

East Shore Unitarian Church

Meeting of the Board of Trustees

August 2019 Board Packet

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ESUC Membership at a Glance	
Current Membership	Current Pledging Units
411	315

Note on August Board Packet Contents

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

Agenda

ESUC Board of Trustees Meeting Agenda

August 20, 2019

Host:				
6:45	7:00	0:15	Social Gathering	Evelyn
7:00	7:05	0:05	Opening Words	Steve
7:05	7:20	0:15	Time Keeper & Check in	All
7:20	7:30	0:10	Consent Agenda	All
7:30	7:35	0:05	Holly House Update	Evelyn
7:35	7:40	0:05	Mission Fund Drive Update	Steve & Dennis
7:40	7:50	0:10	Board Goals	Dennis
7:50	8:00	0:10	Process for HH fund Disbursement Decision	Mike
8:00	8:10	0:10	Maternity Leave & Caretaker Compensation	Jerry
8:10	8:20	0:10	Salmon Bake	All
8:20	8:30	0:10	Next Steps with Pam	All
8:30	9:00	0:30	Executive Session	All

Liaison to nominating committee

SLT job descriptions

Board oversight of staff and ministry teams/board committees

OK to respond to Roger that the vote is considered legit?

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 Dennis in advance!)

August 2019 Consent Agenda Voting Items

- Approve July 2019 Board Meeting minutes
- Approve Carrie Bowman as a member of the Right Relations Committee.

August 2019 Board Reports

Developmental Minister's Report – Rev. Stephen Furrer

Developmental Minister's Report to the Board of Trustees

August 20, 2019

Listening Session: The Board held a Listening Session with several members of the Holly House Developmental Taskforce II on Wednesday evening, July 31. Michelle Danley and Milly Mullarky were co-facilitators. Better understanding issued forth.

Board Retreat: The 2019 ESUC Board Retreat occurred on August 2 from 6:30 to 9:40 pm and August 3 from 9:00 am to 4:00 pm. Pam Orbach and other ESUC members whom she's trained are using various restorative practices that nurture understanding and build beloved community among our members. It was important that all Board members know what "sitting in circle," is all about, and the manner in which it can strengthen fellowship and foster bonds. I believe that *full Board participation* is vital to restoring a healthy, dynamic homeostasis at ESUC and to the overall success of my Developmental Ministry. Thanks for attending and please make plans to attend several more circles over the course of the course of the 2019-2020 church year.

We celebrated many 90th birthdays during and after worship on Sunday, August 18 as part of a new plan to annually honor all newly minted nonagenarians.

Working Through Loss: I have by now concluded four of a five-part sermon series on ESUC history. This is part of the 1st Developmental Task of interim/developmental ministry: help the church understand both its historical triumphs and its challenges and how they impact on its current state of health. On September first I will be preaching on the years since Peter Luton's departure with particular attention to the interim ministry of the Reverend Elaine Peresluha. It has been my suspicion that the congregation has never come to terms with the abrupt departures of your three most recent ministers. The resulting unconscious unexpressed grief has left the membership edgier and more suspicious of one another than should be the case. Additionally, my sermon series is posing the question: what is ministry all about? What are its continuities over the course of ESUC's shared history *and* in what ways has it changed, and must it keep changing in the days and years ahead?

I have integrated most elements of my proposed ESUC Growth Plan into the 2019-2020 Board Goals that we together worked on at our Aug 2-3 Board Retreat and that we will further refine tonight.

I expect to take some of my vacation in November. I will be foregoing my study leave this year except in drips and drabs.

For those who like to see numbers, see the attached metrics* compiled by Nicole.

Respectfully submitted, Stephen H. Furrer

Communications & Membership Metrics*

Worship Numbers:

2019/20

July 7: 160

July 14: 126

July 21: 107

July 28: 96

August 4: 118

2018/19

July 1: 111

July 8: 116

July 15: 90

July 22: 115

July 29: 101

August 5: 198 (Steve's 1st Service)

Membership Numbers:

Current Membership: 411

- 2 people ended their membership with calls from the "At Risk" list
- 2 members passed away: Rosine Bender and Paul Fussell
- Visitors who have filled out forms in July: 1

Social Media Metrics:

Yelp for July 10-August 8, 2019

12 User views

2 User Leads

1 Clicks to Website

1 Directions

Google My Business Report for July

29,712 People found us on Google

735 Asked for Directions

195 Visited the website

28 Called

ESUC.org Analytics June 2019

1,294 Users

1,099 New Users

1,787 Sessions

4,011 Page Views

2:17 Average Session

39.79% use mobile, 5.95% use tablet

Facebook: 770 Followers

Instagram: 164 Followers

Twitter: 47 Followers

2019-20 MFD (As of 8/9/19)

Confirmed: 237 (out of a potential 315 households)

- 210 Yes
- 6 Waiver
- 12 Nos
- 9 Life (members who are not required to pledge)
- 30 Deemed “Likely” for a total of \$33,898.00

Confirmed \$: \$570,361.36

- We still have 18 “At Risk” people who have not pledged or made any contact. These are people who will be getting a letter this week as per our bylaws.

