

East Shore Unitarian Church

Meeting of the Board of Trustees

April 2019

Board Packet

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Note on April Board Packet Contents

The minutes of the March 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 for April 16, 2019 Board of Trustees Meeting

Host: Dennis Fletcher				
6:45	7:00	0:15	Social Gathering	
7:00	7:15	0:15	Check in	All
7:15	7:25	0:10	Consent Agenda	All
7:25	7:35	0:10	Holly House: Status of Agreements	Dave, Steve
7:35	7:35	0:10	Holly House: Statement from Exec Director	Jason
7:45	8	0:15	Holly House: Congregational Mood	Mark
8	8:15	0:15	House: Strategy for Funds	All
8:15	8:45	0:30	Budget Process and MFD	Marcy, Jason
8:45	9:00	0:15	Executive Session - Nominating Committee	Connie, 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!).

April 2019 Consent Agenda Voting Items

- Approve March 19, 2019 Board Meeting draft minutes
- Approve March 24, 2019 Congregational Meeting draft minutes
- Two Consent Agenda Items in the HHDTF Board Liaison Report: proposed members of the new PSHHTF task force, and proposed evaluation survey of the HHDTF.

April 2019 Board Reports

Developmental Minister's Report – Rev. Stephen Furrer

Membership: 4 deaths: Doris Berg, Donna Stafford, and Peter Sill; plus Charlotte Walsh who passed away in 2017, but of whom the family only recently informed us. Seventeen new members were formally gathered into membership last month.

The 2019-2020 Mission Fund Drive (as of April 10):

Confirmed Pledges: 64 (out of a potential 316 households) for \$216,347. (64 Yes, including 3 first timers!; 0 Waiver; 0 No's; 8 Life Members, who are not required to pledge.)

Currently we are down \$3,749.04 from the same people last year, largely attributable to the loss of one major contributor reducing their pledge by \$9500. When that pledge is taken out, pledges have increased by \$5,750.96. MFD dinners at members' homes: 58 people have attended dinners of six to twelve members.

Covenant Circles: regular (once a month) facilitators meeting. Focus has been on how to welcome new people into existing circles and how/when to inaugurate new circles.

Worship: Average Sunday attendance is up slightly from the same period last year. Usher and Greeter Training scheduled for May 11. Chris Struble will be retiring as Worship Committee Chair at the ending of the current church year following lengthy, laudatory service in that role. It is my hope to recruit new members into a revitalized Worship Arts & Crafting program, beginning late this coming summer.

Holly House vote: There has been some sadness and some optimism in roughly equal proportion among the congregation following the 3/24 vote. Restorative Circles skillfully led by Pam Orbach and others whom she has trained are helping to bring greater understanding regarding members' deep feelings about the vote.

General Assembly: In the absence of a functioning Denominational Affairs Committee, I propose that the Board appoint a Select GA '19 Committee to help organize a delegation to the Spokane gathering, this coming June 19-23.

The ESUC Nominating Committee has a slate.

The UUA Accredited Interim Ministers annual seminar (required for maintaining one's AIM certification) will begin the day after Easter in New Braunfels, Texas and run through Friday, April 26. I will return Saturday and will help lead Earth Day services on Sunday, April 28.

Respectfully Submitted, Stephen H. Furrer, Developmental Minister

President's Report – Tom Doe

The main topics for the April Board meeting will be follow-ups to the Holly House decisions, finance matters including the budget process and Mission Fund Drive, and a report from the nominating the executive session. I have contacted Nicole Duff don't have confirmation on whether or not we will discuss anything on the general topic of membership.

The Holly House vote on March 24 culminated a significant effort people who deserve our sincere thanks for all the hard work they put in. I would also like to thank the board members who stepped up to help with the process during the meeting and the voting. We urgently need to reconstitute a derivative task force to engage in the negotiations with the property buyer. That group will even require a new charter or an authorization of revised charter. Ann Fletcher, who did so much in the voting preparations, a stepped up again to assist with those efforts.

With respect to Congregational health, we have had three talking circles for membership and one for the board and selected leadership. For the most part attendees are those who were in a in favor of affordable housing, and many of those clearly feel that the church may have abrogated its social justice mission. There is clearly a lot of healing to do. I would like our board meeting to discuss reviving the Saturday morning Q and A sessions with board members.

There's a very strong message respect to spending Holly House funds that we go slow, and there is some resistance to having a dedicated task force purpose. I would like us to discuss whether it is feasible to use existing committees and ministry teams this purpose.

Our board meeting will have a significant focus on finance issues. We will get an update on the Mission Fund Drive as well as the budget process. I understand that Jason and the project team are considering multiple scenarios including holding steady for our fundraising and an ambitious goal a bit over \$800,000. The latter will be an aspirational budget that would make significant investments in growing. I believe that this is an appropriate use of the endowment money for Holly House proceeds. But this will require a very clear strategy in order to sell it to the congregation (if not to ourselves).

Finally, in executive session will have an update from the nominating committee next year's slates.

April 2019 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 current pledge numbers are low. One reason may be that the sale of Holly House property overshadowed the kick off of the MFD. We need to really get the word out and encourage members to turn in their pledges.
4. Dinners are being organized and hosted to support the MFD. They are small gatherings to connect members who are not already acquainted. If you would like to host one, please contact Milly Millarky.

Endowment Subcommittee (ES):

1. The ES did not meet this month in time for this report. They generally meet quarterly. The next meeting will be in April.
2. 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.
3. 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.

4. 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).

Executive Director's Report – Jason Puracal

Executive Director's Report to the Board of Trustees, East Shore Unitarian Church, April 2019

Topics requiring Board Vote

- n/a

Consent Agenda

- n/a

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 congregational meeting to vote on the disposition of the Holly House property.
- I attended the out of cycle, optional Board meeting with other church leadership to hear feedback on the Holly House process.

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 3: Communication and Conflict Management
 - One of the best things a leader can offer is a self-differentiated, non-anxious presence.
 - Session 4: Finding the Sweet Spot
 - [Sweet Spot](#) by Sue Philips, New England Region of the UUA
 - Congregational Size Comparison Chart (see Appendix G)
- The Director of Lifelong Learning and I met with a representative of Bellevue College to learn more about service learning opportunities that East Shore could potentially offer to the College's students. There are several ways to partner. Since the meeting, we have received over ten requests from current students to help with specific projects we provided to the BC rep. With this format, each student will contribute at least 16 hours of service to East Shore.

- I attended a Restorative Circle between East Shore’s Bookkeeper and myself to improve our working relationship and communication.
- Social Media Metrics:
 - *Yelp for March*
 - 26 user views
 - 3 user leads
 - 2 Directions
 - 1 clicks to website
 - *Google My Business Report for March:*
 - 29,852 people found us on Google
 - 28 people called
 - 747 asked for directions
 - 301 visited the website
 - ESUC.org Analytics March
 - 1,478 users
 - 1,211 New Users
 - 2,199 Sessions
 - 5,233 Page views
 - 2:13 average session
 - 35.79% used mobile devices, 6.77% use tablet
 - Facebook: 748 Followers
 - Instagram: 142 Followers
 - Twitter: 49 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.

- I attended the 3-part class on *Salsa, Soul, & Spirit* to discuss multi-cultural, collaborative leadership facilitated by the Director of Lifelong Learning.
- I attended the first class on *Freedom is a Constant Struggle*, facilitated by the Director of 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 almost complete. There is just a firewall issue that we are addressing so the software functions properly, then we will begin trainings on the equipment. This project is ongoing.
- The fundraising for the hempcrete project was launched. Thus far, just over \$1,000 has been raised. The collaborative strategy for fundraising is not working as the other entities involved are not sharing the campaign and pre-written social media posts. I am in conversation with the collaborators to see what

options exist moving forward. The permit process with the City is still moving forward as this will be required no matter what type of structure is built.

Additional Finance Activities

- The Finance Team meeting has been rescheduled for Monday, April 15th, due to my planned vacation.
- The February statements submitted to the Board in March have been finalized without change.
- The DRAFT month-end reports created for March 2019 will have been emailed to the normal distribution list by the Board meeting. For the Board's review, I have included the DRAFT March 2019 Summary Income Statement (see Appendix A), and the DRAFT March 2019 Balance Sheet (see Appendix B). The DRAFT March 2019 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 March 2019 reports, the total income from donations for March were approximately \$1,700 higher than the 17-year average of pledges for the month, and ~\$5,300 lower than what was contributed last year during this period. Please note the new account structure groups non-pledge donations with pledges for total income from donations. Our total income was ~\$30k more than the 17-year average, approximately \$27k higher than the 5-year average, and just over \$11k higher than what was brought in last year during March. Our monthly expenses were ~\$5k higher than last month due to the final payment of tree work completed. East Shore had a deficit for March of approximately \$16,318. Year-to-date East Shore is running a surplus of ~\$167,671 providing a 1.5 month runway of operating expenses. This is a typical cash flow situation for this time of the year.
- Please note that the Balance Sheet has a negative amount listed under Current Liabilities, Other Payroll Deductions because:
 - The January deductions error has not yet been rectified, and
 - The Developmental Minister's insurance premiums were paid in advance for the next quarter, with the deductions to be taken out on each payroll forthcoming. This is not our standard operating procedure.
- 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 \$36,996.98 for the fiscal year. The Finance Team will be discussing the model during its next meeting, and input will be collected from various groups to confirm assumptions.
- I attended the Budget Team meeting. Three new scenarios were elaborated based upon the input received from all groups at East Shore, and the discussion within the Budget Team. The Budget Town Halls are planned for April 14th and 15th. Consequently, I have elaborated the presentation and discussed revisions with the Treasurer to prepare for the Town Halls. The draft budget scenarios will also be a topic of discussion during the April Board meeting.
- 2019/20 MFD update (as of 4/10/2019):
 - Confirmed \$216,347
 - Pledges: 64 Yes including 3 first timers (out of a potential 316 households)
 - 0 Waiver
 - 0 No's
 - 8 Life (Members who are not required to pledge)
 - Currently, we are down \$3,749.04 from the same people who pledged in the current fiscal year. This is because one LARGE pledge (\$10,000) dropped to \$500. Removing that outlier, pledges are up \$5,750.96.
- I joined the Director of Lifelong Learning & Facilities Manager in a meeting with a Homeschool PTSA group that would like to operate at East Shore starting in the fall. There appears to be good overlap in mission and programming, and East Shore would offer a discounted rental rate to offer the program to our

members. We are clarifying a few remaining tax concerns with our tax attorney to ensure we do not violate Dept. of Revenue property tax exempt conditions.

