiety at East Shore that has been challenging to work through because of the difficulty in talking about race and oppression in an authentic way. This is written about in more detail in the Commission on Institutional Change post that is included at the end of this report.

Adult Programs

Rev. Steve and Milly Mullarky have started teaching an adult class during the week and it is well attended. The Race and Identity Class also continues to be well attended. Under Ryam's direction, the Adult Programs are offering a variety of learning opportunities that engage members and friends. Pam Orbach has been offering programs as well. The Intro to Nonviolent Communication class exceeded enrollment by double. The class has over 30 people in attendance! This is important work and NVC, as taught by Pam, is a way to become more aware of how we are connected to ourselves and others. Pam is also offering an Intro to Restorative Practice workshop on March 16.

I am continuing to offer a Race & Identity class once a month during our 9am Sunday service time. This program has continually attracted 20+members, visitors, and friends. This class, because of its important subject matter and relationship to so many social issues, supports our members on their own growth. It also has been acting as a form of outreach because of who is drawn to the class; all of the classes have had people from outside of East Shore in attendance. To compliment this offering, our 9 am R.E. program, guided by Walter Andrews and Annelise Holverstott, is exploring age-appropriate stories, songs, and games that help children and youth to develop their own awareness around identity, society, and privilege.

Right Relations Team

Mark Norelius will offer a more comprehensive liaison report on the RR Team. In addition to the RR Team meetings, I attended the two-evening retreat of the Right Relations Facilitation Team and it offered the participants practice in being part of the circle process and learn from Pam best practices. The restorative practice is a way to deepen our connection to ourselves and others, these opportunities have been impactful for me both personally and professionally. I am grateful to be learning from Pam, as she is a gifted practitioner.

Lifelong Learning Needs and Requests

In preparation for this month's Board meeting, I talked with Amanda about what the needs of the department are and we identified ways to continue to grow and strengthen the LLL program.

I want to remind everyone that neither Amanda nor I are full time RE employees. I cut my hours and my salary November 2017, advocating for an increase in Amanda's RE hours. Therefore, in terms of the budget, the RE Program is paying two people $\frac{3}{4}$ time and yet, I have been averaging closer to 45 hour work weeks and Amanda has also been working closer to 40 hours just for RE, this is in addition to the 10 hours she is paid for the Office Assistant role. When we assess budget and how much is spent on RE, a department that manages recruitment, weekly emails, extensive volunteer support, programming, curriculum, supplies, Our Whole Lives, special events, worship planning and the story for all ages, and record keeping, just to name a few of the items that are our responsibilities each week, please remember that we are underpaid, not overpaid.

1) Increase Amanda's hours to full-time (40 hours) so she can more fully support the children and youth programs. She has been an exceptional coordinator and she often works above the 30 hours allocated to RE when needed. She would be fairly compensated and supported. If she is no longer responsible for the office manager role, which is an added 10 hours, she would be able to work more intentionally on children and youth programs in the full-time 40 hours.

2) Reinstate my full-time hours, my work hours have been averaging more than 40 hours for the past year. Even though I am paid for 30 hours. I recognize it was my request to cut my hours that resulted in this situation. It is also true that there is no part of my job that I didn't do because I cut my hours. In addition to reinstating my full-time hours, I am requesting that my role transform to be explicitly Adult Programs, Right Relations and Racial Justice work. I would retain supervision of the children and youth programs and fully support Amanda in her

responsibilities. I am finding that people are thirsty for more conversations along with learning opportunities about race, anti-oppression, identity, microaggressions and the list goes on. I have been presenting workshops on all of these topics (and more) all over the country. It seems it would benefit East Shore if I am empowered and supported in offering this work at for our community. As indicated in the statement included at the end of this report from the Commission on Institutional Change, we lack a common vocabulary to understand race and oppression. I am hoping to be part of the shifting from this lack of understanding to creating more collective understanding.

Updates on RE Futures Report

The below report was a snapshot in time for East Shore during the period of the Fall of 2012, after Michelle Conklin had indicated she would be leaving the church in June 2013. The report is impressive, and it was one of the things that drew me to applying. I was impressed with the effort this report took and how the committee made every effort to include as many voices as possible and offer a statement of purpose.

Here are some places where we have improved:

Communication with parents and teachers is consistent with the weekly RE email blasts. This remains imperfect as we still have folks who don't read the information we provide. We take the time to highlight RE and Adult programs from the pulpit on Sunday mornings, this has been important in affirming the importance of LLL at East Shore, as integral to the life and mission of the church.

Our Whole Lives is offered every other year and remains a popular program. We consistently have youth attend OWL whose families are not and do not become members of East Shore. They are interested in this comprehensive and affirming sexuality program. We will be offering OWL trainings this Labor Day weekend to prepare more people to lead the OWL programs. We are planning to offer the newest OWL program for Older Adults in the 2019-2020 church year.

We have offered social justice projects that excited and engaged the youth. The water bottle project was fun for the youth and resulted in retro fitted water fountains. The high school youth advocated for changing the chalice lighting words to be gender neutral and thus more welcoming. The youth continue to be involved with social justice and service projects throughout the year, providing donations to the UUSC gift at the table, ESUC Giving Tree, congregations for the homeless meal, and food bank donations.

The annual Mariners game, gingerbread house decorating, and the cookies and carols have been popular multigenerational activities that encourage and inspire community engagement. We have also taken on supporting the Family Covenant Circle which is meeting now once monthly during our 9 am R.E. time. We seek to offer more ways for the community of families and youth to continue growing and connecting.

Here are places where we are continually working on improving:

More explicitly engage the children and youth with conversations on race and identity.

How we welcome families so that they want to remain a part of our community. In conversations with Nicole, it is clear that we have work to do in how we welcome children, especially in coffee hour. We know how to welcome and we choose who we are welcoming to. Nicole has reported that when she receives feedback from new members, the people who report feeling most welcomed their first visits, are white people 50 years old and up. This indicates to me that, as countless studies have shown, people are most comfortable with people from their own demographic. As a UU community, we have the chance to learn to welcome all in a way that is affirming. I am optimistic that when most folks are made aware of this dynamic, more will work to change it. I don't think folks are purposely "ignoring" families, I believe this is a result of implicit bias. Something we can counter when we more fully understand how it is playing out in our brains.

RE Futures Committee Report

January, 2013

Purpose:

The RE Futures Committee was convened in September of 2012 to identify current strengths of and opportunities for change within the East Shore RE program. This review will aid in the selection, training, and goal setting process for the new RE Program director.

Tasks:

The committee, Erika Conkling, Brian McCartan, Leanne Struble, Walter Andrews, Barb Clagett, Jay Powell, Kelly Cundiff and Kim Danke, gathered as much feedback from the congregation and documented the results.

We held two open forum “conversations” with congregation members to identify anecdotal strengths and weaknesses of the program, and to unearth questions, and concerns that congregation members may have (summary attached).

We conducted a 10 question, on-line survey to distill the congregation’s opinions regarding the purpose of East Shore’s RE program, the current state of the program’s operations and to quantify the program’s strengths and areas for improvement (survey results attached).

We created a statement of Purpose for our Children and Youth ministries derived from the findings of our data gathering efforts (Statement of Purpose attached).

Current State:

The salient findings of the survey and conversations indicate that the RE program is solidly grounded and highly valued by the congregations, and also has room for improvement across several categories.