- I've only heard from 2 people from the "At Risk" list, both of whom asked to be removed from the rolls

President's Report – Dennis Fleck

Beginning in September, there will be church potluck dinners on Tuesday nights. Additionally, there will be encouragement to schedule church meetings either before or after the Tuesday potlucks so as to be able to take advantage of these community-building events. This was discussed at the Executive Committee meeting, and we would like to propose that, beginning in September, the Board will no longer be having snacks prior to the Board meetings. So, please join me in attending the Tuesday evening potluck prior to our monthly Board meetings beginning with the September meeting.

I am appreciative of our conversation around Salmon Bake and the meaning of Salmon Bake. And, I recognize that our vegan and vegetarian members want us to continue to meet their dietary preferences with alternative dishes. As we reflect upon Salmon Bake, we have the opportunity to honor the indigenous people who inhabited the Bellevue area where East Shore is located. Separate to our discussion around serving salmon or not, there is an opportunity to honor those who lived here before us, and potentially contribute to meaningful causes supported by the Native Americans. I look forward to meaningful conversation on this subject during our board meeting.

I would like the Board to continue our work with Pam Orbach, as kicked off at the retreat. We determine our next steps and frequency of meeting. Should we allocate time at multiple board meetings, or at a separate gathering? And, our time spent with Pam benefits us not only in our board work, but also in our everyday activities.

During our August meeting, we should plan to formalize the Board's Goals for 2019-2020.

Respectfully submitted by

Dennis Fleck

Treasurer Report – Marcy Langrock

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

· Endowment Subcommittee (ES):

1. The ES did not meet this month. The next meeting will be scheduled for August.
2. The Five-Year Strategic Plan for Endowment needs to be completed.
3. The ES will work on a bequest campaign. Steve has offered to help with this task.

· Financial Stewardship Standing Committee (FSSC):

1. Leroy Smith chaired his first meeting for the FSSC on August 6th.
2. We discussed updating the charter and the new members familiarizing themselves with the by-laws, policies and procedures. We plan on making recommendations for updates on financial policies and by-law changes. We will submit those to Policy and Governance.
3. The FSSC was asked to be the committee responsible for approving fundraising for East Shore. The hope is to have a central committee who knows all of the fundraising happening at any given time. We

do not want to inundate members with asks for contributions. We want to be able to space this out throughout the year. Having a central committee monitoring these efforts should make it easier to not duplicate fundraising efforts, as well. Lee Dorigan volunteered to draft a policy.

4. We discussed the budget process and agreed that the process needs to begin earlier next year.

5. The committee discussed the board retreat and the goal of membership growth and retention. The committee will use this lens when evaluating our finances. After the August board meeting, we should have finalized goals for the year.

6. The committee was updated on the Holly House Purchase and Sale Agreement.

7. The Five-Year Strategic Plan needs to be updated with the new numbers for the sale of the Holly House property. The previous plan made assumptions about the numbers. Now we have actual figures.

8. The FSSC is asking ES to either follow our advisor's advice or communicate with the FSSC why they are not going to follow the advice.

9. Claudia, the former chair of FSSC, with complete the annual report.

10. I still am planning on drafting a policy to provide more responsive oversight when committees or staff exceed their budgets.

11. The Restricted Funds Policy needs to be updated. The FSSC would like more guidance from the Board before proceeding.

12. FSSC would like us to remember how important membership growth is to our financial stability. Membership growth has the largest and longest-lasting impact to our sustainability.

· Finance Team:

1. The Finance Team met twice this month. The regular meeting was July 9th and we also met on July 30th before Jason's vacation.

2. Dennis, Jerry and Mike were all added as signers for our operating checking account at Chase Bank.

3. Jason is out of the office for the month of August. I am helping as much as I can and will be coming in to approve check requests and sign our weekly check run.

4. The new bookkeeper and Jason were able to close our fiscal year end. The finance team discussed the close and year-end adjustments and accruals. We also discussed professional expenses. We made a recommendation to pay for Steve's overage in professional expenses out of his discretionary fund.

5. We finalized the PTSA sponsorship agreement.

6. We discussed the IRS school requirements.

7. We discussed the Caretaker's salary and possible title. The personnel committee is reviewing this for the board.

8. I still plan on drafting a procedure for the staff and committees to clarify who can approve expenditures.

· Treasurer Position and Other Work:

1. We have been receiving many phishing emails and documents. Please be aware that these scammers are sophisticated enough to know the names of staff and officers.

Check the actual email address before responding. Also, if anything seems off or out of the ordinary, please feel free to ask before responding.

2. We had our annual Board Retreat. I was nice to get to know the new board members. We heard many helpful ideas from numerous committee and team leaders. I look forward to working with my fellow board members. This will be an important year and I see many, many strengths and lots of commitment from everyone. Thank you!

· Board Goals:

1. “1. Financial Plan Strategy: 1a., By 12/2019 implementation of Endowment Charter”

§ This was approved at the November board meeting.