Additional Facilities Activities

- I attended the Facilities Team meeting in March. We discussed gas meters, security cameras, hempcrete shed, a potential Eagle Scout project, the Master Campus Plan, Comcast's proposal for fiber optic, A/C for Education building, and bids for parking lot repair.
- ACE is planning to repair the damaged security cameras from the lower parking lot to add them to the blind spots on the Education building. This concern has been raised by Staff who are often on campus alone and when dark out.
- The Chair of Grounds Team and I met with Colton Burd, who expressed interest in doing his Eagle Scout project at East Shore. After offering several options, we believe Colton is leaning towards the conversion of part of the grass area outside of the North Room to stone pavers to increase seating capacity.
- A bid was received to extend 220v outlets throughout the Education building in order to install A/C in the classrooms as has been requested by one of our major renters. As the bid is more than \$8k, Facilities Team is determining what other options exist.
- I did a training with the Caretakers to show them how to properly repair a pothole in the gravel parking lot. They found it useful, and have been repairing the major damage successfully.
- The roofing company repaired the numerous small holes found in the membrane of the Sanctuary roof.
- We received a proposal from Comcast Business to install fiber optic to the church. They would offer guaranteed 20 mbps down/up for \$270 per month for 36 months for this investment. East Shore is currently on coaxial cable at 100/20 mbps down/up for \$326 per month. The Facilities Team has raised several questions, which I will take back to Comcast as we weigh this option.

Additional UUA Activities

- The Membership Development Manager and I attended the annual administration & membership retreat for congregations in the Pacific Northwest. I presented on policy-based governance, and Nicole and I participated in a panel on church software options.

Discussion Agenda

- I have asked for time during the April Board meeting to provide my reflections on the process of the Holly House decision leading to the vote. I am planning to provide a Power Point presentation to assist with the communication.
- The FY 2019/20 budget scenarios will be presented to the Board via Power Point presentation.

Respectfully Submitted, Jason Puracal
Executive Director

Director of Lifelong Learning's Report – Aisha Hauser

Children and Youth

Amanda Uluhan and Leatha McKenzie chaperoned youth during the first weekend in April to attend the Pacific NW District Youth Conference at Camp Cispus. The event attracts anywhere from 125 to 200 youth twice a year from all over the Pacific Northwest, including Alaska.

Amanda and I have been discussing how best to serve East Shore's large events with regards to childcare. We do make it a priority to make sure childcare is available on Sundays after the second service when the Board is sponsoring town halls and important meetings. It is extremely helpful to contact Amanda or me to arrange for Board sponsored meetings or large churchwide events. On March 24th, we provided childcare for 25 children from after the second service until 2:30pm. This enabled many families to take part in this important vote.

RE Attendance

It is part of the trajectory of attendance for RE that attendance is higher in fall than it is in spring. Our attendance numbers reflect this.

March 17- 32

March 24- Children's Chapel-40 (during HH vote 25 children in childcare)

March 31-26

April 7-24

Adult Programs

This past month, I was unable to lead the Race and Identity Class due to the plane being diverted overnight into Sunday morning. I'm grateful to Sara Brannman and Clare Shirley who I contacted and agreed to lead the class. I led a discussion on the book, "Freedom is a Constant Struggle" by Angela Davis.

Here are the other recent classes offered:

- Cultural Literacy for Religion
- African-American History IS American History: What You Probably Didn't Learn in School
- Hindsight, Humor and Hope: Tuesdays, through April 2, 12:00-2:00 pm in the North Room
- AARP Fraud Prevention Series

Professional Development/Conferences/Trainings

I am working toward the Religious Education Credential Master Level, to this end, I am taking an online seminary course through the Starr King School for the Ministry called, "UU Prophetic Witness."

I attended the Revolutionary Love conference in New York City the first weekend in April. Some of the featured speakers included: Ruby Sales, Mark Charles, angel Kyodo williams, Marianne Williamson, Rev. Traci Blackmon and many other religious scholars and anti-racism activists and advocates.

I offered a Bystander Training for the city of Shoreline, hosted by the Shoreline UU congregation. This weekend I will be co-leading an Our Whole Lives Elementary age training at the UU congregation located in Anchorage, Alaska.

Respectfully submitted by,

Aisha Hauser

Liaison Reports

Personnel Committee - Jerry Bushnell

For Consent Agenda: Nothing this month

Informational:

1. The personnel committee has recommended that each member of the staff fill out a conflict of interest statement, and the same form used by the board has been sent to Jason for distribution.
2. Auditing of personnel files for completeness is still ongoing
3. We discussed what the month to month work of the personnel committee should consist of and came up with this initial list:
 - a. Promote healthy culture at East Shore
 - b. Help with conflict resolution, working with RR
 - c. Monitor staff pay relative to UUA guidelines
 - d. Monitor compliance with changes in employment law, such as the new State Family Leave Act
 - e. Audit Personnel files for accuracy and completeness
 - f. Assist the minister with staff relations
 - g. Assist in maintaining the personnel manual
 - h. Uphold the worth and dignity of our employees and of East Shore as an employer
 - i. We are not involved in hiring or firing staff, except as our help is requested

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

The Council has determined that a quarterly ESJ report from the various Ministry Teams will accomplish our goal of reporting team activities to the BOT and to Rev. Furrer. Also, by streamlining the reporting process, teams will be able to focus more on their activities.

As a result of this decision, there will be no monthly report for February, March and April. The Annual Report, due in May, will be a summary of the activities for those months.

From Lynn Roesch, Member of the ESJCC

Right Relations Committee – Mark Norelius

Right Relations Committee (RRC) activities for April 2019

This month's effort has been primarily focused on preparation for the Holly House vote and follow-on support for the congregation after the vote.

— In addition to several previously reported as preparation for the vote, the RRC planned and facilitated two healing circles which followed the Holly House vote. The first circle followed immediately after the vote and included approximately 25 participants some of whom are BOT members and it focused on solidarity of the community. It was facilitated by Pam Orbach. The second healing circle had approximately 20 participants. This was specifically for those grieving the outcome. All circles held without Pam's direct involvement had facilitators trained by Pam.

— Mary Anderson has chosen to leave the RRC but will continue as a member of the Right Relations Facilitation Team (RRFT)

— The RRC held our first community building circle on Saturday April 6. The focus was on community and trust building, There were approximately 15 participants. The primary circle was facilitated by Pam Orbach. A second circle, facilitated by Mike Radow was added during our time together to provide for going deeper.

— Other circles are occurring to meet the needs of individuals or smaller groups. I won't mention names of individuals or groups so as to protect privacy.

— The RRFT met on April 9. Discussion focused on how to get the most value to the congregation from future circles and how the facilitation team members can support them.

— A letter from the RRC to the Board with suggestions to the BOT on use of circles and support by the RRC & RRFT is included as Attachment I in this April packet.

Mark Norelius, BOT member at large
RRC liaison

Policy & Governance – Ann Fletcher

1. The new **Right Relations Policies** approved by the Board in March were added to the full policy document and will be uploaded to the church website by the end of the month.
2. **Policy and Governance Committee advised the Holly House Development Task Force (HHDTF)** regarding voting methods, edited the Voter’s Pamphlet, created ballots and voting process, worked with Board and Task Force members to implement the process, provided support to Tom Doe, President, and Mike Radow, parliamentarian, on Bylaws and Robert’s Rules of Order for the congregational meeting.
3. Currently P&G member, **Jennifer Sumner, is assisting the HHDTF in designing a survey** and analyzing its results to evaluate the Task Force’s achievement of its charter. Please see Dave Baumgart’s board report and the survey for you to review. Approval in April will allow the survey to be disseminated in a timely way. Results will be analyzed by Jennifer and reported to the Board.
4. **I am currently assisting the HHDTF with moving the Purchase and Sale Agreement (PSA) to completion. (See PSA sent by confidential email).** Dave Baumgart and I will be updating you at this meeting. The Board will need to discuss and take positions on several issues within the PSA. **(See Issues Requiring Board Positions Addendum).** They will need to pass a resolution/motion approving the PSA before the 60-day feasibility period can begin and authorize those who will execute the sale. And they will need to establish the membership of the new Task Force to see the sale through to closing.
5. A thorough process leading up to PSA completion has begun, and we will continue this process as we work in good faith with our buyer. **(See addendum for process outline with potential board actions.)**
6. If the Board is considering proposing any Bylaw changes at the Annual meeting, the P&G Committee, will need input by May 1 in order to prepare the text and submit it to the Board’s May meeting agenda.

HHDTF – Holly House Dev Task Force Report – David Baumgart

Note that there are two consent agenda items, below:

- **We seek approval from the Board that this new PSHH taskforce will consist of the following initial members... Please refer to item 2) below.**
- **We seek approval from the Board to email this survey to the active members of the congregation. Please refer to item 3) below.**

The task force is now actively working on three items:

- 1) Negotiating the Purchase and Sale Agreement working with a lawyer named:

Jemima McCullum

Attorney at Law

It is noted that ESUC has paid a retainer for this attorney’s services. We have already received an initial draft of responses from the attorney regarding the PSA. The HHDTF under the co-leadership of Jim Schuman and Ann Fletcher, and including myself, are now reviewing those responses.