Congregants felt the top two priorities of a Children and Youth Ministry are “passing along UU values” and “growing moral citizens”.

Nearly half of the students participating in RE are “enthusiastic” about attending.

Attendees’ attitudes about participating are most influenced by the “discussions and activities of the curricula”, followed by the “social influence of their classmates”.

Congregants recognize that having a strong RE program helps East Shore grow and maintain its future and build community.

Newer families entering the RE program did not fully understand the curriculum, its progression over time, or how their children would be learning components of the program that were taught to earlier age groups.

Recommendations:

The following recommendations build on the strength of the current program to fine tune it and move the congregation’s perception of the program from one of being “fairly good,” to one of being “excellent.”

1. Emphasize the top two priorities of RE. Increase messaging, promotion and focus on these goals. Communicate these goals and how the program strives to meet them to the congregation on a regular basis.

Ensure our children of all ages have a strong understanding of and pride in the UU religion, regardless of the unit they are working on in their classes.

Increase confidence building, informed and moral decision making, and resilience exercises.

2. Increase communication with parents about the curriculum, its progression and the timing of content introduction.

3. Offer some “intensive” classes to new families with older children who need to fill in gaps in understanding by not attending earlier grades in RE.
4. Increase the connection between the worship service (Peter’s story) and the classroom. Provide parents with a set of questions they can talk with their children about to extend the lesson into the home.
5. Increase participant satisfaction for the half that indicated a less than “enthusiastic” attitude about RE. The satisfaction of the child does influence the parent’s perspective of the success of the program.
6. Improve 3-5 of the RE attributes that were considered “extremely important” parts of RE, but that were not perceived to be executed “extremely well.”

Actively organize in social justice projects for all grades.

Build community through additional programs (examples on the survey included Chalice Players, and Youth Conferences).

7. Provide some attention to teacher training in a way that is respectful to people’s time but that improves our ability to recruit and maintain volunteer teachers.

8. Actively promote our RE program in the greater community to grow and strengthen the congregation.

Consider ways include children greeters.

Have an emphasis on recruiting young families with children.

Conduct a program that has greater visibility in the community.

Statement of Purpose for Religious Education at East Shore

January 13, 2013

Religious education opens the mind, body, and spirit to holistic, creative engagement with life and living. East Shore Unitarian Church’s Children and Youth Ministry affirms and promotes values and behaviors that nurture each unique child’s and youth’s spiritual growth and moral development. The Children and Youth Ministry focuses on making the world a better place and building beloved community through growing young souls and supporting families.

We employ multiple objectives in this ministry.

Establish a sound foundation of UU values. Children and youth will understand and apply UU principles through classroom dialogue and interactions. They will know and appreciate the historic and contemporary expressions of our religion and values.

Explore the diversity of religion and culture in the human family. Children and youth will respect diversity and develop multicultural competency by learning about the ideas, traditions, and beliefs that shape humanity’s understanding of itself and the wider world.

Build community connections within East Shore. Children and youth will develop a sense of acceptance and belonging as they expand their circle of trust through connections made within the East Shore community and in the wider communities of belonging. Parents, families, and like-minded individuals reinforce our shared values and support each other with fellowship and compassion.

We Lack a Common Vocabulary and Understanding about Race and Oppression Among Us

March 1, 2019

By The Commission on Institutional Change

The Unitarian Universalist Association (UUA) Commission on Institutional Change is charged with long-term cultural and institutional change that redeems the essential promise and ideals of Unitarian Universalism.

We lack a common vocabulary or a common understanding about race and oppression among us. Staying engaged in often uncomfortable conversations is the first step to creating our common language of engagement. We call on you to exercise your spiritual muscle and engage in this work for the present and future of our faith. Creating this common vocabulary will provide us with a dynamic language through which we communicate our deepest hopes for the future of our faith.

Our conversations over the past 18 months lead us to conclude that Unitarian Universalists have a spectrum of beliefs about the nature of racism, the need to address racism and how to address racism in ways that bear witness in the world to the highest aspiration of our common faith. We also differ as to whether we have a faith call to do so in the world. To some of us, the conversation about white supremacy culture, its reach, and impacts are a given that impacts our daily lives. For others, perhaps a significant majority, naming white supremacy culture or even the existence of racial bias is an affront, offensive, and may even, for them, seem to interrupt the justice work of our Association by questioning its goals and values. In our congregations, there are those who believe all racial bias has been eliminated within our communities and the wider culture. Others, particularly black, indigenous, people of color, and white allies hold the opposite belief based on their experience, racism is real and we are still striving towards justice. Not engaging these differences in perspectives with serious considerations as to how they impact members of our community and the world at large makes it harder and harder for us to be in a community committed to the responsible research of truth and meaning. This failure to engage brings about indifference towards the suffering brought about by racism, a lack of needed energy towards promoting the health of our interconnected web of existence, and lack of commitment towards our shared aspiration of peace, justice, and liberty for all. The opposite of love is not hate, as the truism goes, it is indifference. And the indifference of some denies the truth of people of color who already are part of our communities and who desire to share their beliefs and experiences.

This spectrum of beliefs among us has some basis in generational differences—we have some who were part of the struggle for change in the 1950s and 1960s. This generation saw improvements in race relations and a significant movement towards inclusion. Many in this generation thought the battles had been won. Others arrived during the 20 plus years when we did not talk about racial issues as a faith. They came into a complacent faith that took their whiteness as normative and grew comfortable in the assumption of being a “white denomination,” a statement which negates the many people of color among us, then as now.

On the other side of the spectrum are black, indigenous, people of color, and others, including poor, disabled and gender non-binary folk, whose day-to-day experiences bear witness that changing laws did not change hearts, that discriminatory practices mark our continued engagement, and that our congregations are not sites to this reality.

Is this generational too? We also lack a common understanding of the nature of the problem. Too many of us still view the problem as personal and focus on individual attitudes or engagements. A matter of how we treat each other in interpersonal relations with little or no bearing to the ways in which we do congregational governance, how we worship, or who we support in leadership roles. Others of us understand it to be systemic, that whole institutional cultures can consciously or unconsciously bias us against certain kinds of groups.

Not surprisingly, with such different worldviews, we often choose to disengage rather than discuss, to move out of community and conversation. And yet that is just what we must not do. Most people do not like conflict in their conversations in general, and conversations about race have started and stopped for just this reason—often ending just when the real engagement was happening. We are seeing signs that this could happen again—and yet it will be at our peril. When congregations ask our ministers to stop speaking on issues of race, racism, White Supremacy Culture or dismiss them for exercising their freedom of the pulpit it is as dangerous to us as any threats from our national leadership to the U.S. political system. The biggest danger is not that we will air the differences we already know exist among us—the biggest danger is that we will shut our difficult and

dangerous conversation down. We will be privileging comfort over growth and choosing the status quo rather than the transformation we so need.

If we shut it down, we will cease to be relevant to those who come into our doors emboldened by our embracing theology and believing for the first time they have found a place where they name their pain. And if we shut it down, we do not hear the pain of our elders who are looking at the national elections and other practices and wondering what has happened to the world for which they worked so hard for all their lives.

Faith is that act of moving even though you do not know the outcome. We do not know the path that will bring us where we need to be, but we know that continuing the conversation is essential to moving beyond this point. As we hear report after report of religious professionals of color and also those who would offer allyship who identify as white being told that they must stop talking about “political” issues, we wish to call attention to the fact that to stop this conversation here will result in permanent damage to our communities.