2. “1. Financial Plan Strategy: 1c., 6/2020 Holly House Funds disposition vote”

§ Once we have closed on the sale of the property, Financial Stewardship, the Board, Jason, Rev. Steve, and I will work on recommendations for how to use the funds. We will educate and gather input from the congregation. In accordance with all by-laws, we will also hold a vote if the amount dictates it. Additionally, we need to take the following into consideration:

o The Endowment Fund earnings need to be calculated. Currently, we have a “year to date” percentage and a “since inception” percentage of gains/ losses. We need to determine what our true gains / losses are, excluding any donations, for the past 10 years. An earnings percentage is necessary when comparing other options, such as paying off the mortgage.

o We need to sustain and grow membership. What programming and outreach will help us do this?

3. “2. Developmental Ministry Goals: 2a., Inspire a healthier culture”

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

§ We have executed the contract with Pam Orbach. The Board voted in December to spend the money for her assistance in creating a healthier environment.

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

Executive Director’s Report – Jason Puracal

This month Jason has submitted his presentation “2018.09.16 Holly House – A Bridge to East Shore’s Future v.2” This will be printed separately and distributed at the board meeting.

Director of Lifelong Learning's Report – Aisha Hauser

VOTE REQUESTED-

The Lifespan Integration Team with the full support of the DLL, are asking the Board to vote in favor of the following parental leave policy to be applied in the case of Amanda Uluhan, RE Programs Coordinator:

- **12 weeks paid leave**
- **Sick leave and vacation leave remain intact**
- **Sick leave and vacation continue to accrue during leave**

The rationale for not requiring that a pregnant employee use up their accrued sick time is simple, they are not ill. Being pregnant and giving birth is not a condition that needs to be cured, it is a part of the human experience and one that we affirm and support as a faith community. As an employer, it is incumbent on East Shore to be generous and mindful of setting precedent. We are a Unitarian Universalist faith community hoping to attract and retain new members of all ages and particularly families. One of the ways we can model justice-making is to offer compensation as generous as we are able. In the industrialized world, some countries offer up to one year paid maternity leave. We are aware this is unrealistic for our current system, however, 12 weeks is realistic. We also don't recommend forcing an employee in this situation to use up their vacation time either, as this is also not a vacation. The welcoming of a new life to a family is a natural event that we have the opportunity to embrace as a faith community in a tangible way by offering this package that honors the work of the employee and affirms our commitment to justice.

Children and Youth

Amanda and LeAnne report that the summer Sundays have been fun and well attended. We are planning the fall programs and we are excited to be offering several Our Whole Lives programs along with engaging programming for children and youth not enrolled in OWL and for folks who visit and drop in.

Here are the numbers for the summer:

Attendance Numbers:

June 30-10
July 7-7
July 14-13
July 21-11
July 28-17
August 4-23
August 11-15

Since I have been away for the past few weeks, I am going to include much of what was in Walter Andrew's report to the Board during the retreat. These are issues that would be important for LLL to address with the Board during the coming year.

CHILDREN AND YOUTH RE

1. Safety issues (which impact many of the following things)

- The Board should have safety policies and mandate a Safety Oversight Group.
- plan for major emergencies or critical incidents (e.g. fire, earthquake, shooter or other threat to the group).
- Emphasis on collaboration of groups, including those in the UU and the local community that can help us to establish and train in these areas
- Safety response team when incidents arise, including pastoral care, right relations, and concerned departments
- Safety committee to assess, establish, and train
- The committee needs to include voices from many departments including facilities, education, pastoral care, social justice, grounds, and worship
- Safety is a campus wide effort and includes effective policies and guidelines that help to protect us on Sunday mornings, at other times during the week, at events we host, and during services we offer to the community

2. Easing procedures for involving families

- clear and consistent pathways for bringing, dropping off, and picking up children
- Knowing where children are at all times-a safety issue
- Providing adequate training to all volunteers and staff for safety procedures involving vulnerable populations (children, youth, elderly, etc.) and for Sunday morning worship times

3. Involving more of our members in religious education and faith formation

- Emphasizing multiage, family friendly, and childcare at our events
- Parent training and support and faith formation
- Radical welcoming means welcoming and preparing for differently abled children.
- Establishing clear connections, expectations, and guidelines through effective trainings between all parties who serve on Sunday mornings

4. Supporting multiage and age specific groups on campus, for example,

- the family covenant circles,

5. Increasing the visibility of our community partners

- relations with the home-school group
- other outside groups
- understand the impact of new outreach methods and improvements, including our new database system and developing website

6. Supporting professional staff and lay leadership development throughout the congregation

- Supporting and enhancing staff collaboration and communication

7. Increasing staff ability to work together to improve worship for all ages of visitors and members, music, outreach, lifelong learning, faith formation, community, and service to community

8. Updating our programming and curriculum across the board to increase accessibility

- Understanding how age-appropriate development and multiple learning styles impact our department
- project-based learning (and the need for involvement of church members who are working with projects)
- emphasizing value-based and pluralistic aspects of our faith and programming to better serve an incoming population

9. The Committee is concerned about supporting Amanda in her new full-time position as RE Programs Coordinator. Some of our concerns are:

- She is young and has moved up from a part-time support position. This has some very positive consequences for the RE Program and the church, for example:
 - She comes in with extensive experience of the church and the way it is run from the bottom up.
 - She is of an age with the young families we are trying to attract and is expecting a child, which will connect her to them even more strongly.
 - Seeing a person like them in a position of some authority among the paid staff indicates forcefully that we respect young families and young congregants and that we are concerned with their issues.
 - She has a lot of energy and relates well to our youth and young adults.
- We recognize that her youth and prior experience bring potential problems as well, for example:
 - We hope the board and staff will to accept and respect her in her new position and give her the voice that her crucial new position and skills deserve.
 - Our personnel policies need to reflect the needs of younger staff with new families including
 - generous and flexible paid family leave policies for new parents,
 - adequate provision for time off and the ability to work remotely when necessary.

ADULT EDUCATION (Ryam Hill)

Core Team for Aisha Hauser, DLL: Ryam Hill, Laura Rivendell, Lynn Roesch (just joined)

1. Developed a new website to help people wanting to offer classes and expand awareness of our programming.
2. We did a survey of members as to their interests in adult programming and willingness to offer a program. We worked with some presenters to help them decide on class focus, presentation styles, and timing.

3. Also, in conjunction with Children and Youth Programs, we have developed an expanded calendar of Adult programs aimed at serving the broader community , for example:

- Adult and Older Adult Our Whole Lives Sexuality Education classes
- Race and Identity workshops
- How to Have Difficult Conversations
- Compassionate Communications and Introduction to Non-Violent Communication
- Restorative Practices workshops and community circles

4. We will coordinate with the Children and Youth programs to have offerings during times parents could attend with child care available.

5. We will include some classes and events that were formerly under ESJCC, such as the, Meaningful Movies events which have newly moved to ESUC.

6. Increasing data collection: We hope to work with staff and class/program leaders to keep data on who and how many are attending. This was done in the past but has not been happening in the last few years. This data will provide insights into how the adult programs are serving our members and the broader community.

Liaison Reports

Right Relations Committee – Mark Norelius

The August BOT report for Right Relations:

In an effort to embed Right Relations ideals and practices at East Shore, emphasis continues on Community Building Circles. To that end the number of monthly Circles will increase from 1 to 4 to accommodate the variety of schedules and needs of church members. The topic of each of the Circles will be the same for the month and that topic will change monthly. These Circles will be facilitated by members of the RRFT (Right Relations Facilitation Team).

Additionally, the RRC (Right Relations Committee) will be publicizing the plan to grow the number of members of the RRFT. It will be open to all members of the church after submission of an interest form to the RRC. Potential members will be encouraged to attend trainings, a retreat and workshops to help prepare for their role.

The RRFT provided 2 facilitators for the listening session between the Board Of Trustees and the Holly House Developmental Task Force. Pam Orbach provided guidance in preparation for the facilitators prior to this event.

Pam Orbach will be leading two NVC (non-violent communication) training series starting in September. Board members are invited to attend.

The RRC has invited Carrie Bowman to join as a member of the RRC after BOT approval.

****As a consent agenda item, I ask the BOT to approve Carrie Bowman as a member of the Right Relations Committee. ****

Respectfully submitted by

Mark Norelius

BOT Member at Large

Right Relations Committee Liaison

Policy & Governance Committee – Ann Fletcher

Consent Agenda Items: NONE

1. I am pleased that the Holly House moving Purchase and Sale Agreement (PSA) is completed. I will continue to be a part of the Holly House Purchase Task Force until the sale closes.
2. Michelle Danley (Earth and Social Justice Council) and I met with Dennis Fleck about the need for Board Policy direction to the staff regarding the financial and fundraising processes that they set up for East Shore. Marcy Langrock and I have also talked about related finance needs from the Finance and Financial Stewardship Committees' point of view. Jason has agreed to do a presentation for team leaders and staff to share guidelines but has specific areas where more board guidance may be needed. P&G will work with Jason and Dennis to determine next steps. (This is an item from June/July that is still pending.)
3. Mike Radow, the liaison appointed by the Board, and I met on Monday, July 15 for orientation. The P&G Committee will meet August 29. An agenda item for that meeting will be team charter updates plus any items the Board has prioritized at its August meeting.
4. Jennifer Sumner attended the Board retreat in early August. She reported P&G recommendations for policy to the Board. I will attend the Board meeting in August and would like the Board to provide any further direction or priorities as soon as possible.
5. P&G Committee is available to work with the new Board and/or its new members on Policy Based Governance in preparation for the coming year. The Committee is also available to work with the new Board on its annual Board Policy Review, which is required in Section 6 of the Board Policies.
6. Future plans of P&G includes:
 - *Recruiting new P&G members
 - *Congregation communications in Fall Beacon in the form of an FAQ on Policy Based Governance
 - *Governance 101/102 class offered in the fall/winter

Personnel Committee – Jerry Bushnell

For Consent Agenda: Nothing

For Discussion Agenda:

1. Maternity leave pay for 2019
2. Sexton/Caretaker Pay

Informational: Potential for Personnel committee to be a ministry team rather than a board standing committee.