- 2) Purchase and Sale Holly House Task Force (“PSHHTF”): David Baumgart and Ann Fletcher are now forming a new taskforce to insure that the execution of the Purchase and Sale Agreement is completed; and then continue that taskforce until such time as the closure of the sale of the Holly House property. It is estimated that the sale will be closed in about a year after the execution of the PSA. **We seek approval from the Board that this new taskforce will consist of the following initial members:**
Ann Fletcher
Jim Schuman
David Baumgart (assigned as Board Liaison)
Jason Puracal, Exec Dir, would also be a non-voting member of this TF and would serve as staff liaison.
 It is noted that we hope to recruit at least two more additional members.
 Appendix H, the initial proposed draft charter is located, below, in this Board Packet.
- 3) Preparing to survey the congregation to find out how interested members of the congregation evaluated the services of the HHDTF. This effort is being led by Carrie Bowman.
 I have attached the proposed survey, below...
We seek approval from the Board to email this survey to the active members of the congregation.

Draft 5 for Board Review
Holly House Development Task Force
Post Congregational Vote Survey

The purpose of this survey is to gather feedback from the East Shore community so that future task forces can benefit from and make improvements to the process. This survey consists of a series of positive statements based on the Board-approved charter of the Holly House Development Task Force. Please rate the degree to which you agree with each statement. Comments are encouraged but not required.

1. Materials and events prepared and organized by the Task Force made it possible for me to make an informed decision.

Strongly Agree Agree No Opinion Disagree Strongly Disagree

Comment:

2. The members of the Task Force were committed to ensuring a transparent process for collecting and weighing proposals for presentation to the congregation in preparation for a democratic vote.

Strongly Agree Agree No Opinion Disagree Strongly Disagree

Comment:

3. The service/ministry of the Task Force members created an opportunity for our congregation to grow spiritually during the information sharing, exploration of options, and decision-making process.

Strongly Agree Agree No Opinion Disagree Strongly Disagree

Comment:

4. The Task Force enabled community building through information sharing and thoughtful discussion, respecting differences within the task force and among members of the congregation as a whole.

Strongly Agree Agree No Opinion Disagree Strongly Disagree

Comment:

5. The Task Force promoted justice by providing a fair and neutral process for seeking, evaluating, and presenting proposals to develop the Holly House property in a way that serves the mission of ESUC and promotes justice and equity in our community.

Strongly Agree Agree No Opinion Disagree Strongly Disagree

Comment:

6. The members of the Task Force demonstrated/incorporated Right Relations both internally/among team members and with members of the congregation.

Strongly Agree Agree No Opinion Disagree Strongly Disagree

Comment:

7. The Task Force fulfilled its goal to research, evaluate and present to the board and the congregation options for the sale of the Holly House Property.

Strongly Agree Agree No Opinion Disagree Strongly Disagree

Comment:

8. The Task Force fulfilled its goal to prepare the congregation for the Holly House vote in such a way that participants are generally satisfied that the process was fair and their voices were heard.

Strongly Agree Agree No Opinion Disagree Strongly Disagree

Comment:

9. The process strengthened the capacity of the congregation to engage in a significant and/or difficult decision-making process.

Strongly Agree Agree No Opinion Disagree Strongly Disagree

Comment:

10. Members of the congregation are poised to strengthen their sustainability both spiritually and financially through proceeds from the sale.

Strongly Agree Agree No Opinion Disagree Strongly Disagree

Comment:

11. The Task Force was mindful in all their processes and methods of choosing an approach that would support the creation of a stronger, healthier congregation.

Strongly Agree Agree No Opinion Disagree Strongly Disagree

Comment:

12. When Task Force members were speaking for the Task Force and were engaged in conversations or social media with congregants, lay leaders, or the board about the Task Force work and the sale of the property, members presented an unbiased, balanced view of the options and refrained from lobbying or advocating for a particular position.

Strongly Agree Agree No Opinion Disagree Strongly Disagree

Comment:

Please share your thoughts on the following open-ended questions:

13. Based on your experience with the process of preparing for the vote, what worked well?

Comment:

14. Based on your experience with the process of preparing for the vote, what would you do differently in the future?

Comment:

15. How can members of the congregation work together to transform the proceeds of the Holly House sale in a way that serves the mission of the church and the greater good?

Comment:

16. For the congregation to be prepared to decide where to use the proceeds from the sale of the property, in what topic areas should information be gathered, research be done and congregational circles and discussions conducted?

Comment:

APPENDICES

Appendix A: March 2019 Summary Income Statement

East Shore Unitarian Church
Monthly Income Statement - Summary
March 2019

Date : 04/11/2019
Time : 6:09:08 PM

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget Remaining (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget Remaining (This Year)	Annual Budget (This Year)	% of Annual Budget Used (This Year)
Revenues								
Income - Donations	43,450	62,750	19,300	585,913	564,750	(21,163)	753,000	77.81 %
Income - Program Fee Pmts	4,388	725	(3,663)	15,394	6,525	(8,869)	8,700	176.94 %
Income - Fundraising Event Pmt	2,575	3,646	1,071	50,066	32,812	(17,254)	43,750	114.44 %
Income - Facilities Rental Pmt	21,387	17,079	(4,308)	168,430	153,709	(14,721)	204,945	82.18 %
Income - Dept Activities Pmts	4,486	6,263	1,777	59,057	56,370	(2,688)	75,159	78.58 %
Income - Other	10,165	6,816	(3,349)	115,224	61,343	(53,881)	81,790	140.88 %
Total Revenues	86,450	97,279	10,829	994,084	875,509	(118,575)	1,167,344	85.16 %
Expenses								
Payroll Expenses								
Wages	48,500	46,519	(1,980)	420,792	418,675	(2,118)	558,232	75.38 %
Payroll Taxes	2,927	3,484	557	31,021	31,357	336	41,810	74.20 %
Payroll Benefits	10,921	10,331	(590)	83,292	92,975	9,683	123,967	67.19 %
Total Payroll Expenses	62,348	60,334	(2,013)	535,106	543,007	7,901	724,009	73.91 %
Administrative Expenses								
Facilities Expense	11,897	7,810	(4,087)	75,570	70,286	(5,284)	93,715	80.64 %
Business Expense	5,542	6,523	981	63,108	58,704	(4,404)	78,272	80.63 %
Office Expense	2,193	2,218	25	20,476	19,965	(511)	26,620	76.92 %
Fundraising Expense	571	1,187	616	6,316	10,687	4,371	14,250	44.32 %
Advertising & Marketing	100	227	127	315	2,040	1,726	2,720	11.56 %
Interest & Loan Expense	9,470	9,470	0	85,234	85,234	0	113,645	75.00 %
Total Administrative Expenses	29,774	27,435	(2,338)	251,018	246,916	(4,102)	329,222	76.25 %
Total Expenses	102,769	97,279	(5,490)	826,413	875,508	49,095	1,167,344	70.79 %
Net Total	(16,319)	0	16,319	167,671	1	(167,671)	0	0.00 %
Other Revenues								
Designated Revenues	12,314	0	(12,314)	31,930	0	(31,930)	0	0.00 %
Restricted Revenues	0	0	0	9,825	0	(9,825)	0	0.00 %
Revolving Revenues	0	0	0	0	0	0	0	0.00 %
Total Other Revenues	12,314	0	(12,314)	41,555	0	(41,555)	0	0.00 %
Other Expenses								
Designated Expenses	10,011	0	(10,011)	111,254	0	(111,254)	0	0.00 %
Restricted Expenses	57	0	(57)	7,998	0	(7,998)	0	0.00 %
Revolving Expenses	0	0	0	8,273	0	(8,273)	0	0.00 %
Total Other Expenses	10,068	0	(10,068)	127,525	0	(127,525)	0	0.00 %
Net Operating Total	(14,073)	0	14,074	81,701	1	(81,700)	0	0.00 %