What would it mean to go deeper into the conversation? What would it mean to understand the individual work against oppression that is a deep spiritual practice? What would it mean to address the ways it is embedded in our very institutions and their culture?

We ask you to stay present in this conversation among us.

Liaison Reports

Personnel Committee - Jerry Bushnell

For consent agenda:

1. Slight change to the “ESUC Congregant to Staff/ Staff to Congregant Feedback Procedure”, new procedure attached, one sentence added **“Prior to using the procedure outlined below, consultation will be requested from facilitators on the Right Relations team.”** Full procedure attached
2. Conflict of interest statement for use by board members, attached

Informational:

At our February meeting, we were joined by Mary Anderson and Louise Wilkinson from Right Relations, to discuss how the Right Relations and Personnel committees will work together. Rev. Steve was also in the discussion. The meeting was productive, and we reached the following consensus:

1. Prior to using the formal conflict process outlined in the “ESUC Congregant to Staff/ Staff to Congregant Feedback Procedure”, Right Relations will be consulted to see if conflicts can be resolved with facilitation.
2. Both the Personnel and Right Relations committees would like to communicate to church members that help is available for conflict resolution.

The attached conflict of interest policy is a generic form from a church document web site. We can modify it if needed.

Personal Statement:

I want to express my personal appreciation for all the good work done by the members of the Holly House Development Task Force over the last 4 years. The voter’s pamphlet really gives us a lot of information.

The pamphlet made it very easy for me to decide on my vote. The LifeWire proposal builds on what we are already doing with Sofia Way, and will continuously help 25 families for the foreseeable future. We

also get over a million dollars. I look at the difference in shekels not as a gift to one non-profit, but as an important life line to hundreds of families in our area over the years.

I am not comfortable with the prospect of our church getting into the business of writing checks for good causes. I don't see that fitting in with our mission or vision.

Choosing an affordable housing option sends a strong message to future members and the community about what East Shore is about.

Jerry

Policy and Governance Committee – Ann Fletcher

Consent Agenda: Final approval of Proposed Right Relations Policies 5.1-5.4 (Addendum)

1. The Board gave initial approval to Proposed Policies 5.1-5.4 in February. Nicole sent a special church e-blast providing information about the policies, a link to read the proposed policies, and an invitation for members to comment by emailing me. I received two brief positive comments which are in a feedback addendum. The typographical error has been corrected in the proposed policies in the addendum.

The Personnel Committee has indicated that it does not have concerns about these proposed policies.

The Policy and Governance Committee requests that the Board make a final approval of these proposed policies. I will be at the meeting in case additional information is needed.

2. Policy and Governance Committee has been working with the Holly House Development Task Force and the Board on materials for the upcoming special congregational meeting and the vote on the Holly House sale. Email and Board meeting feedback based on our Bylaws and Policies has been provided on the Voter's Pamphlet, the Voting Process, the Ballot, and the Letter of Notification and Agenda to Members, as well as how to answer frequent or potential questions from members. Additional email communications have occurred and continue to occur about conducting the congregational meeting and Robert's Rules of Order.

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

East Shore Social Justice Ministry Teams

February 2019 Report

MINISTRY TEAMS

ANSWER Nepal

The ANSWER Nepal ministry team did not have any meetings in February.

We did, however, make contact with other ANSWER sponsors to recruit new active members on the ANSWER Ministry team, and emails and phone calls to coordinate our planned meeting in March.

Submitted by Margaret Hall.

Beloved Racial Justice (BRJ)

Black History Celebration:

The Alternative Service Cooperative created and implemented a compelling, very well-attended Black History Celebration on Sunday, February 24 at 11 am. The event was full of life and joy, a remarkable illustration of ways East Shore can stretch to welcome and celebrate Black History, congregants of color, and POC in our community. Central to its success was having people of color guide the content and context of the event from the beginning to end. We hope this celebration offered a model for creating spiritual experiences that deepen East Shore's commitment to connecting with people of color and de-centering whiteness in all of its activities, from worship to food.

Powerful speakers Elmer Dixon, Crystal Bailey, and Ronald George, all African Americans, enriched, educated, and inspired the congregation. The music was chosen by the speakers, an unconventional process supported by Eric Lane Barnes, bringing new songs to ours ears. Black History was honored by ensuring that those before the congregation were all people of color, with congregants of color lighting the chalice and offering inspirational remarks.

To ensure that first-time visitors of color would feel welcomed to East Shore, we gave attention to the parking lot and the approach to the sanctuary, paving the way for a welcome with Black Lives Matters signs and balloons. This atmosphere was further promoted with a video loop in the foyer and the lobby of the E Building showing moments and figures of Black History. Another aspect of welcoming was not passing the plate for collection, but having the plates at the back for people to contribute as they wished instead of having their giving or not on full display. The final aspect of the celebration was a community potluck in the North Room, where about 100 hundred people shared a meal, conversation, and community.

Flash Stances in February were fewer than usual, due to snow cancellations and the Black History Celebration on February 24. We held one Flash Stance on February 3 in Factoria, with four flash stancers in attendance.

Going Deeper sessions with the white caucus continued, and have grown deeper. Members met to form circles to share their work around the Layla Saad "White Supremacy and Me" workbook.

Indigenous People: Many women at the Women's Perspective retreat gathered to make bead necklaces for participants in the northwest tribes' Canoe Journey coming up in the summer. We completed 30 necklaces!

Submitted by Louise Wilkinson.

Climate Action (CAM)

The Cam steering committee met on Feb. 4 for their monthly meeting. No other CAM organized activities occurred during the month, but there has been ongoing planning for several events. These include a Climate Action Celebration on March 31, support for the April 6th Workshop entitled "Challenges Facing Native Communities and How to be Allies,"

an art gallery show by Carolyn Law and associated evening discussion on April 10, and the April 28 Earth Day service with Reverend Furrer.

Submitted by David Chapin.

Congregations for the Homeless (CFH)

In February, the CFH Ministry Team developed its budget request for 2019-2020; it was finalized and submitted in March.

Submitted by Dean Dubofsky.

Crossroads Meals Program

The Crossroads Meals Ministry Team continues to operate smoothly. It provides up to 60 meals to destitute people at the Salvation Army on the first Monday of each month. There is a rotating group of approximately 15 volunteers.

Submitted by Pam Monger.

Food Bank

February was a slow donation month due to snow days and no sponsor group. The weight total was 25 pounds.

Submitted by Ryam Hill.

Earth and Social Justice Coordinating Council (ESJCC)

Board Report for ESJCC—February 2019

1. The 2018-19 ESJ Impact Report is nearly completed. Nicole will be making the final revisions and putting it on the Council webpage. Measuring ESJ impacts is part of Board Goal #4.
2. In February Khasi Hills and Women helping women highlighted their work on the ESJ bulletin boards in the North Room, and the Council, Second Sunday recipient, and Khasi Hills were at the ESJ table in the foyer at Sunday services.
3. The Council continues to work with Nicole toward a plan for a member accessible calendar of ESJ events.
4. The Council submitted a visionary plan and budget to the Budget Team. The plan seeks to gradually build a greater balance of social justice elements from the UUA Social Justice Empowerment Handbook which include: direct service, education, witness, advocacy and systemic change.
5. The Council will support the April 6 Ally Training workshop both financially and through our participation. The workshop will involve Native women, the Sierra Club, and Tracy Cook-Lee an East Shore member, who will do a session on the Doctrine of Discovery. The workshop will lead into a Sunday service the next day with related topics.