1. Maternity Leave Pay: At the last board meeting, the board passed a motion to grant Amanda Uluhan 12 weeks of maternity leave, rather than the 6 weeks stipulated in the current personnel manual. The motion also specified that for the beginning of the leave, Amanda would use accrued vacation and sick leave. The personnel committee was asked to make a recommendation to the board regarding pay for the remainder of the maternity leave after vacation and sick time was used up.

Discussion points by the committee:

- i. In the future, someone else may need to be hired to cover a maternity leave, we don't want to set a precedent that will be hard to follow. In the current case with Amanda, Aisha has stated that we will not have to hire anyone, that the current staff will be able to cover Amanda's workload.
- ii. It would be appropriate to match what the state will be paying after 1/1/2020, which would be somewhere between 60 and 80% of current salary
- iii. Maternity leave is regarded as short term disability in the HR world, and is usually paid at 60% of salary
- iv. The personnel manual will have to be updated Jan 1, 2020 to acknowledge the new Washington Family Leave Act.

Consensus Recommendation from the personnel committee: The personnel committee recommends to the board that the current personnel policy manual entry about maternity leave should be changed. The committee recommends that an employee on maternity leave be paid between 60% and 80% of her salary after using her sick leave and vacation days. It should be noted that there were other opinions, the board liaison recommended continuing full pay.

Current Maternity Leave Policy:

Maternity leave will be granted to a pregnant employee upon receipt of a physician's certification stating that she is unable to work due to pregnancy. Such leave will typically extend six weeks beyond delivery but may be extended, if required for a continuing disability. During this leave the employee may use a combination of accrued vacation, sick leave, and/or discretionary emergency time to continue receiving compensation. The employee will continue to accrue appropriate vacation and sick leave while she is in paid status.

Potential new Maternity Leave Policy:

Maternity leave will be granted to a pregnant employee upon receipt of a physician's certification stating that she is unable to work due to pregnancy. Such leave will typically extend twelve weeks beyond delivery but may be extended, if required for a continuing disability. During this leave the employee may use a combination of accrued vacation, sick leave, and/or discretionary emergency time to continue receiving compensation. After vacation and sick leave is used, the employee will be paid at ____ % of salary for the remainder of the 12 weeks. The employee will continue to accrue appropriate vacation and sick leave while she is in paid status.

2. Proposed Job Title change, and salary change for caretakers:

Jason has proposed to the personnel committee that the job title for our caretakers be changed to Sexton, because the job description does not match the UUA custodian capsule job description which is:

Custodian Performs regular cleaning duties in all parts of the building with moderate supervision. Sets up furniture and fixtures for events and meetings. May be responsible for opening and closing the building for functions.

The current job description and Jason's comments on the position are attached as appendix one.

The personnel committee agrees with changing the job title of at least one caretaker to Sexton. If additional caretakers are hired in the future, they could have more limited job descriptions and retain the job title of caretaker or custodian.

Regarding caretaker/Sexton pay:

- The 2019-2020 budget listed caretaker pay at \$36,005 per year, or \$17.31 per hour
- The UUA guideline for custodian, with a more limited job description, is \$36,000 median, and \$42,300 maximum. (\$17.31 per hour and \$20.34 per hour)
- Using Payscale.com for the job title Sexton gives a range
 - o Having Master's degree: \$13 to \$23 per hour
 - o Having High school diploma: \$12 to \$21 per hour

The personnel committee is not making a specific recommendation for caretaker/sexton pay but notes that the proposed \$20 per hour is within, at the upper end, of both UUA guidelines and Payscale.com results for Bellevue.

Regarding paying employees at a Living Wage:

What constitutes a living wage for a family depends heavily on whether there are one or two adults, how many children, and how many adults in a family are working. If East Shore decided to pay everyone a living wage, we could be in the position of having two people in the same job and paying one (single adult) \$15.05 per hour and another (single adult, two children) \$34.53 per hour for the same job.

The personnel committee recommends that if there is interest in East Shore changing our compensation guidelines from UUA midpoint to living wage, that the decision not be made by the personnel committee nor the SLT, but by the board with extensive congregational input and study.

3. Ongoing personnel committee work:

- We have been discussing whether we should continue to be a board standing committee or become a ministry team
- We will be reviewing Aisha's revised job description when done (reflecting change back to full time)