Appendix B: March 2019 Balance Sheet

Date : 04/11/2019
Time : 5:58:21 PM

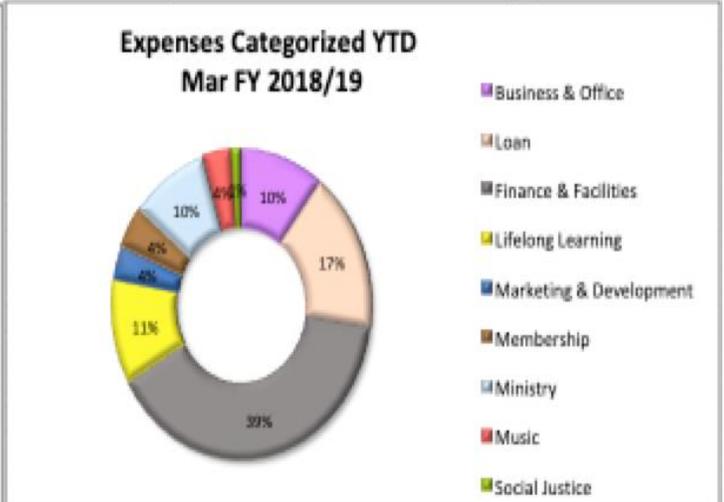
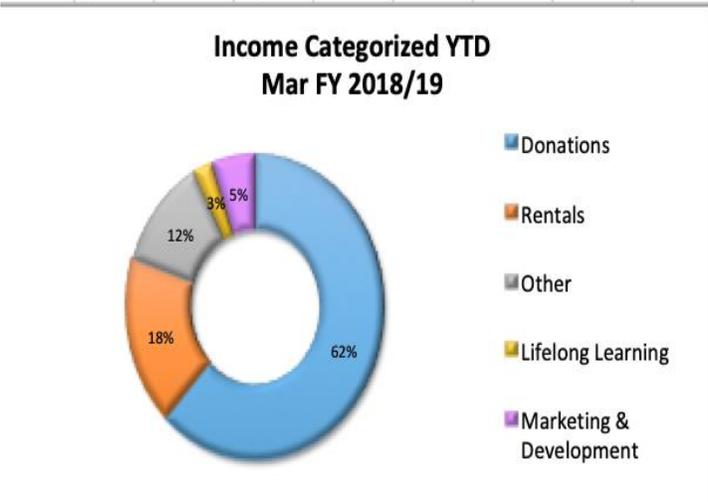
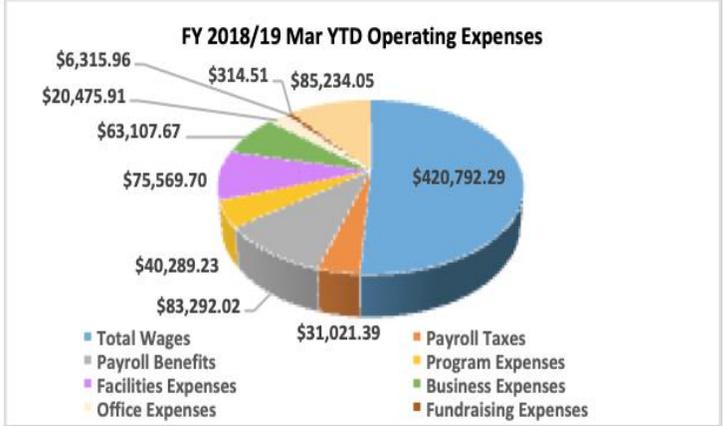
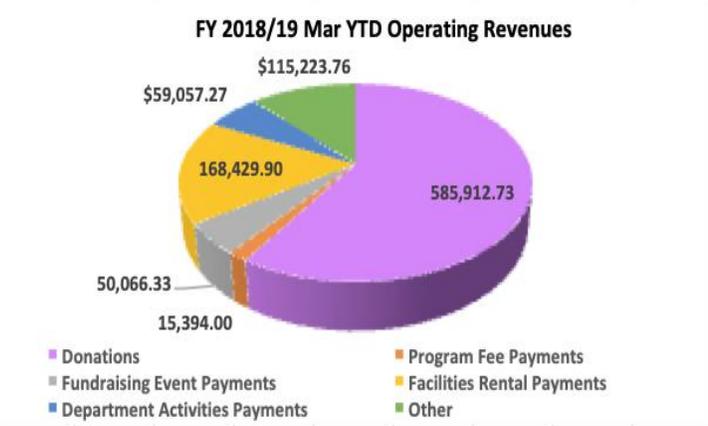
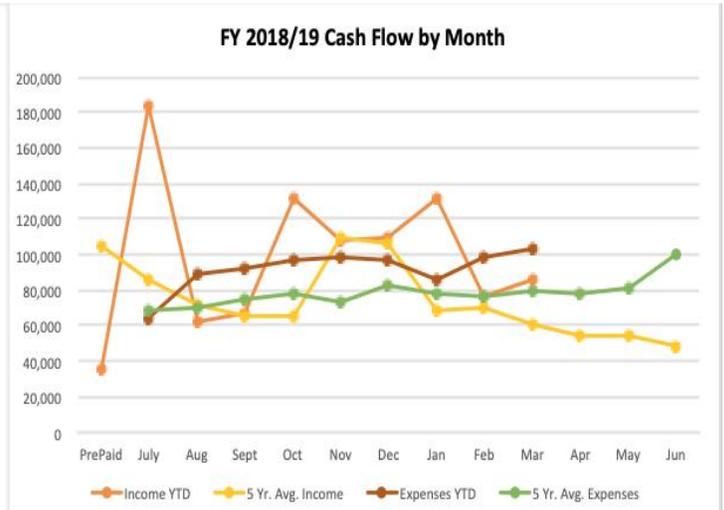
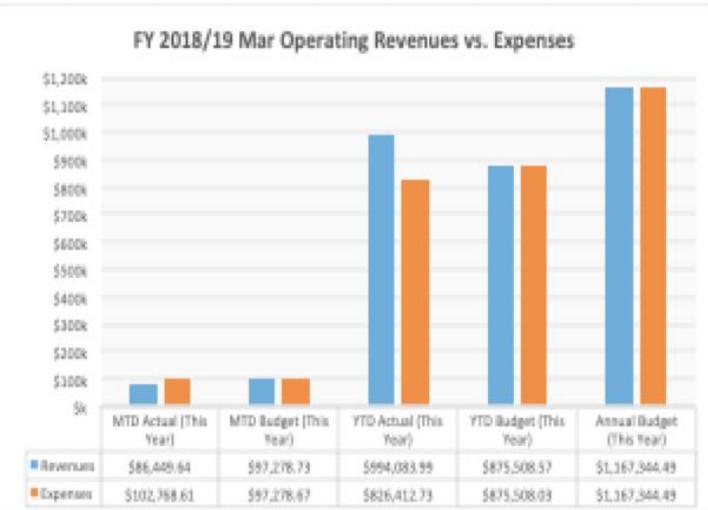
East Shore Unitarian Church
Balance Sheet
March 2019

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	\$134,870.69		
1-1030 - Brokerage - Schwab	\$56,861.20		
2-1010 - Checking - Chase	\$17,427.82		
3-1010 - Checking - Chase	\$72,232.40		
3-1040 - Endowment Money Funds - Schwab	\$22,532.50		
3-1070 - Endowment Investments - Schwab	\$1,297,754.80		
4-1010 - Checking - Chase	\$13,841.72		
Total Cash & Investments	\$1,615,721.13		
Other Assets			
1-1110 - Deposits	\$1,750.00		
Total Other Assets	\$1,750.00		
Total Current Assets			\$1,617,471.13
Contra Assets			
1-1600 - Building Loan Contra Account	\$742,595.85		
Total Contra Assets			\$742,595.85
Total Assets			\$2,360,066.98
Liabilities, Fund Balance, & Restricted Funds			
Liabilities			
Current Liabilities			
1-2000 - Accounts Payable	\$2,241.25		
1-2010 - Second Sunday Collection Payable	\$1,015.00		
1-2020 - Other Collections Payable	\$25.00		
1-2110 - Wage Accruals Payable	\$20,155.07		
1-2160 - Other Payroll Deductions Payable	(\$1,925.69)		
1-2500 - Building Loan - Current	\$76,200.00		
Total Current Liabilities			\$97,710.63
Long Term Liabilities			
1-2700 - Damage Deposits - LT Rentals	\$4,500.00		
1-2750 - Building Loan - Long Term	\$666,395.85		
Total Long Term Liabilities			\$670,895.85
Total Liabilities			\$768,606.48
Fund Balance			
2-3000 - Fund Balance - Ministry	\$2,407.62		
2-3010 - Fund Balance - Membership	\$6,975.36		
2-3020 - Fund Balance - Social Justice	\$5,743.71		
2-3030 - Fund Balance - Lifelong Learning	\$6,916.91		
2-3040 - Fund Balance - Finance & Facilities	\$2,605.90		
2-3050 - Fund Balance - Market & Dev	\$1,051.81		
3-3000 - Fund Balance - East Shore Housing	\$42,818.02		
3-3020 - Fund Balance - Endowment	\$1,336,162.32		
3-3040 - Fund Balance - Facilities Reserve	\$6,592.88		
3-3050 - Fund Balance - General Reserve	\$81,749.56		
3-3060 - Fund Balance - Memorial Garden	\$4,520.40		
4-3000 - Fund Balance - Grounds	\$1,615.00		
4-3010 - Fund Balance - Gallery	\$8,000.00		
4-3020 - Fund Balance - Fund-a-Need	\$2,600.00		
Excess Cash Received	\$81,701.01		
Total Fund Balance and Excess Cash Received			\$1,591,460.50
Total Liabilities, Fund Balance, & Restricted Funds			\$2,360,066.98

Appendix C: March 2019 Financial Charts



Appendix D: ESUC Board of Trustees Draft Minutes – March, 19 2019

ESUC Board of Trustees

Draft Minutes 3/19/2019

Minutes, Leadership Reports	Com. + Board Liaison Reports
March Board Agenda + Upcoming Events	BL Report, Personnel Com – Jerry Bushnell
Ministers Report – Stephen Furrer	Policy & Governance Com – Ann Fletcher
Board President's Report – Tom Doe	Earth + Social Justice Coord. Council–Lynn Roesch
Finance – Treasurer's Report – Marcy Langrock	BL Report, Right Relations Com – Mark Norelius
Exec Dir, Finance & Operations – Jason Puracal Appendices A&B – Income Statement, BS FY17/18 Appendix C - Financial Analysis / Charts	App F + G – 2013 / 14 and 2018 / 19 Religious Education Attendance App H – Congregant to Staff / Staff to Congregant Feedback Procedure
Dir, Lifelong Learning – Aisha Hauser	App I – Conflict of Interest Policy Form
Appendix D - Minutes of Last Board Meeting –	App J – Feedback on Draft Policies 5.1 – 5.4
App E – BOT Holly House Board Meeting – 3/5	App K – Proposed Policy Additions to Section 5

ESUC Board of Trustees Meeting Agenda

March 19, 2019

Host: Jerry, 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 – 8:00 (40) Lifelong Learning Aisha

8:00 – 8:20 (20) HH Dev Task Force David and Laurie Adams

8:20 – 8:30 (10) Annual Report Tom, Jason

8:30 – 8:40 (10) General Assembly Rev Steve

8:40 – 8:50 (10) Budget Process Marcy, Jason

8:50 – 8:55 (05) Shed Jason

8:55 – 9:00 (05) Executive Session: All

9pm Closing Rev Steve

Upcoming Events for Your Calendar

- Exec Council – 4/2/19
- Board Packet items due Wed, 4/10/19 by end of day: email to Volunteer 1@esuc.org
- Beacon Board Buzz due Wed, Date, email to Nicole Duff
- Board Meeting Date;4/16/2019 Dennis is host.
- Sunday Svc Announcements: Need sign up for 9 AM service on 4/7, 4/14, 4/21, 4/28, 5/5

Board members present: Tom Doe, David Baumgart, Marcy Langrock, Paul Buehrens, Mark Norelius, Sara Brannman, Lee Dorigan, Evelyn Smith, Jerry Bushnell

Board Member attending via Zoom: Dennis Fleck

Board members absent: None

SLT Members Present: Rev. Steve Furrer, Jason Puracal, Aisha Hauser

Visitors: Walter Andrews, Amanda Uluhan, Diane Upton, Ryam Hill, Ann Fletcher, Laurie Adams, Connie Hirnle

Opening Words and Chalice Lighting: Rev. Steve read a quote from Joan Baez

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.