6. Meaningful Movies needs new leadership to replace Dick Jacke for it to sustain. Anyone interested should contact Lynn Roesch
7. The Council has agreed to have a Right Relations observer its meetings to help us become more aware and to provide practice for the Right Relations facilitators.
8. The Council invites any member who is interested in ESJ or Council work to contact any of its members or to visit one of its meetings.

Submitted by Ann Fletcher.

Good Start Back to School

The Good Start Ministry Team only operates in the summer, so there is no report to submit for this month.

Submitted by Jenny Hall.

Holiday Giving Tree

Giving Tree Ministry Team members met on February 14, 2019, to review our Giving Tree program for Christmas Season 2018 and decide on actions needed for this year's Giving Tree effort.

For the Giving Tree program 2018 we were able to fulfill all our agencies' gift requests. We are grateful to our East Shore congregation for their generosity which made the Giving Tree effort highly successful.

Actions we will undertake later this year for Giving Tree 2019 are:

1. Display a fantastically compelling graphic on the Foyer TV screen during the Giving Tree drive and encourage weekly Pulpit Announcements from Rev. Furrer to motivate interest and action from congregation.
2. Contact our agencies to determine if the gifts are for specific recipients or just generic.
3. Discuss and review the number of gift requests and agency allocations with view of possible changes.
4. Have organizational meeting in September.

Submitted by Emily Winstrom.

Khasi Hills Partnership

Due to the snowstorm that closed the church Feb. 10, our part in the Second Sunday service was moved to March 10. We will take part in the service in the same way outlined in last month's report.

Fran Corn created both a new bulletin board display in the N Room and a new display in the foyer. They both involve engaging the congregation in our work at the Friendship School and connecting them with our Unitarian partners in the Khasi Hills.

On Monday afternoon, Feb. 18, we held a Zoom call with our committee talking with Karen McManus, at this moment in the Khasi Hills with our Unitarian partners. After several days in the capital of

Shillong, she will spend 5 days in the area of Kharang and pay close attention to what is happening at the Friendship School in three areas: the physical aspects of the school, including statistics, improvements, and needs; instruction in the classroom, including technology, and a request to keep us informed on a regular basis about the Managing Committee's actions and needs.

On Feb. 24, Roger, Fran, and Doug met – Mary Lou and Barb were at the Women's Retreat – to set out next church year's budget.

Barb sent the initial Trinkets & Treasures marketing document to Nicole for publication in the next Beacon. The sale will be held August 22-24, 2019, in the Sanctuary and other rooms in the main building.

From Doug: We gained Board approval on Feb 19th for a new educational sponsorship program that will directly connect East Shore sponsors with needy families who would like to educate their children at the Friendship School. Sponsorships are \$150 per child per year.

Submitted by Barb Clagett, co-chair with Doug Strombom

P-Patch

The P-Patch is gearing up for spring! We will be communicating with the congregation through the ESJ Table in March and through the EJS bulletin board in April in addition to the church eblast. We hope to get some new member enthusiastic about growing vegetables at East Shore and participating in the produce tables this summer. We will also be advertising our May 6 plant start sale with lots of tomatoes plants and some other veggies as well. The proceeds of the sale will go to an food justice non-profit.

Submitted by Ann Fletcher.

Second Sunday/Share the Plate

Because of the snow closure February 10, Steve rescheduled that service for March 10. As planned for the February service, Khasi Hills will be the recipient of the March 10 offering. As a result, we moved the offering for College Access Now to April 14.

The May 12th recipient will relate to Mother's Day, June 9th to indigenous people, and July 14 to immigration or refugees.

Submitted by Jane Sisk.

Women Helping Women (WHW)

February was a busy month for WHW. Due to the snowstorms, we had to cancel our Feb. 10 Sophia Way meals and it was not easy coming up with a new date and enough volunteers for Feb. 17 make up date. However, wonderful WHW stepped up and made it happen. Also, we OK'd the decision for JoAnne Way to order pizza for dinner for the women for Feb. 11, which meant they had a hot meal that day.

Our Lake Hills tutoring project was also impacted by the snow as school was cancelled several days.

Lynn Roesch and Marilyn Mayers are working with MAPS to organize a friendship event that will also raise funds for our WHW UUSC global project, supporting the Rohingya refugees. This will be held on June 15.

Marilyn and Lynn have also been working on Indigenous women projects with full support of WHW. We will provide volunteers and publicity.

Submitted by Laurie Wick.

AFFILIATES

JUUstice Washington

No report submitted for this month.

Submitted by Lynn Roesch and Louise Wilkinson.

Meaningful Movies/Eastside

The screening for February was well-attended with approximately 25 people viewing the film. *The Anthropocene Project* combined art, film, virtual reality, augmented reality, and scientific research to depict the project's investigation of human impacts on the earth. Participants in the follow-up discussion focused on various aspects of the evidence represented in the film that earth's systems have been altered by human activities. Everyone agreed that humans have a responsibility to address our impact and that time is of the essence.

In addition, the Meaningful Movies Eastside committee met in February to discuss its future. The current Chair and others at St. Margaret are stepping down at the end of this year's programming, and they felt it was good timing for Meaningful Movies to decide if it wanted to continue. The decision was made to continue, and Meaningful Movies will move to East Shore beginning in September. Lynn will be the new chair and will work with the current group as well as East Shore staff to finalize details about the move.

Submitted by Lynn Roesch.

Unitarian Universalist Service Committee

February was a slow month for UUSC at ES. The Team did write a statement and submit pictures for the Impact Report.

Submitted by Marilyn Mayers.

Right Relations Committee - Mark Norelius

Right Relations Report March 2019

Provided by Mark Norelius, BOT member-at-large, RRC Liaison, HHDTF observer

This last month has been dominated by the Right Relations Facilitation Team Retreat and preparation for the Holly House vote.

Right Relations Facilitation Team Retreat:

This event was attended by nearly all members of the facilitation team along with the RRC members. Rev. Steve attended and was an active participant in both of the four hour sessions. This retreat seemed to serve many purposes. Each of us shared some pretty core stories which helped to build a deeper understanding of each other, build trust in each other and the process. There were several exercises throughout the retreat to help build healthy connection and helped us to understand our own weaknesses that have held us back from healthy communication. We also experienced and practiced the circle work we are using, and felt the impact of this process. All this helped to build confidence in each of our abilities to provide support to difficult conversations.

The list of facilitation team members was provided to the Holly House Task Force leadership. From this list several were chosen to serve as facilitators in the listening circles that have and will be conducted as part of the preparation for the Holly House vote. One set of listening circles as part of the first day of Holly House Town Halls has been completed. Every report I have heard following completion has been very positive.

Given the significance of the lead up for the presentations prior to be HollyHouse vote, we have had many discussions of how to support the process. Pam has provided individualized training for members who were chosen to be facilitators for the listening circles.

There is discussion in progress now within the RRC on how the committee can be supportive to the congregation after the Holly House vote. Listening circles to follow the vote are currently being planned.