APPENDICES

Appendix A: July 2019 Summary Income Statement

Date : 08/01/2019

East Shore Unitarian Church Monthly Income Statement - Summary

Time : 1:09:51 PM

July 2018 to June 2019

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget		YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget Remaining (This Year)	Annual Budget (This Year)	% of Annual Budget Used (This Year)
			Remaining (This Year)	Remaining (This Year)					
Revenues									
Income - Donations	(\$16,151.87)	\$62,750.00	\$78,901.87		\$675,286.12	\$753,000.00	\$77,713.88	\$753,000.00	89.68 %
Income - Program Fee Pmts	\$840.00	\$725.00	(\$115.00)		\$17,730.00	\$8,700.00	(\$9,030.00)	\$8,700.00	203.79 %
Income - Fundraising Event Pmt	\$1,686.00	\$3,645.87	\$1,959.87		\$55,608.58	\$43,750.00	(\$11,858.58)	\$43,750.00	127.11 %
Income - Facilities Rental Pmt	\$28,424.10	\$17,078.73	(\$11,345.37)		\$228,737.20	\$204,945.20	(\$23,792.00)	\$204,945.20	111.61 %
Income - Dept Activities Pmts	\$21,658.00	\$6,263.19	(\$15,394.81)		\$97,307.27	\$75,159.27	(\$22,148.00)	\$75,159.27	129.47 %
Income - Other	\$711.52	\$6,815.67	\$6,104.15		\$119,997.45	\$81,790.02	(\$38,207.43)	\$81,790.02	146.71 %
Total Revenues	\$37,167.75	\$97,278.46	\$60,110.71		\$1,194,666.62	\$1,167,344.49	(\$27,322.13)	\$1,167,344.49	102.34 %
Expenses									
Payroll Expenses									
Wages	\$48,111.60	\$46,519.10	(\$1,592.50)		\$565,936.75	\$558,232.50	(\$7,704.25)	\$558,232.50	101.38 %
Payroll Taxes	\$4,755.29	\$3,484.19	(\$1,271.10)		\$43,323.47	\$41,809.62	(\$1,513.85)	\$41,809.62	103.62 %
Payroll Benefits	\$19,800.17	\$10,330.59	(\$9,469.58)		\$121,384.45	\$123,967.08	\$2,582.63	\$123,967.08	97.92 %
Total Payroll Expenses	\$72,667.06	\$60,333.88	(\$12,333.18)		\$730,644.67	\$724,009.20	(\$6,635.47)	\$724,009.20	100.92 %
Program Expenses	\$59,469.47	\$9,509.54	(\$49,959.93)		\$115,583.86	\$114,113.27	(\$1,470.59)	\$114,113.27	101.29 %
Administrative Expenses									
Facilities Expense	\$14,100.59	\$7,809.80	(\$6,290.79)		\$101,075.49	\$93,714.52	(\$7,360.97)	\$93,714.52	107.85 %
Business Expense	\$14,275.14	\$6,522.85	(\$7,752.29)		\$99,456.83	\$78,272.00	(\$21,184.83)	\$78,272.00	127.07 %
Office Expense	\$4,011.97	\$2,218.35	(\$1,793.62)		\$28,729.28	\$26,620.09	(\$2,109.19)	\$26,620.09	107.92 %
Fundraising Expense	\$1,220.45	\$1,187.61	(\$32.84)		\$10,612.39	\$14,250.00	\$3,637.61	\$14,250.00	74.47 %
Advertising & Marketing	\$403.06	\$226.63	(\$176.43)		\$1,017.57	\$2,720.00	\$1,702.43	\$2,720.00	37.41 %
Interest & Loan Expense	\$9,470.45	\$9,470.46	\$0.01		\$113,645.40	\$113,645.41	\$0.01	\$113,645.41	100.00 %
Total Administrative Expenses	\$43,481.66	\$27,435.70	(\$16,045.96)		\$354,536.96	\$329,222.02	(\$25,314.94)	\$329,222.02	107.69 %
Total Expenses	\$175,618.19	\$97,279.12	(\$78,339.07)		\$1,200,765.49	\$1,167,344.49	(\$33,421.00)	\$1,167,344.49	102.86 %
Net Total	(\$138,450.44)	(\$0.66)	\$138,449.78		(\$6,098.87)	\$0.00	\$6,098.87	\$0.00	0.00 %
Other Revenues									
Designated Revenues	(\$43,759.52)	\$0.00	\$43,759.52		(\$25,585.80)	\$0.00	\$25,585.80	\$0.00	0.00 %
Restricted Revenues	\$0.00	\$0.00	\$0.00		\$9,625.00	\$0.00	(\$9,625.00)	\$0.00	0.00 %
Revolving Revenues	\$9,743.97	\$0.00	(\$9,743.97)		\$9,743.97	\$0.00	(\$9,743.97)	\$0.00	0.00 %
Total Other Revenues	(\$34,015.55)	\$0.00	\$34,015.55		(\$6,216.83)	\$0.00	\$6,216.83	\$0.00	0.00 %
Other Expenses									
Designated Expenses	\$9,033.00	\$0.00	(\$9,033.00)		\$125,730.76	\$0.00	(\$125,730.76)	\$0.00	0.00 %
Restricted Expenses	\$0.00	\$0.00	\$0.00		\$8,215.65	\$0.00	(\$8,215.65)	\$0.00	0.00 %
Revolving Expenses	\$0.00	\$0.00	\$0.00		\$8,273.49	\$0.00	(\$8,273.49)	\$0.00	0.00 %
Total Other Expenses	\$9,033.00	\$0.00	(\$9,033.00)		\$142,219.90	\$0.00	(\$142,219.90)	\$0.00	0.00 %
Net Operating total	(\$181,498.99)	(\$0.66)	\$181,498.33		(\$154,535.60)	\$0.00	\$154,535.60	\$0.00	0.00 %