3/19/2019 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)
- Approve Minutes February 2019

Clarification: We are not approving sabbatical for Jason, informational only

Clarification: We are not changing hours for Aisha or Amanda

Items Removed from Consent Agenda: None

Discussion about Consent Agenda: Evelyn Smith noted that she was present at the February Board Meeting, and the draft minutes had her absent. Draft minutes will be corrected

Vote on Consent Agenda:

Marcy Langrock moved, Mark Norelius Seconded, that we accept the consent agenda

Vote Results: Passed unanimously

7:20: Lifelong Learning:

Aisha introduced the RE team members here:

Diane Upton, support

Ryam Hill, adult program

Walter Andrews, lifespan integration

Amanda Uluhan, children and youth RE

Walter: This year started slowly with Aisha gone, and starting two services. We needed a brand new all ages program for the 9 am service, but did not need to apply the new program much because of low attendance. Walter noted that attendance was higher when we had other programs going on during the 9 AM, such as family covenant circle, or the program on race relations. On Sundays with no program, attendance was often 1-2 children, lately up to 6-9 children. Next year, all the OWL programs will be at 9 am. We learned a lot this year, preparing for next year. Walter would like to see more staff hours for RE.

Ryam, Adult programming: The previous leadership group for adult had left, and programs are being built back up. There are a lot of people involved. They are trying to organize with a web site. She notes that Steve and Aisha have been doing classes which are well attended. She notes that the 9 am programs are pulling people in, even non members. Aisha noted that previously, Rev. Joan Montagnes had led adult programming, and a gap developed when she left.

Amanda Uluhan, children's program: This year we are getting our bearings in RE. We have some committed congregants working in the programs. The more successful Sundays are when there is a complementary adult program at 9. These programs are good as community outreach.

Discussion:

Evelyn was appalled by the story in Aisha's report about an adult being unfriendly to a child at coffee hour.

Aisha notes that a third time visitor had people talk to her first two times, but no one on the third time. **Marcy** wonders about training our congregants to greet visitors, because many of our members are introverts.

Mark was out of town and attended a service. He noted that he was greeted by many people. Someone noted that everyone should be part of the membership committee.

Dennis attended a church in Boulder, he and Jan were not greeted much. Dennis remembers the work Dorothy Hopper did during coffee hour to connect visitors with members.

Aisha has received feedback that we are not being friendly.

Walter notes that the church needs to learn how to interact with visitors, Mormon church members are very good at greeting visitors.

Marcy thinks our visitor badges could be more visible. Also, we can monitor other's behavior. Our congregants should understand that all ages services will be noisier because children have been invited.

Diane: Very happy with the energy from Aisha and Amanda. She is happy visiting people one on one but avoids the north room

Evelyn notes that the kids could also have name tags, that would help.

Lee notes that we could discuss our interactions with visitors at covenant circle meetings

Marcy reported that her husband felt that Aisha got to know their kids as individuals.

Ryam: Building up the infrastructure is work, such as training OWL teachers We are doing this for the entire area.

Mark: How does the outside community know about our programs. Aisha says that Nicole knows where to advertise things, such as Next Door, and other social media.

Aisha points out that Evangelical churches bring in 25% of visitors, we are at 10%. We would do better with “preemptive radical inclusion”.

Paul notes that at AA meetings visitors are warmly welcomed. We could have a better script on our pulpit announcements, thanking visitors for joining us.

Aisha recommends that we should ask our congregants to greet visitors.

Nicole says the people who feel most welcome are white people over 50.

Tom: Thanks for putting in the RE numbers, which show an attendance decline. He is discouraged that he is teaching a class that has 3 grades and only 4 or 5 students. This year we had a separate letter to families in our Mission Fund Drive, Tom wonders if we should have a different approach to fund raising for parents with children. We can look at their presence as a gift.

Walter: Warning about statistics, he remembers that we had huge decline in church attendance during ski season, and we started to do children’s plays, and that brought the numbers back up.

Laurie: Noted that an idea that came up, public schools don’t have choirs or bands any more, perhaps we could have a children’s choir. We could also have an after-school tutor plan. This idea is popular, but very time intensive.

Amanda notes that we need consistent volunteers, teachers coming in every week. Adult consistency helps a lot.

8:00: Holly House Meeting Agenda:

Dave thanked Laurie for coming in again, and made the following points:

1. We need detailed planning. He asks for volunteers at a Thursday night meeting. Mark, Jerry and Ann agreed to attend
2. Regarding the idea of an amendment on the floor at the meeting to expand dollars in option 3, Dave thinks that everything has been sent out and publicized. Tom agrees to not push that as an amendment
3. The vote, Dave now recommends that we have only one vote under Roberts rules of orders, then vote to suspend the rules to start the first elimination vote on the second round. The task force has realized that 7 votes will not work because of our time restraints.
4. Dave asked if Tom wants to lead the meeting. Consensus is that Tom should lead the meeting, as board president.
5. Amendments from the floor are allowed by Roberts Rules of Order, but chair can make a statement that the ballot is fixed
6. There will be 30 minutes of microphone time before the first vote, we will need to limit each speaker. Consensus is to limit to one minute. There will be no discussion prior to voting on suspension.

Ann has prepared sample ballots. She also notes that we can make the motion to suspend the rules tonight, and present it to the congregation at the meeting

Ann recommends mikes at front of room, with lines behind the mikes

Tom would like to acknowledge everyone who has worked on HHTF at the meeting.

Laurie notes that the HHTF members will help as runners

Ann has list of the positions needed, for running the meeting.

Tom notes that a bottle neck will be checking membership, and we should consider using all four entrances to the sanctuary.

Mark let us know that the Right Relations committee will do circles after the vote, for those who want to discuss their feelings. This should be announced at the beginning of the meeting.

There will be a second circle Saturday the 29th.

Laurie notes that circles have been very helpful. RR committee would like board members to attend.

Proposals from Ann Fletcher, Policy and Governance:

- 1. Suggested Motion to begin the vote:** It has been moved and seconded by the Board that congregation members vote for one of the four ballot options for the sale of Holly House property to achieve a simple majority for one option, using the version of the ballot that does not include

Motion: Lee Dorigan moved, Mark Norelius seconded, that congregation members vote for one of the four ballot options for the sale of Holly House property to achieve a simple majority for one option.

Discussion: None other than mentioned above

Vote: Passed unanimously

- 2. Suggested Motion if simple majority for one option is not achieved in initial round:** The Board has moved and seconded to suspend the Rules of Order and use a voting method that eliminates the option with the least votes at each round until a simple majority for one option is achieved.

Motion: Mark Norelius moved, and Lee Dorigan seconds, that the board accept the above motion for use at the congregational meeting.

Vote: Passed unanimously

- 3. Ballot:** She presented two ballots, one that adds a dollar value to the benefit to affordable housing, and one that does not. There is a note at the bottom of both ballots that all bids may be subject to minor variations.

Discussion:

Amanda: Not comfortable with the note at the bottom of the ballot that all bids may be subject to minor variations. She wonders if the market rate bid may be enough lower that it would have changed how people voted. This was discussed, and consensus was any variation that was significant would lead to a reassessment of the sale. The final consensus was that the note about minor variation would be made orally at the congregational meeting prior to the vote.

Motion: Dave Baumgart moved, and Paul Buehrens seconded that we use the second ballot without the gift language.

Vote: Passed 9 in favor, one abstained (member attending via video could not see the ballot)

Motion: Dave Baumgart moved, and Paul Buehrens seconded that the board appoint another task force to start immediately to execute the will of the congregation regarding the Holly House Sale.

Discussion: Dave notes that he has discussed this with current task force members Linda Freeburg and Laurie Adams, and they both agree with this. Dave volunteers to be the board liaison to the new committee

Vote: Passed unanimously

9:00 Annual report discussion:

The current report is a newer design, more graphic, with some metrics from social justice team. It is smaller than previous reports and designed to have more impact.

Ruth Edwards notes that the current report is very thin, and does not have as much information, and does not document as much.

Tom would like Steve to give us a suggestion on how to do the annual report, Steve agrees.

Tom notes that monthly reports are onerous for some committees. We can consider switching to yearly reports.

9:15 General Assembly:

Steve would like as many board members as possible go to general assembly. Information can be found at uua.org/ga.

GA will be at the Spokane convention center. Marcy asks about kids. Steve says they are welcome. There is a youth program, but youth under 18 must be signed up.

Amanda recommends talking it up to encourage attendance.

9:30: Budget Process:

The team met a second time, town halls are planned for April 14 and 15. Will have a stretch goal of 800,000

Tom would like discussion about our current deficit which is larger this month than it was last month. The projected deficit was \$50,000 and is now \$70,000. The main change is less money from re-canvass. Jason is working on a strategy to deal with deficit. We do have 2 months of operating capital, so only two months are at risk right now. Only 4 months left in the year. Our surpluses from the last three years will be available.

9:45: Shed:

The Go Fund Me page will open tomorrow. Will need to raise \$10000 by the end of April. We have a volunteer crew for the framing. Permits have been submitted.

Recording Secretary, Jerry Bushnell

Secretary, David Baumgart

Appendix E: Statement to the Board About the Work of the HHDTF (Carrie Bowman)

Statement to the Board About the Work of the HHDTF

There is no question that the members of the Task Force are passionate, skilled, and dedicated. We gathered and produced information, organized Town Halls and listening circles, and brought four options to the congregation for a vote. We also had numerous conversations, emails, and meetings that were critical to our work. I am proud of our efforts and what we produced as a Task Force, and I know it is appreciated by most, if not all, members of East Shore.

Rather than our product, however, I want to reflect and comment briefly on our process, the behind-the-scenes conversations and decision making. The vote is complete and many are eager to get started on conversations about spending our proceeds. Instead, I would like to start with an open discussion about ways of including a greater variety of perspectives in these conversations.

During our Task Force meeting after the vote (April 4), there was a nearly unanimous sentiment that our success as a Task Force was due in part to the fact that members were “handpicked.” Many Task Force members have specific skills and experience that were critical to the fulfillment of our charter. However, I was not one of the handpicked members and I think some of my experiences on the Task Force speak to the limitations of a system of engagement at East Shore that depends upon handpicked participants.