APPENDICES

Appendix A: February 2019 Summary Income Statement

Date : 03/08/2019
Time : 7:05:58 PM

Page : 1

East Shore Unitarian Church
Monthly Income Statement - Summary

		February 2019			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)	Annual Budget (This Year)	% of Annual Budget Used (This Year)
Revenues									
Income - Donations	50,083	62,750	12,667	542,463	502,000	(40,463)	753,000	72,04%	
Income - Program Fee Pmts	1,402	725	(677)	11,006	5,800	(5,206)	8,700	126,51%	
Income - Fundraising Event Pmt	560	3,646	3,086	47,492	29,167	(18,325)	43,750	108,55%	
Income - Facilities Rental Pmt	11,162	17,079	5,917	147,043	136,630	(10,413)	204,945	71,75%	
Income - Dept Activities Pmts	12,490	6,263	(6,227)	54,571	50,106	(4,465)	75,159	72,61%	
Income - Other	416	6,816	6,399	105,059	54,527	(50,532)	81,790	128,45%	
Total Revenues	76,113	97,279	21,165	907,634	778,230	(129,405)	1,167,344	77,75%	
Expenses									
Payroll Expenses									
Wages	50,093	46,519	(3,573)	372,293	372,155	(137)	558,232	66,69%	
Payroll Taxes	2,964	3,484	520	28,084	27,873	(221)	41,810	67,20%	
Payroll Benefits	7,105	10,331	3,226	72,371	82,645	10,274	123,967	58,38%	
Total Payroll Expenses	60,162	60,334	172	472,673	482,673	9,915	724,009	65,30%	
Program Expenses	2,418	9,509	7,091	29,642	76,075	46,434	114,113	25,98%	
Administrative Expenses									
Facilities Expense	9,001	7,810	(1,192)	63,673	62,476	(1,197)	93,715	67,94%	
Business Expense	12,701	6,523	(6,178)	57,566	52,181	(5,385)	78,272	73,55%	
Office Expense	3,132	2,218	(914)	18,283	17,747	(536)	26,620	68,66%	
Fundraising Expense	678	1,187	510	5,745	9,500	3,755	14,250	40,32%	
Advertising & Marketing	175	227	52	215	1,813	1,599	2,720	7,89%	
Interest & Loan Expense	9,470	9,470	0	75,764	75,764	0	113,645	66,67%	
Total Administrative Expenses	35,157	27,435	(7,722)	221,244	219,481	(1,763)	329,222	67,20%	
Total Expenses	97,137	97,279	(459)	723,644	778,239	54,585	1,167,344	61,99%	
Net Total	(21,624)	0	21,624	183,990	0	(183,990)	0	0,00%	
Other Revenues									
Designated Revenues	24,694	0	(24,694)	19,616	0	(19,616)	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	24,694	0	(24,694)	29,241	0	(29,241)	0	0,00%	
Other Expenses									
Designated Expenses	0	0	0	101,243	0	(101,243)	0	0,00%	
Restricted Expenses	5,341	0	(5,341)	7,941	0	(7,941)	0	0,00%	
Revolving Expenses	0	0	0	8,273	0	(8,273)	0	0,00%	
Total Other Expenses	5,341	0	(5,341)	117,557	0	(117,557)	0	0,00%	
Net Operating Total	(2,271)	0	2,271	95,774	0	(95,774)	0	0,00%	

Appendix B: February 2019 Balance Sheet

Date : 03/08/2019
Time : 6:58:57 PM

East Shore Unitarian Church
Balance Sheet
February 2019

Page : 1

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

Accounts

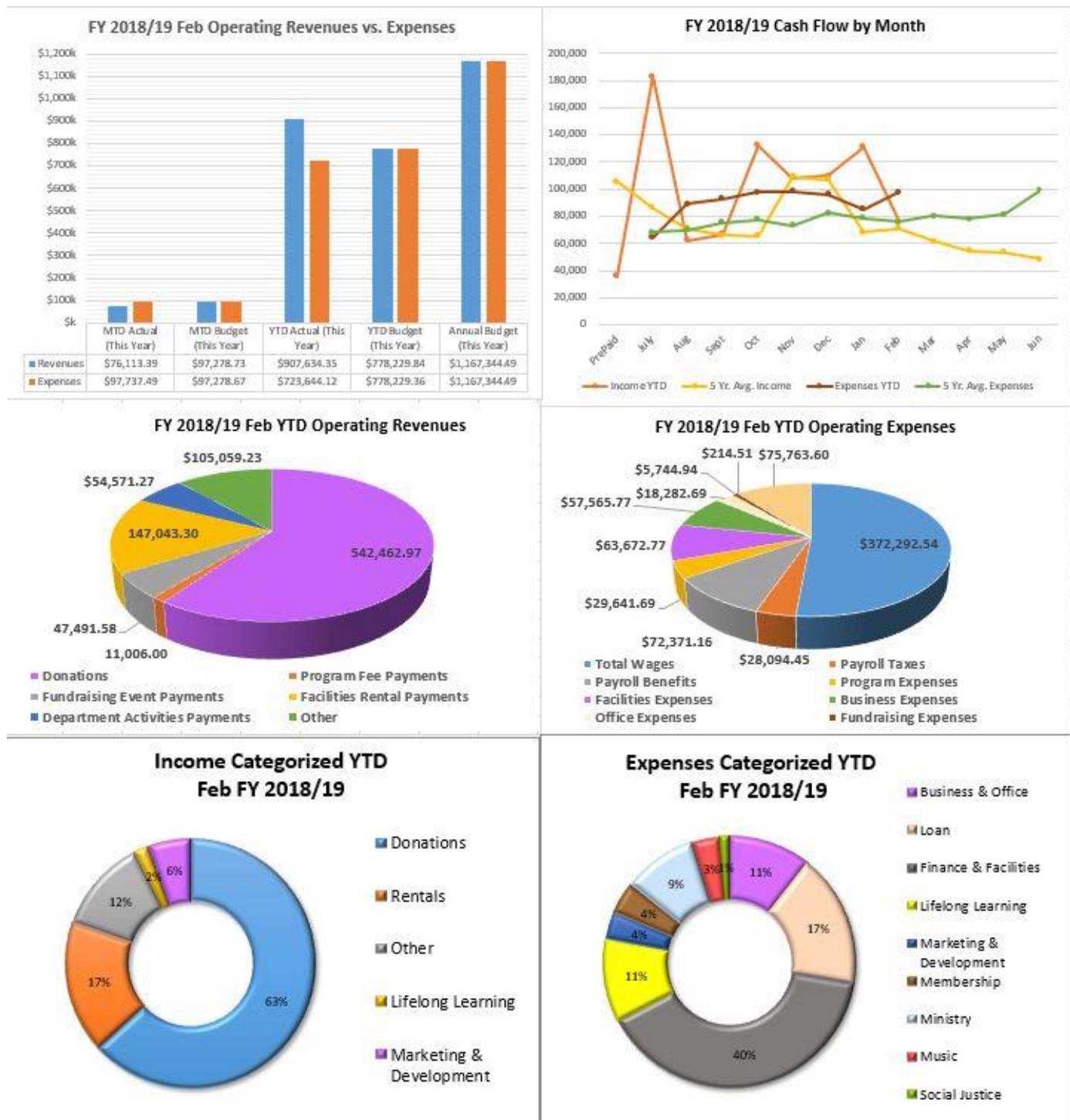
Assets

Current Assets	
Cash & Investments	
1-1000 - Petty Cash	\$200.00
1-1010 - Checking - Chase	\$152,123.77
1-1030 - Brokerage - Schwab	\$56,846.41
2-1010 - Checking - Chase	\$17,427.82
3-1010 - Checking - Chase	\$82,243.40
3-1040 - Endowment Money Funds - Schwab	\$19,940.79
3-1070 - Endowment Investments - Schwab	\$1,288,032.81
4-1010 - Checking - Chase	\$13,898.90
Total Cash & Investments	\$1,630,713.90
Other Assets	
1-1110 - Deposits	\$1,750.00
Total Other Assets	\$1,750.00
Total Current Assets	\$1,632,463.90
Contra Assets	
1-1600 - Building Loan Contra Account	\$749,629.18
Total Contra Assets	\$749,629.18
Total Assets	\$2,382,093.08