Appendix B: July 2019 Balance Sheet

Date : 08/06/2019 Page : 1

Time : 2:17:12 PM

East Shore Unitarian Church

Balance Sheet

Closing Month 2018

Accounts

Assets

Current Assets

Cash & Investments

1-1000 - Petty Cash \$200.00
1-1010 - Checking - Chase \$20,144.48
1-1030 - Brokerage - Schwab \$68,932.07
2-1010 - Checking - Chase \$17,427.82
3-1010 - Checking - Chase \$65,080.93
3-1040 - Endowment Money Funds - Schwab \$30,806.90
3-1070 - Endowment Investments - Schwab \$1,227,572.92
4-1010 - Checking - Chase \$13,624.35

Total Cash & Investments \$1,443,789.47

Other Assets

1-1110 - Deposits \$1,750.00

Total Other Assets \$1,750.00

Total Current Assets \$1,445,539.47

Contra Assets

1-1600 - Building Loan Contra Account \$722,044.07

Total Contra Assets \$722,044.07

Total Assets \$2,167,583.54

Liabilities, Fund Balance, & Restricted Funds

Liabilities

Current Liabilities

1-2010 - Second Sunday Collection Payable \$878.24
1-2020 - Other Collections Payable \$175.00
1-2110 - Wage Accruals Payable \$20,773.84
1-2160 - Other Payroll Deductions Payable \$727.70
1-2170 - 401(K) & Pension Payable \$5,175.80
1-2300 - Prepaid Pledges \$58,085.00
1-2500 - Building Loan - Current \$76,200.00

Total Current Liabilities \$162,015.58

Long Term Liabilities

1-2700 - Damage Deposits - LT Rentals \$4,500.00

1-2750 - Building Loan - Long Term \$645,844.07

Total Long Term Liabilities \$650,344.07

Transfers In/Out

1-2900 - Due To/From Other Fund \$710.97

2-2900 - Due To/From Other Fund (\$9,743.97)

3-2900 - Due To/From Other Fund \$9,033.00

Total Transfers In/Out \$0.00

Total Liabilities \$812,359.65

Fund Balance

2-3000 - Fund Balance - Ministry \$2,251.30

2-3010 - Fund Balance - Membership \$5,923.55

2-3020 - Fund Balance - Social Justice \$4,591.71

2-3030 - Fund Balance - Lifelong Learning \$3,912.17

2-3040 - Fund Balance - Finance & Facilities \$9,441.25

2-3050 - Fund Balance - Market & Dev \$1,051.81

3-3000 - Fund Balance - East Shore Housing \$10,000.00

3-3010 - Fund Balance - Endowment Allocation (\$43,322.00)

3-3020 - Fund Balance - Endowment \$1,301,431.27

3-3050 - Fund Balance - General Reserve \$41,809.08

3-3060 - Fund Balance - Memorial Garden \$4,509.40

4-3000 - Fund Balance - Grounds \$1,615.00

4-3010 - Fund Balance - Gallery \$8,000.00 4-3020 - Fund Balance - Fund-a-Need \$4,009.35

Excess Cash Received \$0.00

Total Fund Balance and Excess Cash Received \$1,355,223.89

Total Liabilities, Fund Balance, & Restricted Funds \$2,167,583.54

Appendix C: July 2019 Financial Charts

None submitted this month

D: ESUC Board of Trustees Draft Minutes – July 2019

ESUC Board of Trustees

July 16, 2019

Draft Minutes

Agenda

July 16, 2019

Host: Maury Edwards

6:45 - 7:00	0:15	Social Gathering
7:00 - 7:10	0:10	Timekeeper & Check in All
7:10 - 7:20	0:10	Consent Agenda All
7:20 - 7:35	0:15	Holly House Update Marcy, Jason, Evelyn & Dave
7:35 - 7:50	0:15	Mission Fund Drive Update Marcy and Jason
7:50 - 8:00	0:10	Annual SLT Performance Reviews Dennis
8:00 - 8:05	0:05	UUA Leadership training January 2020 Dennis
8:05 - 8:30	0:25	Process for HH fund disbursement All
8:30 - 8:45	0:15	Salmon Bake & Board Listening Session All
8:45 - 9:00	0:15	Executive Session All
9:00		Adjourn

Upcoming Events

- August Executive Meeting – 8/6/2019, 11 AM to 1 PM
- August Board Packet Items Due – on **or before 8/14/2019**
- August Board Meeting – Aug 20/2019, Evelyn hosts
- Board Buzz due – Friday Aug. 23,2019
- Sunday Service Announcements – 8/4 Mike, 8/11 Jerry
We need volunteers for announcements 8/18, 8/25, 9/1

Attendance:

Dennis Fleck, Board president, Marcy Langrock, treasurer, (remote) Jerry Bushnell, secretary, Maury Edwards, (remote) Geoff Soleck, Mark Norelius, absent-Evelyn Smith, Paul Buehrens, Mike Radow, Clare Shirley

Stephen Furrer (Minister), Jason Puracal (Executive Director), Absent-Aisha Hauser (DLL)