While I know that my work was appreciated, some of my ideas—and those of others— were never fully discussed. For example, having the affordable housing organizations speak to the congregation was dismissed immediately as biased. Only in early March, when two *men* pushed it, were the presentations approved. I felt frustrated and perplexed that an obvious source of information was pushed aside, only to be resurrected at the last minute. I still lack understanding about the reasoning behind that. I began to wonder whether controlling information was more important than providing it.

Feedback from myself and the congregation was dismissed as cynical (for example, the suggestion that because the Dream Big discussions were primarily focused internally and were tacitly about money, they would serve to support the market rate options). If having the affordable housing organizations speak was considered biased, why were those discussions not biased as well? Feedback about the Dream Big conversations was not cynical: I and others felt disappointed and disheartened when brainstorming about ways to spend money became the focus of our congregation-wide conversations. We hoped the conversations would include intentional discussions about giving back to our community in non-monetary ways, and the value of giving something up in order to give to others. Who knows where conversations might have gone if we had asked different questions or shifted the focus? I continue to feel disappointed.

At the same time, I am hopeful that as we embark on new conversations about how to give back to our community, we will strive to think carefully about the most important questions to ask. I want us to welcome and include all willing voices at East Shore, not only those in the handpicked crowd. How can we provide an open forum, accessible to all, for the exchange of ideas? How can we improve the transparency of decision-making and circles of influence, so that when we ask people to serve, we gather a truly representative collection of voices at East Shore?

Some may protest that many people were asked to serve on the Task Force and they declined. Others left voluntarily. Given my experience, I suggest that we closely examine why that might be. Rather than placing the responsibility on those who decline, let’s ask ourselves what we can do differently to turn things around.

I hope we can explore these questions related to our process before we form another task force. In fact, I hope we find a different way: perhaps one way to hear everyone is to empower ministry teams with specific tasks that we choose *after* congregation-wide conversations. I believe the model of Community Circles as adopted by Right Relations with Pam Orbach’s help is a fantastic way to continue building relationships and trust among our members and begin to move forward together.

Appendix F: ESUC Congregational Meeting Draft Minutes – March 24, 2019

The East Shore Board of Trustees convened a special congregational meeting on March 24, 2019, to decide the disposition of the Holly House property. The Power Point presentation is available upon request.

Agenda

- Welcome
- Invitation from Right Relations – Please refer to the PPT presentation.
- President’s Opening Words,
Parliamentarians, Establish Quorum
- Board Motion #1
- Discussion, Vote for 1 of 4 options
- <If no majority> Board Motion #2 – to remove option with least votes.
2nd Round Ballot - vote for 4 options
- <If no majority> 3rd Round Ballot, 3 options
- <If no majority> 4th Round Ballot, 2 options
- Adjourn
- Listening Circles in the North Room

After opening remarks by our minister, Rev. Stephen Furrer, and Board President, Tom Doe, the meeting convened under Robert’s Rules of Order as specified in our bylaws. Mike Radow and Ann Fletcher were appointed as our parliamentarians. Tom Doe, President, read the following two statements to the congregation:

- The board will support the decision of the congregation and work to assure regardless of the outcome that we continue to serve our social justice mission and manage our resources for the sustainability of our church
- The choice of Holly House option does not make or break or the church financially. All options provide money to pay off our mortgage. Our sustainability depends on membership growth and the continued financial stewardship of our members.

The ushers announced that a 25% quorum was present. A total of 206 votes were cast on the first ballot.

Board Motion #1

- It has been moved and seconded by the Board that congregation members vote for one of the four ballot options for the sale of Holly House property to achieve a simple majority for one option.
- Discussion for 30 minutes, one minute each person, please...
...timekeeper is Paul Buehrens
- Please: Consider not repeating comments that have already been made to allow more voices to be heard.

An initial point of order raised the question of discussion time, which Robert’s rules allows each participant in the meeting two 10-minute discussion slots. Due to the size of the meeting, time limitations on our use of the sanctuary, and the need for multiple votes, a motion to adopt special rules limiting the discussion to 30 minutes and one-minute statements was proposed and adopted. The subsequent discussion provided an opportunity to all who indicated their desire to speak by coming to one of two stationary microphones or requesting a roving microphone.

A total of 30 members of the congregation made statements, during the discussion period.

Original Ballot - The vote asked members to choose between four options:

1. Attain Housing bid of \$1.2m to construct 12 affordable housing units targeting homeless families with children and 13 market rate rental units
2. LifeWire bid of \$1.05M to construct 25 affordable housing units targeting homeless women and their families with separate domestic abuse
3. Woodbridge NW bid of \$4M to construct 19 to 21 mid-range market rate priced condos establishing a designated fund for earth and social justice of approximately \$933,000
4. Woodbridge NW bid of \$4M to construct 19 to 21 mid-range market rate priced condos with no restrictions on the church's use of the proceeds

Other than establishing the designated fund of option three, the management of the fund and the use of the remainder of the proceeds will be determined after the sale by the board and the congregation.

As required under our bylaws and Robert's rules of order, the voting process specified repeated votes until a simple majority (>50%) for one option could be achieved. All 3 rounds of voting are indicated below in Table #1.

After the first round of voting on all four options failed to achieve a simple majority, a motion from the floor was adopted by unanimous consent to amend the rules as follows:

Board Motion #2

- The Board has moved and seconded to suspend the Rules of Order, Voting, and use a voting method that eliminates the option with the least votes at each round until a simple majority for one option is achieved.
- If the Rules are Suspended, the 2nd Round would use the Initial Ballot. Each subsequent round would have a ballot with the remaining options, once the option with the least votes is removed.

This motion was amended to remove the choice of Attain Housing after the first round, from further consideration, since this option only received 5 votes on the initial ballot.

The subsequent voting went the full three rounds with the following vote total and percentage results (>50% required for adoption):

Table #1 – Results of Voting (3 Rounds)

Ballot Choices		First Round		Second Round		Third Round	
Affordable	Attain	5	2.4%	<i>Eliminated</i>		<i>Eliminated</i>	
	LifeWire	81	39.3%	81	38.8%	90	43.5%
Market Rate	Woodbridge with earth and social justice designated fund	65	31.6%	82	39.2%	117	56.5%
	Woodbridge with no restrictions on proceeds use	55	26.7%	46	22.0%	<i>Eliminated</i>	
Number of Votes Cast		206		209		207	

[It is noted that following each round of voting, the results were projected for the congregation to see, on the large screen. Each round was also verbally announced by our President, Tom Doe. It is also noted that the votes were tabulated by a team of 4 members of the congregation led by Jennifer Sumner. All results were double checked.]

Third Choice – Receives Majority

Following the third round, it was announced that the third choice on the original ballot (see Original Ballot above) received a majority of 117 votes out of a total of 207 votes cast. The 3rd choice was:

- Woodbridge NW bid of \$4M to construct 19 to 21 mid-range market rate priced condos establishing a designated fund for earth and social justice of approximately \$933,000

Listening Circles

Following the vote our restorative justice consultant, Pam Orbach, convened a well-attended talking circle in the North Room.

The board of trustees extends sincere gratitude to all who attended this congregational meeting. The attendance greatly exceeded the quorum requirements, providing a strong indication of our member's commitment to be involved in our community. Except for convening a task force to complete the negotiations and sale of the property, the board has made no further decisions about the establishment of the earth and social justice designated fund for the disposition of other sale proceeds.

The board will be providing opportunities for open discussion and welcomes any suggestions that will ensure all voices are heard as we take our next steps forward.

The board recognizes the disappointment of those who voted for affordable housing options and their concerns that the church is not fulfilling its core principles for social action. Adding the votes of the first three options shows that approximately $\frac{3}{4}$ of the membership favors a commitment to using our financial resources for social justice. Furthermore, the amounts designated in the decided option are minimum amounts and can be increased by vote of the membership in future congregational meetings. The board also has set as a goal of preparing a long-term campus plan, which has been put on hold until after this vote. Our executive director, Jason Puracal, has already presented concepts to the board for developing our lower parking lot area and these will be considered by a soon-to-be-convened campus plan working group and members.

The board gives its **special thanks to the Holly House Task Force** -- Linda Freeburg, Laurie Adams, Trevor Hall, Jim Shuman, Carrie Bowman, Roger Greene, Sue Yates, Dave Baumgart (board liaison), Rev. Stephen Furrer (SLT liaison), and Mark Norelius (Right Relations Liaison) as well as to members of previous task forces that have worked so hard to bring this process to fruition.

Sincere thanks are due to Ann Fletcher (Policy and Governance) for her work on assuring our voting processes conformed to Robert's rules and our bylaws. Also thanks to Mike Radow for serving as parliamentarian with Ann Fletcher, Paul Buehrens as timer, Ralph Lutz and Lee Dorigan for providing AV help, and to board members Sara Brannman, Jerry Bushnell, Lee Dorigan, Evelyn Smith, and Marcy Langrock for assisting with running the meeting.

Closing Words, Adjourn

Jack thanked the current board, the lay leaders, the staff, and the entire membership for their active support of the ministry of East Shore Unitarian Church. Closing words were offered by Reverend Steven Furrer.

The meeting was adjourned at 2:30pm.

These draft minutes were compiled and submitted by David Baumgart, Board Secretary.