Liabilities, Fund Balance, & Restricted Funds

Liabilities	
Current Liabilities	
1-2000 - Accounts Payable	\$3,340.50
1-2020 - Other Collections Payable	\$25.00
1-2110 - Wage Accruals Payable	\$19,183.74
1-2180 - Other Payroll Deductions Payable	(\$99.29)
1-2500 - Building Loan - Current	\$76,200.00
Total Current Liabilities	\$98,629.95
Long Term Liabilities	
1-2700 - Damage Deposits - LT Rentals	\$4,500.00
1-2750 - Building Loan - Long Term	\$673,429.18
Total Long Term Liabilities	\$677,929.18
Total Liabilities	\$776,559.13
Fund Balance	
2-3000 - Fund Balance - Ministry	\$2,407.62
2-3010 - Fund Balance - Membership	\$8,975.36
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	\$95,774.48
Total Fund Balance and Excess Cash Received	\$1,605,533.95
Total Liabilities, Fund Balance, & Restricted Funds	\$2,382,093.08

Appendix C: February 2019 Financial Charts



Appendix D: ESUC Board of Trustees Draft Minutes – February, 2019

ESUC Board of Trustees

Draft Minutes February 19, 2019

Minutes, Leadership Reports	Com. + Board Liaison Reports
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 19th; 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, 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 2nd or 3rd 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 2nd.
- 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

Appendix E: BOT Holly House Meeting Draft Minutes

Board of Trustees Meeting Draft Minutes 3/5/2019

Holly House discussion, Preparation for March 24 called Congregational Meeting 7:30 – 9:30pm

Note: there was no board packet created for this special called board meeting. It is also noted that this board meeting immediately followed the regularly scheduled March Executive meeting.

Rev Steve lit the chalice and the meeting was called to order by Tom.

Present: Board members: Dave Baumgart (secretary), Tom Doe (president), Evelyn Smith, Marcy Langrock (treasurer), Paul Buehrens, Mark Norelius, Sara Brannman, Jerry Bushnell

Absent: Board members: Dennis Fleck, Lee Dorian

Ex-Officio Board members: Aisha Houser, Steve Furrer, Jason Puracal

Holly House Task Force leaders: Laurie Adams, Linda Freeburg (chair)

Policy and Governance: Ann Fletcher

David introduced Linda and Laurie stating that the total work effort by the Holly House Developmental Task Force (HHDTF) was extraordinary, and thanked Linda and Laurie for their leadership.

1. **Presentation of proposed ballot:** The Holly House Task force looked at many designs for ballots, and after much discussion and thought are proposing a ballot with four choices –
 - a. Affordable housing, by Attain
 - b. Affordable housing, by LifeWire
 - c. Market Rate bid, with creation of a specific fund for Earth and Social Justice
 - d. Market Rate bid with use of funds determined by congregation and board

The plan will be to vote on the four proposals, and if none gets 51% or more on the first ballot, then the vote will be repeated. If no proposal gets 51% on the second ballot, the vote will be repeated a third time. If no proposal gets 51% on the third try, we will then vote on temporarily suspending the voting rule to allow an elimination vote. If the bylaw suspension passes, then we will vote a fourth time, eliminating the lowest ranking choice. This will be repeated until one choice gets 51% or more of the vote.

Motion on Ballot: Tom Doe moved, and Sara Brannman seconded a motion to accept the proposed ballot and voting procedure.

Discussion:

The task force pointed out that the reason for not first voting on affordable housing vs. market rate, then voting on the two options, is that some people feel that one of the affordable options would be their first choice, and one of the market rate options would be their second choice.

Ann Fletcher pointed out that the reason we would need to vote on temporarily suspending the voting rules, is that our bylaws state that our votes need to follow Roberts Rules of Order, which does not allow for elimination voting.

There was a discussion of the potential long length of the congregational meeting, if all potential voting cycles were required. To mitigate this, the following consensus was reached.

- Policy and Governance committee will prepare a team to rapidly dispense and count ballots
- Discussion will be held to a minimum, and this will be communicated in advance to all congregants

- Membership checks will be done at the door, and non-voting members or visitors will be asked to sit in the balcony
- We will have one or two parliamentarians designated for the meeting Note: following our board meeting, Mike Radow volunteered to serve as parliamentarian and Ann Fletcher volunteered to be present as chair of Policy Based Governance and authoritative voice with respect to our policies and bylaws.
- We will set up a timeline for the meeting

Vote on Motion to approve ballot and procedure: 8 for, none against, motion passed

2. Presentation of Holly House Task for recommendation for Earth and Social Justice (ESJ) fund in market rate option one:

The reason for this option is to give congregants the option of designating a portion of the proceeds from a market rate sale to use for earth and social justice causes rather than selling below market to an affordable housing developer. The task force recommended to the Board that this be worded as a percentage of net after paying off mortgage. Assuming a sale of around \$3.85, their estimated recommendations range between \$500k-\$1m. They recommended that “this be an unrestricted fund that can make major gifts as determined by the appropriate process, and not a trust fund restricted to gifting only annual income from the fund.”

Discussion of the proposed earth and social justice fund:

Tom notes that the fund details may be difficult to enact. He recommends that we just specify distributing a certain percentage to the proposed ESJ designated fund.

Linda points out that we don’t have to specify exactly how the fund would be spent, but setting it up as a benevolent fund, with the congregation deciding as we go along where we spend the money from the funding. Linda would like the board to specify in detail what the designated ESJ fund would look like.

Mark notes that we may have future difficulties with deciding how to spend the money.

Jerry recommended that we discuss the process that would govern the management of the fund.

Tom noted that we may want to form a new group or task force that manages the fund.

Jason points out that the fund would have to be a designated fund, rather than a restricted fund, as our church policies only allow restricted funds to come from a donor. Under current policy and by-laws, the board controls designated funds.

Rev Steve pointed out that if Option 3, establishing the ESJ designated fund is approved, that the members of the congregation would have the option of approving a bylaw or policy that would govern the distribution of that fund.

Motion: David Baumgart moved, and Tom Doe seconded the following motion. If the market rate (option three) wins the majority vote, the board will set up an ESJ fund with 30% of the net proceeds, calculated as gross proceeds minus the sum of the closing costs plus the amount of the outstanding mortgage balance at the time of closing.

(Note: The decision has not been made that any proceeds will be used to pay off the mortgage, but consensus at the meeting is that this is a likely outcome)

Vote: 7 for, 1 against, motion passed.

3. Presentation of voter’s pamphlet:

A draft of the voter's pamphlet was passed out at the meeting, and board members were asked to study it and send back suggested edits by 6 PM 3/6/2019 to the board secretary, David Baumgart. David would then compile all the suggested edits and forward them to the leaders of the HHDTF and Aisha. We would trust the task force to exercise their editorial prerogative on how to update the voter's pamphlet with these suggested edits from the board.

David completed this task by 9pm, the evening of March 6.

Discussion of the voter's pamphlet:

Mark points out that the current board and HH task force is mainly composed of older, white, financially secure church members and we lack knowledge of what the marginalized members of our congregation think. This was acknowledged as an issue, and board members will do our best to obtain input from other groups. Jason and Aisha agreed to help with this, with Jason pointing out that he cannot speak for other people of color.

Carrie pointed out that she had discussed the content of the voter's pamphlet with female members of the congregation and with at least one person of color.

Motion: Paul Buehrens moved, and Mark Norelius seconded that we accept the voter's pamphlet with direction of the Holly House task force for members to make any suggested edits.

Vote: 8 for, none against, motion passed.

4. Other items mentioned/discussed:

- We will need a list of current members eligible to vote in the office two weeks prior to the vote
- A mailing must go out two weeks prior to the congregational meeting, Tom and Nicole are discussing the possibility of using a postcard, which may have a higher chance of being read
- Aisha points out that this March 24 congregational meeting is over lunch hour, and has volunteered the staff to provide food
- Tom notes that the wording of the meeting announcement will have to be in compliance with our bylaws
- Task force members recommend that board members attend the town halls
- The congregational meeting will start at 12:30
- The town hall meetings will use a listening circle design as recommended by Pam Orbach.
- Prior to the meeting, we will request that members check to make sure they are on the eligible voter list

At the conclusion of the meeting, Rev Steve provided a short prayer.

Please consider these minutes as a draft version and forward any corrections or additions to David Baumgart. Our next board meeting is scheduled for Tuesday, March 19, at 6:45pm.

Submitted by Jerry Bushnell, Recording Secretary

And by David Baumgart, Secretary of the Board

Appendix F: 2013-14 Religious Education Attendance

Attendance SY 13-14

Annual Averages Per Class		22-Sep	29-Sep	6-Oct	13-Oct	20-Oct	27-Oct	3-Nov
3	9:30 Nursery	4	2	1	3	1	4	4
3	Preschool 2 - 4 year olds							
5	K-1st	8	5	4	4	3	4	6
6	2nd-3rd	8	7	7	8	7	4	3
2	4th-5th	2	3	1	3	1	2	3
2	11 AM Nursery	2	3	3	4	2	1	2
3	Preschool							3
4	K-1st Grade	7	8	1	4	5	1	2
4	2nd/3rd Grade	5		5	5	5	2	3
10	4th-5th grade	11	11	10	11	11	10	6
23	Middle School YG	26	27	29	22	22	18	17
7	COA						7	7
6	High School OWL							6
17	Evening Youth Group	22	21	18	13	17	10	16
95	Total	95	87	79	77	74	63	78

	10-Nov	17-Nov	24-Nov	1-Dec	8-Dec	15-Dec	22-Dec
9:30 Nursery	2		3	1			
Preschool 2 - 4 year olds							
K-1st	6	2	3	5		3	2
2nd-3rd	7	8	5	2			1
4th-5th	3	1	1	0			
11 AM Nursery	1	3	1	3	6	4	2
Preschool	4	3	2	2	1	3	
K-1st Grade	6	3	1	0		5	3
2nd/3rd Grade	8	4	1	8		6	
4th-5th grade	17	10	9	5		9	
Middle School YG	24	*		16	11		14 *
COA	7	7	7	7		7	7
High School OWL	6	6	6	6		6	6
Evening Youth Group	17	18	14		12	11	15
Total	108	65	69	50	19	69	35

	5-Jan	12-Jan	19-Jan	26-Jan	2-Feb	9-Feb	16-Feb
9:30 Nursery		3		3	3	1	1
Preschool 2 - 4 year olds							
K-1st		3		5	9	2	
2nd-3rd	5	6		4	5	5	
4th-5th	2	2			2	2	
11 AM Nursery		2		3	1	1	
Preschool	1	3		1	3		2
K-1st Grade	5	5		6	4	2	
2nd/3rd Grade	6	3		6	4	3	
4th-5th grade	7	3		2	6	4	
Middle School YG	18	12		16	10	6	
COA	7	7		7			
High School OWL	6	6		6	6	2	
Evening Youth Group		12	13	12	19	11	6
Total	57	67	13	71	72	39	9

	23-Feb	2-Mar	9-Mar
9:30 Nursery			
Preschool 2 - 4 year olds		4	1
K-1st	3	6	5
2nd-3rd	4	4	2
4th-5th		3	2
11 AM Nursery		3	
Preschool	3	6	2
K-1st Grade		4	7
2nd/3rd Grade	3	7	3
4th-5th grade	1	6	7
Middle School YG	12	11	12
COA		6	6
High School OWL			
Evening Youth Group	14	12	8
Total	40	72	55

Appendix G: 2018-19 Religious Education Attendance

Attendance SY 18-19

Class Averages	Registration Totals		9/23/2018	9/30/2018	10/7/2018	10/14/2018	10/21/2018	10/28/2018	11/4/2018
		EXTRA CLASSES							
		EVENTS							
		first day of RE						Multi-gen	
6	na	9AM	16	1	3	15	2	2	0
6	6	PRESCHOOL	8	4	7	8	6	4	5
4	10	GRADE K-1	3	2	3	3	4		6
5	6	GRADE 2-3	5	4	4	6	3		5
7	12	GRADE 4-5	8	3	9	10	7		3
9	12	MIDDLE (6-8)	12	12	6	9	5		8
11	16	HIGH (9-12)	14	11	11	11	7		12
46	62	totals	66	37	43	62	34	6	39

	11/11/2018	11/18/2018	11/25/2018	12/2/2018	12/9/2018	12/16/2018	12/23/2018
EXTRA CLASSES					FCC		
EVENTS					Cookies & Carols: 43 Children and adults		
		Multi-gen		Multi-gen, youth service			Multi-gen
9AM	18	4	4	4	10	6	2
PRESCHOOL	13	8	6	9	7	9	5
GRADE K-1	7		3	5	5	8	
GRADE 2-3	3	4	5	4	5	6	
GRADE 4-5	5	6	6	5	8	11	
MIDDLE (6-8)	5	5	5	6	6	11	
HIGH (9-12)	8	5	9	10	10	15	
totals	59	32	38	43	51	66	7

	12/30/2018	1/6/2019	1/13/2019	1/20/2019	1/27/2019	2/3/2019	2/10/2019
EXTRA CLASSES			FCC	Race			FCC
EVENTS							
	Multi-gen, one service			Multi-gen			Snow Day
9AM		4	12	11	3	4	
PRESCHOOL		12	12	8	4	7	
GRADE K-1		9	6		8	5	
GRADE 2-3		4	4		6	3	
GRADE 4-5		4	4		6	8	
MIDDLE (6-8)		7	6		6	4	
HIGH (9-12)		8	12		5	11	
totals		48	56	19	38	42	

	2/17/2019	2/24/2019	3/3/2019	3/10/2019
EXTRA CLASSES	Race			FCC
EVENTS				
	Children's Chapel			
9AM	6	1	6	8
PRESCHOOL	10	10	11	8
GRADE K-1	2	3	7	4
GRADE 2-3	4	3	4	2
GRADE 4-5	3	5	7	5
MIDDLE (6-8)	3	stay in service	4	5
HIGH (9-12)	2	stay in service	11	4
totals	30	22	50	36

Appendix H: ESUC Congregant to Staff/Staff to Congregant Feedback Procedure

ESUC Congregant to Staff/ Staff to Congregant Feedback Procedure

(Approved by BOT 12/12/2017)

Revised 3/12/2019

It is assumed that most conflicts can and will be resolved by efforts on the part of individuals and groups at East Shore. Prior to using the procedure outlined below, consultation will be requested from facilitators on the Right Relations team. This procedure applies to interactions of congregants and staff that have not been able to be resolved by the individuals.