P.S. Please contact David for any additions or corrections to these minutes. David's email is david_baumgart@hotmail.com

Appendix G: Congregational Size Chart

Congregation Size Comparison Chart

XXX

Compiled by the Rev. Christine Robinson. Please direct comments to revcrobinson@gmail.com

	Lyle Schaller's ideas				Susan Beaumont's ideas		
1	Nickname	The Cat	The Collie	The Garden	The House	The Garden Center (multi-cell)	The Campus (professional)
2	Attendance	5-50	50-90	70-200	150-250	200-400	400-800
3	Members	10-100	75-200	175-400	350-500	500-800	750-1500
4	Other names	Family Fellowship	Pastoral Small/Mid	Program Mid-Sized I	Mid-Sized II,III	Large I (UU) Multi cell/Emerging Large	Large II Professional
	The Glass Ceilings	100	250	400	550	900	
5	Task of this level	Be a healthy family	Work with a minister	Yikes! Get the work done	Communicate! Policies!	Leadership development and program management	Professionalization and Policy based governance/management
6	Who Runs the place?	"All of us!"	The board and congregation	The Board more and congregation even less	The board even more and the congregation even less	The Board led by the minister. Congregation mostly pro forma	The Board which includes the minister and highly skilled members. The congregation pro forma.
7	Who does the Ministry?	"All of us!"	The Minister	The Minister organizes volunteers	The minister supervises staff and organizes volunteers	The Sr. Minister organizes staff, the second minister organizes volunteers	Program staff do a good deal of ministry and organize volunteers.
8	Relationship to minister	Aloof	"We need! We Love! Take Care of Us!"	Keep us organized and help us grow our spirits	Keep us organized, offer great worship, take on more leadership and authority	Needs 2 Inspire us to be our best selves (Sr.) Help us find a place around here (Min2)	Begins to need more than 2 (Sr) be a community figure and a fearless leader (others) keep things organized and know us and be known to us.
9	Challenges for clergy	(if one) Job satisfaction	Balancing pastoral work with other aspects of ministry	Organizing things for others to accomplish	Learn to be a manager of staff, policies, leaders.	Learn to be a visionary leader, communicate caring while reducing direct pastoral care Incorporate second minister	Learn (again!) to be a manager Let go of almost all pastoral care Crystalize vision and keep staff motivated to it.

10	Staff challenges	Boundaries with member pt. time staff (if any)	Managing very part time work, boundaries	Getting it all done!	Do less proving of programs and more organizing others to provide programs.	Work as a team There will be both specialists and generalists on the team now	Assume tasks previously done by volunteers. Incorporate volunteers in new ways. Most staff are specialists now. Accept a hierarchy of authority and supervision
11	Board Challenges	Managing the program	Managing the staff, accepting the leadership of the minister	Getting organized, leading with the minister, thinking "mission"	Start creating policies to streamline future decisions. Let the minister manage the staff!	Learn to delegate work Learn to say no to ideas that are not "on mission"	Do the work of policy style governance and govern with it. Refine and keep up with policies.
12	Member experience	Everybody works!	Everybody is in the family	Inner and outer circle	There's a lot going on around here and some new diversity.	The leadership (formal and informal) and the regular members. Relate to two ministers	Leaders, involved members, and the customers
13	Governance Needs	Simple bylaws and mission statement	Re-work bylaws minister contract, job descriptions, behavioral covenant.	Add board policies, committee charters	Moving towards policy-based governance Add org chart, performance management system, User access to all documents,	Switch to Policy-based governance. add a program team to help minister manage programs, councils for large program clusters such as RE and Social Justice.	Reduce board size. Up size all structures
14	Program/Assimilation Challenges	Provide spiritual program w/o clergy Don't mob visitors, but do let them join the family!	Don't jump on the visitors! Add small group ministry, RE program, social justice to worship and social activities	Keep adding programs and points of entry. Watch the back door for folks drifting away.!	People expect things to go smoothly. Focus on New Member experience and assimilation. Add more groups and points of entry.	Attend to new standards of excellence at this stage. (Music, worship experience, administration, fund raising) Expand points of entry, add worship, small groups. Add Membership Management software and staff. Staff must attend to Social Justice work of congregation.	Add development director, manage membership experience over the various ways people become involved in the congregation, add groups!

Appendix H - Purchase and Sale Task Force 2019-20 Charter DRAFT

Section A: Name

1. What is the name of your group?

Purchase and Sale Holly House Task Force (“PSHHTF”)

Section B: Purpose

1. What is the purpose of your group?

In accordance with the March 24, 2019 congregational vote approving the sale of the Holly House property to Woodbridge NW and the Board’s approval of the establishment of a new task force. The purpose of the task force is to assist the Board and SLT with completing the sale from Purchase and Sale Agreement through to closing.

2. How is your work related to one or more of our Unitarian Universalist Seven Principles? They are listed in the Overview Section above.

By trying to reposition church real estate into an asset that will at least in part, be used for the greater good of those in need, the work of PSHHTF aspires to meet the second principle: “Justice, equity and compassion in human relations.”

The work of the Task Force is also closely related to the 7th UU Principle of “Respect for the interdependent web of life of which we are a part” and to the 5th UU Principle of “The right of conscience and the use of the democratic process within our congregations and in society at large”. The members of the Task Force are committed to ensuring a transparent process for collecting and weighting proposals for presentation to the Congregation for a democratic vote, understanding the larger impacts of the decision to East Shore’s mission, vision, and values.

Proposals will include a balance among options.

3. How does your group connect with East Shore’s Mission and Vision? Please see the Mission listed in the Overview Section above. The full Vision based on the Mission can be found at www.esuc.org under Governance and Bylaws.

We practice love by respecting the experience, voice, and dedication of task force, congregation, and staff members in completing the transformation of real estate into an asset that can serve the sustainability and mission of the church and the greater good.

We explore spirituality by recognizing the ministry of each Task Force member through their participation on the Task Force and by recognizing that this work creates an opportunity for our congregation to grow spirituality as they create the plans for the use of the funds that the sale will generate.

We build community through good communication and collaboration with the Board, its committees, the staff, the Congregation, our developer, and our neighbors through the process of the working toward the completion of the sale.

We promote justice by negotiating and working with all parties involved in good faith and seeking to protect the vulnerable.

4. In order to intentionally live our mission in our daily teamwork, a set of Right Relations guidelines is recommended for all Committees and Teams. Do you have an agreed upon set of guidelines? If not, please develop one this year. The Right Relations Committee will assist you as needed.

The Task Force adopts the All Church Right Relations Covenant and will request observation and support from the Right Relations Facilitation Team as needed.

5. What relationship does your group have, if any, to the 2018/19 Ends? Ends are East Shore's goals.

We will support the following goals of our new 2018/2019 Board goals and any new goals for 2019-20 that relate to our charge:

3) 1.2 Developmental Ministry

During the tenure of the Developmental Minister, we will:

• **Inspire a healthier culture at East Shore**

We will support this goal by keeping all parties well informed and by demonstrating Right Relations in our interactions both within our group and with others.

4) Measuring impact of our earth and social justice activism to ensure the resources of our community are being used most effectively.

We will support this goal by expediting the sale process to provide funds for earth and social justice as determined by the congregation.

6. What are your group's specific goals for the next year? What impact do you expect from your efforts? If an activity is listed, what result do you expect from it? How will you evaluate the impact of your efforts?

Our goals are:

- A mutually acceptable Purchase and Sales Agreement (PSA_ no later than June 3 2019.
- A smooth, fair, and timely process from the feasibility period through to closing within 12 months through mutual acceptance of the PSA.
- Available funds for East Shore to utilize toward the its self-determined plans.

Intended Impact:

- Satisfaction of the Board, the Congregation, and the Buyer regarding the process and completion of the sale. Evaluate through debrief with or survey of each party
- Resources for East Shore to sustain, thrive and achieve its mission. Evaluate by provision of funds for congregational plans.

Section C: Group Structure, Leadership & Decision-Making

1. Where does your group fit into East Shore's organizational structure – as a Board Committee, Ministry Team or Core Team? Who is your staff liaison or partner?

PSHHTF is a board task force, and Jason Puracal as non-voting staff partner. The Board may appoint a Board liaison if it so chooses.

2. What are the minimum and maximum number of participants? To ensure community representation, no fewer than five members is recommended. If you have fewer than five members, please explain. Who are your current team members? Please list

PSHHTF will have 5-6 members who include Dave Baumgart and Jim Shuman, from the previous Holly House Task Force. Additional members to be approved by the Board are Ann Fletcher, Policy and Governance facilitator, a TBD member who has real estate expertise, and Jason Puracal, our Executive Director. The Board may appoint another member to fill other specific needed roles they or the Task Force identifies.

3. What are the leadership roles and responsibilities within your group?

The Task Force will have a chair who will communicate with the Board, other church groups, staff, and church members, facilitate the Task Force meetings, and works with others on the Task Force to prioritize and accomplish its goals. The chair may delegate specific duties to other Task Force members as needed.

4. How are leaders determined, and what are their term limits? Please explain any differences from the term limits recommended in the Overview Section above.

The Task Force Chair will be appointed by the board. The Chair may delegate any of their duties to other members of the Taskforce. The Chair and any appointed or delegated leaders have term limits that extend to the duration of the task force.

5. What, if any, are the term limits for your members? Please explain any differences from the term limits recommended in the Overview Section above.

Members have terms that extend to the duration of the task force.

6. How are decisions made in your group (consensus, majority vote, officers, super majority percent)? What quorum is needed? Is email vote allowed?

The group makes decisions by consensus of those at the meetings and/or email vote. Votes can be made electronically. If consensus cannot be reached, the team will vote with majority ruling. A quorum of 51% of membership is required for a binding vote.

7. How are records kept and passed on for your group? If you are a Board Committee, what one person on your team will write the monthly report for the Board packet?

Monthly reports to the Board will be prepared by the chair or board liaison and submitted for inclusion in the Board packet before each meeting.

8. How are members recruited and oriented to your team?

Two of the members were recruited from the previous Holly House Task Force. One member was recruited by the previous Holly House Task Force to provide facilitation of the Purchase and Sale Agreement as a transition from the old Task Force to the new one. The recommended staff person assigned to the task force was best suited to provide the day to day execution of the church finances, contracts, facilities, grounds, etc. The Board and Task Force will recruit a member who can provide expertise in real estate transactions and other members to fulfill specific identified need by requesting suggestions from the Nominating Committee and/or having an application process open to members with an interest and the needed expertise. Orientation of new members will include review of previous Task Force activities, familiarity with the charter, mentoring by other members as needed, and understanding/acceptance of the Right Relations Covenant.

9. What, if any, qualifications are required for membership or leadership?

Willingness to learn from others on the team or to share any relevant knowledge or skills they have. Commitment to supporting the objectives of the task force. Skill sets in communication, real estate development, finance, contract analysis, church governance policies and process, staff procedures.