Its purpose is to gather and document unresolved issues between ESUC staff and congregants and refer them to the appropriate party for resolution. The scope does not cover conflicts between staff and between minister and staff, as these are covered in other ESUC policies. If a conflict arises that the Personnel Committee considers beyond its purposes, scope or skill level, it may refer the matter to the Board of Trustees.

Congregant and Staff Member should first speak to each other, using right relations methods to the best of their ability. If the issue remains unresolved, the staff member's supervisor should be approached, and attempts made for resolution. If the issue remains unresolved, this feedback procedure can be used.

Steps

1. Contact is made by a congregant or staff member to a Personnel Committee member or referred by Board or Staff.
2. Personnel Committee member triages the feedback by screening for: a) if congregant and staff member have spoken to each other, and the staff member's supervisor, and b) if there is an identified issue. The Personnel Committee member will remain impartial and maintain right relations to the best of their ability. We are not providing mediation or counseling. If a congregant or staff member have not gone directly to each other we will encourage them to go direct or take someone with them of their choosing. We will refer the congregant and/or staff member to other lay leaders, staff, pastoral care, the Right Relations team or other agreed upon party to better meet their needs, if appropriate.
3. The Personnel Committee member works with congregant and staff member to collect feedback in writing by paper or email and screens it for completeness including objective language and identifiable topics. A Congregant to Staff/ Staff to Congregant Feedback Form has been created for this purpose.
4. The entire Personnel Committee reviews the Feedback Form at a meeting or electronically.
5. After review, the Personnel Committee forwards copies of documentation to both parties and the staff member's supervisor. Copies are forwarded to the Board when a member of the Staff Leadership Team is the staff member.
6. Personnel Committee reports all feedback to Board in a confidential, aggregate and non-identifying report once a quarter.
 - a. A copy of the feedback form should go into the employee's file. Staff's supervisor and Board would use this information in performance feedback discussions with their respective reports.
 - b. The Personnel Committee will notify the Board immediately of any congregant feedback that becomes more frequent than 3 times on the same issue from different congregants. The Personnel Committee will notify the Board if a congregant has had feedback multiple times.

Situations not covered by this procedure:

- Any violation of federal, state, or local laws such as sexual harassment, or stealing, would be handled according to those laws and applicable ESUC policy which may require a separate procedure.

Appendix I: Conflict of Interest Policy Form

Eastshore Unitarian Church
Conflict of Interest Policy

Purpose:

It's the policy of Eastshore Unitarian Church that every Board Member, Officer or Employee shall abstain from involvement, whether by voting or otherwise participating in the decision-making process, in those situations where they have or may have a conflict of interest.

A conflict of interest exists where:

- The person(s) has a substantive interest, whether direct or indirect, in the matter at hand or the other party(ies) involved;
- The person(s) is either a director, officer or employee of the other party(ies) involved, or
- The person(s)'s spouse, children, parent or siblings are in substantive relationships with the other party(ies) involved.

In those situations where a conflict of interest does exist or has the potential to exist, any Board Member, Officer or Employee aware of such shall notify the Minister or a member of the Board of Trustees.

Board Members, Officers and Employees are encouraged to participate actively in community and professional activities. Because Board Members, Officers and Employees may not always be fully aware of all interagency involvement(s), they should inform the Minister of any intentions to participate in any activity that could potentially give rise to a conflict of interest.

I have read the Conflict of Interest Policy, I understand and I agree to abide by the terms.

Name

Date

Signature

Date Revised: 3/12/19

Appendix J: Feedback on Draft Policies 5.1-5.4

I so appreciate all your hard work on updating the ESUC policies!

The RR policy looks great! My only question is a spelling one - in section 5.3, paragraph 2, shouldn't it be "embedded" not "imbedded"?

Thanks!

Jenny Hall

I just want to say that I fully support the new policies on RR and the RRTF etc.

Warmly

Amanda Strombom

Appendix K: Proposed Policy Additions to Section 5

Note that a recommendation is included to renumber the only current policy in this section. It is recommended that current policy 5.1 become policy 5.5.

Proposed policy additions:

5.1. Covenant of Right Relations

East Shore Unitarian Church will have a Covenant of Right Relations approved by the Congregation that pertains to members, friends and staff equally.

5.2. Right Relations Guidelines

All East Shore Unitarian Church Board of Trustees, and Committees, Task-Forces, Ministry Teams, Affinity Groups, and other groups will embrace and adhere to the East Shore Covenant of Right Relations and have the opportunity to establish Right Relations Guidelines to guide participants in maintaining respectful and productive interactions specific to their work.

5.3. Right Relations Committee

A Right Relations Committee will be a standing committee of the Board of Trustees. This committee's tasks will include the following:

1. Ensure that the East Shore Unitarian Church Covenant of Right Relations is updated as needed and disseminated within the congregation.
2. Ensure that East Shore Unitarian Church works toward addressing conflict in a positive and creative manner and that tenets of right relationship are embedded in church life. This may include individual coaching, all-congregation training, and meeting process observation/support, and may require training and assistance from professionals within the wider community.
3. Oversee a Right Relations Facilitation Team.

5.4. Right Relations Facilitation Team

East Shore Unitarian Church will have a Right Relations Facilitation Team, under the guidance of the Right Relations Committee, for coaching individual members, friends or staff who request help in handling a conflict.

1. The Right Relations Committee will recruit and vet prospective Right Relations Facilitation Team (RRFT) members and ensure that members of the RRFT are trained in conflict coaching, meeting observation/support, and restorative facilitation. Training will be ongoing.
2. An individual seeking help will request assistance from any member of the Right Relations Facilitation Team (RRFT). That RRFT member will either agree to assist the individual or, with the individual's permission, refer the individual to another RRFT member depending on the issue, a conflict of interest, availability, or for another reason.
3. The RRFT member and individual will meet privately to discuss the issue and determine next steps.
4. Confidentiality of all parties involved in the conflict will be maintained. Data on the type of conflict and number of RRFT coaching sessions will be kept by the Right Relations Committee and be available to the Board upon request. Coaching challenges and successes may be shared within the RRFT to promote learning given that specifics identifying participants are not included.
5. Teams seeking meeting observation/support may request assistance from any member of the Right Relations Facilitation Team (RRFT). That RRFT member will either agree to assist the Team or refer the Team's request to another RRFT member depending on the issue, a conflict of interest, availability, or for another reason.
6. The RRFT member and requesting team members will meet to discuss the issue and determine next steps. As appropriate, confidentiality will be maintained. Data will be kept by the Right Relations Committee and be available to the Board upon request.

7. Members of the RRFT may hold restorative circles to support embedding RR and restorative practices into the culture of East Shore Unitarian Church. As appropriate, confidentiality will be maintained. Data will be kept by the Right Relations Committee and be available to the Board upon request.