10. How does your group communicate and collaborate with the larger East Shore community?

The Task Force communicates through all the avenues available at East Shore—eblast, campus posters, website articles, Beacon, direct surveys, talking with congregants after services. It collaborates with the Board through regular direct oral and written communication, with the Financial Stewardship Team through email, phone, or meeting attendance, with the Grounds Team Chair through email or phone, and similarly with any other group or staff member who is affected by or who might be needed for support and collaboration.

11. What one person on your team is authorized to approve communications publicized by Staff? Who is the designated back up person?

Communications will be approved by the Chair for submission to the Board for their approval. If timeliness does not allow approval by the entire Board, communications may be approved by agreement of the Board President and Board liaison. The back-up person will be delegated by the chair and reported to Nicole.

12. What types of decisions is your group authorized to make?

The Task Force makes decisions about their meetings and tasks that will lead to fulfillment of their charge from the Board. They will determine communications with the Broker, the Buyer, any project managers, the Sophia Way in accordance with related direction from the Board. Materials are subject to Board modification, review and approval. The Task Force also makes decisions subject to Board approval on congregational outreach.

13. What kinds of recommendations, if any, does your group make and to whom (Board, Minister, Staff, congregation)?

The Task Force makes recommendations to the Board about all matters relating to the completion of the sale of the Holly House property.

The PSHHTF will also make recommendations based on evaluations of bids for the property specifically assessing if bids are credible, provide sufficient value, and are aligned with church values for board and congregational consideration.

14. Does your group plan to sponsor any outside groups to use the church facilities? If so, please see Board Policy 1.16a and the Staff Procedures for Sponsorship of outside groups.

No

15. What is the expectation for longevity of the group and the plan, if any, for disbanding the group?

The Task Force serves until disbanded by the Board of Trustees either after the congregational vote or when negotiations and work with the purchaser is concluded.

Section D: Finances

1. Will your group present a budget proposal to the Budget Team next year? N/A
2. If the Operating Fund is unable to grant the full amount of your budget request, will the group reduce its expenses or do its own fundraising? N/A
3. If your group plans to do fundraising, please describe how it will go about this. If you plan to solicit donations, use the following wording: "Your donation goes to East Shore's operating funds which supports (name of your team) and other programs." N/A
4. What kind of decision process exists for how money is used? N/A
5. Which one person on your team is authorized to approve team expenses? Who is the designated back up person? N/A
6. Does your group have the need for a Prudent Reserve (funds set aside to hedge against a contractual liability)? If so, how much and what for? N/A

Appendix I – Circles Letter to Board from Right Relations, April 10, 2019

Dear ESUC Board, **(Submitted by Mark Norelius, Board Liaison)**

We on the Right Relations Committee and Facilitation Team are thinking about how we can collaborate to engage with the congregational needs at this time.

As you know, we held our first Community Circle on Saturday. We had about 15 people and introduced the idea of circles as we modeled it by holding a circle. We also invited ideas about topics people would like to see at these circles and will be following up on them, both in the monthly Community Circles and in other smaller groups in the church.

We recognize that you expressed interest in having the first Saturday of each month be devoted to a Q&A with the Board. If that is still your wish, we can switch our Community Circles to the third Saturday of the month. Just let us know. If you would like to use circle as part of your Q&A, we would be happy to help develop the structure and facilitate the process if it will be helpful

And we want to also invite you to use circle techniques in your own meetings and in your relationship building with congregants. We were very encouraged when you used the talking piece for the meeting on April 2nd., that gave everyone space to share and be heard.

We had a few thoughts about Board use of circles that we want to share with you, because a circle certainly doesn't have to encompass a whole gathering.

1. It could be used at the beginning and end of a meeting or Q&A session to first create connection between people, and then to take a pulse at the end to see whether people's needs were met by the session.
2. It could be used after someone presents something. People could do a "round" sharing what they heard, and their reactions or responses.
3. If a complex topic comes up, smaller circles could be used in the middle of a meeting to sort out various aspects or possible directions. One person from each circle can report back to bigger group. This could even change the direction of a meeting if people feel it's needed. (Here we would want to provide circle keepers to facilitate in a restorative way.)
4. It could be used if there is a particularly intense disagreement in a group to slow things down and ensure each person is heard. (Trained keepers would be a good idea here as well.)
5. It could be used for problem solving. (Circle keepers and recorders needed.)
6. It can be used at the point of decision-making to ensure everyone is heard and even to possibly build consensus.

We also had a particular suggestion/idea about circle use in a Q&A session. Maybe people go around and share their questions, and someone documents them so the Board has time as a group to consider them before answering. It could also be powerful if people shared the need they have that motivates the question. Then you are dealing with what people are really needing rather than their projections of what they think would fulfill that need. For example, if someone asks a question such as "When are you going to establish a task force responsible for determining how the \$933K is going to be used?", you ask for the need that is under that question. Maybe it is that they want to know how to get part of the money for a particular project. Maybe it is that they want to be on the task force. Maybe it is that they simply feel insecure about not knowing how the decisions will be made. Knowing where the questions are coming from can help immensely with how to go about meeting the real needs of congregants – or at least trying!

We also discussed approaches to the disbursement of the proceeds from selling the Holly House property. We are aware that many people have been making suggestions about how to structure people and processes. Our suggestion comes from a desire to make the process as open, inclusive, and engaging of the congregation as possible. We suggest that we begin with circles or simply discussion groups focused on “What is social justice?” We could deepen this by bringing in our mission, vision and principles. We could have multiple sessions and types of sessions throughout the church exploring this question, and educational information about social justice could be included, and possibly even community representatives. When it seems that people have had the deep discussions and sharing around what social justice is and what it means to our faith and our church, it may encourage leadership to arise or evolve out of the process, and the circles may inform the direction. This could be an opportunity to bring the church community together.

While we do not believe circle should be the exclusive way of holding meetings, we are experiencing that it can increase awareness, listening skills, and connection to others which will support whatever else we do.

We are very heartened by the types of dialogues taking place in the church community and by your efforts to ensure that all voices are heard. We are excited about continuing our collaboration to build trust and heal.

Sincerely, The Right Relations Committee

Appendix J - Process for Holly House Sale: (Potential Board Actions)

[This document outlines the proposed process for completing the negotiation and sale of the Holly House Property – per David Baumgart and Ann Fletcher.]

- The HHDTF got **input on an initial draft** of the Purchase and Sale Agreement (PSA) from members who have real estate expertise, Craig Nelson and Ruth Baumgart, and a Task Force member who is a lawyer (but not with real estate specialty), Roger Greene.
- Task Force members, Linda Freeburg, Roger Green, and Jim Shuman and Policy and Governance Chair reviewed the draft PSA with **real estate lawyer, Jemima McCullum**. The lawyer communicated some additional language to the broker to clarify the earnest money and to protect the church from buyer-caused expenses before closing.
- The **Financial Stewardship Committee (FSC) reviewed** the PSA and provided questions and feedback to the lawyer, who responded.
- The **PSA and lawyer’s response to key FSC concerns will be sent to Board in a confidential email** and also put on the Board’s One Drive for your review. The lawyer would like to know the **Board’s position on three issues that would need to be negotiated with the Buyer. See additional Addendum sent with PSA.**
- Next steps will be continued research and negotiation for the PSA as needed and Board approval of the PSA as soon as we can be ready. **Possible motion: The Board approves signing the PSA with the following amendments _____ and subject to the final approval of the board, the vote of which is expected to occur on or before _____.**
- Once the PSA is mutually accepted the \$100,000 earnest money will be deposited and the 60-day feasibility will begin. 90 days after feasibility is waived, another \$90,000 earnest money.
- **A new Purchase and Sale Task Force (being proposed by Dave Baumgart for approval at this April meeting)** will be charged with these steps and other needed actions until closing of the sale, no later than 12 months from the mutual acceptance of the PSA.

Dave Baumgart and I are completing the Secretary’s Certificate (See addendum) and documentation needed to accompany the PSA. This includes, among other things, the Board’s resolution approving the PSA and their naming of who will be authorized to execute the sale for the church. **Possible Motion: The Board authorizes the Executive Director, the Chair of the New Task Force, and _____ to jointly execute the HH property sale for the church.**

Appendix K SECRETARY’S CERTIFICATE OF EAST SHORE UNITARIAN CHURCH

[The following information is requested by the Buyer’s Real Estate agent as part of the negotiation for the sale of the Holly House Property – per David Baumgart and Ann Fletcher.]

The undersigned, being the duly elected Secretary of East Shore Unitarian Church (“East Shore”), hereby certifies in connection with the Purchase and Sale Agreement dated _____ (the “Agreement”) as follows:

1. That he is the duly elected Clerk of the Session of East Shore Unitarian Church and is the Secretary of the _____ Church (“_____”) corporation.
2. Attached hereto as **Exhibit A** is a true, correct, and complete copy of the Articles of Incorporation of _____ in effect up to the date of Closing.
3. Attached hereto as **Exhibit B** is a true and correct copy of East Shore’s Bylaws in effect up to the date of Closing.
4. At all relevant times hereto, each member of the Board of Trustees of _____ was duly elected or appointed, qualified and acting as a member of that Board.
5. Attached hereto as **Exhibit C** is a true and correct copy of the Minutes of the Congregational Meeting of _____ that approved the Pender/Woodbridge NW offer authorizing the Board of Trustees to negotiate the Purchase and Sale Agreement.
6. Attached hereto as **Exhibit D** is a true and correct copy of the Resolution of the Trustees of _____ approving the Purchase and Sale Agreement and authorizing the Authorized Persons to take such action as they deem advisable or necessary to complete the transaction contemplated by the Agreement.
7. The Board of Trustees has authorized the following persons, acting jointly, to execute the Agreement on behalf of the East Shore Unitarian Church (collectively, the “**Authorized Persons**”): _____, as “President”, _____, as “Secretary,” _____, as “Treasurer,” _____, as “Trustee”, _____ as “Sale and Purchase Task Force Chair” _____, as “Minister”, and _____, as “Executive Director.”
8. There are no liens or encumbrances against the Property being sold to _____, except for those liens and encumbrances identified in the attached **Exhibit E**.

DATED this _____ day of _____, 2019.

Name: _____

Title: Secretary of East Shore Unitarian Church