Guests: Martin Cox – chair Nominating Com, Sheridan Botts - chair Personnel Com, Ann Fletcher, chair Policy and Governance, David Baumgart – chair Holly House PSA Task Force

Timekeeper/process checker – Mark Norelius

Check In: done by all: 7:00 pm

Opening Words: Done by Reverend Stephen Furrer

Consent Agenda

- Approve June 2019 Board Meeting minutes
- Move \$9,033.00 from the Designated Fund General Reserve account to the Operating Fund to cover unbudgeted expense in 2018/19 to cover Holly House attorney fees.
- Approve Eastside PTSA sponsorship agreement
- Banking Changes:
 - o Chase Checking account
 - § Remove past President, Tom Doe
 - § Add new President and Vice President, Dennis Fleck & Mike Radow
 - o Schwab Operating account
 - § Remove past President, Tom Doe
 - § Add new President, Vice President, and Developmental Minister, Dennis Fleck, Mike Radow, Stephen Furrer
 - o Schwab Endowment accounts
 - § Remove past President, Tom Doe
 - § Add new Vice President, Mike Radow
- Conflict of Interest Statement for Staff Members
- Conflict of Interest Statement for Board Members

Items Removed from Consent agenda - none

Marcy moved, Mark Norelius seconded, that the consent agenda be accepted.

Vote: all in favor, none opposed

Personnel Update – Maternity Leave Policy – Sheridan Botts

The personnel committee recommends that Amanda Uluhan be allowed to use up vacation leave and sick leave, and that the board can consider approving paid leave from the time sick and vacation leave are used to allow 3 months total leave.

The personnel committee notes that starting January 1, 2020, the state FLA fund will be covering 3 months of paid sick leave.

Jerry – it is not clear what the benefit would have been from WA state, the stipend will be calculated by a sliding scale formula that has not been published. An example was given that an employee making \$54,000 per year, would receive \$736 per week. Amanda’s salary is \$49,000 (\$942/week), so her benefit would have been something under \$736 per week if she had a delivery date in 2020.

Amanda Uluhan will be using maternity leave later in the year (October).

Dennis asked the board if they would:

- Change the policy to 3 months of leave? Use vacation and sick leave
- Leave the policy unchanged.

Aisha has recommended 3 months of leave.

Marcy would like to see the full 3 months of leave. (\$730 per week for 13 weeks)

We are not hiring any replacement staff, so there is no incremental cost to support Amanda with the 13 weeks.

[Discussion – all comments were favorable for either 12 weeks or 3 months of maternity leave.]

Jerry moved we change the benefit to 12 weeks using vacation and sick leave first followed by paid maternity leave. Marcy seconded.

We discussed the question of accruals.

Mike proposed a friendly amendment to the motion which agrees with a total maternity leave of 12 weeks, with compensation for the first part of the leave coming from accrued sick leave and vacation time. For the balance of the 12 weeks, compensation will be decided at the next board meeting, with the personnel committee making a recommendation. Jerry agreed to the friendly amendment.

Mark seconded, Motion Passed unanimously.

****Note:** The board meeting in August will deal with the subject of remaining compensation beyond vacation and sick leave.

Caretaker / Sexton – Personnel Committee

The personnel committee received a request from Jason that we change the title of our custodians to Sexton, and updated the job description. This request was received after the last meeting personnel committee meeting, and will be discussed at the next meeting.

The personnel committee did do some research on the Sexton position and found that the local pay range could be from \$13 to \$20 per hour.

The personnel com did not compare the job descriptions for East Shore with the UUA job descriptions. Jason pointed out that the East Shore job descriptions are much more expansive and complex. For example, they provide setups for 150 to 300 events per month. Their responsibilities also include painting, tree trimming, and roof maintenance.

Sheridan questioned, who should be making this decision – Personnel Com, SLT, or the Board?

[Discussion covered a variety of points. It was noted that the current budget was approved at the annual meeting.]

Jason – we are getting by with 2 caretakers, but that requires that they do very little with regard to the Grounds. In addition, Jason or Diane has to work up to 12 hours per day to insure that the campus and our facilities are opened and closed, each day, to meet the operations of the campus. We have also tried to contract some of the custodial work, but this has not worked very well because of the variable content of the work from month to month.

We may want to change the job title to Sexton which is a more appropriate job title given the content of their work.

This matter was referred back to the Personnel Committee for further study and a recommendation.

Compensation: From Personnel Committee report

Up to now, our policy has been to try to pay at the midpoint of the UUA guidelines. Aisha has mentioned changing this to paying everyone a living wage. This would be a major policy change for the church and should be a matter of board discussion if the board wishes to consider it. There is an attachment to the board packet showing one research group's conclusions about living wage in this area.

Decision Making

Board Bylaw Article 11, Section G covers decision making by the Board, and the SLT – which limits what they are able to do during the course of the fiscal year – following the established budget except when the total income becomes great than planned.

It is not clear what the process is for the SLT to propose a change in personnel policies to the board. In the past, there has been delays in decision making because of the lack of clarity over the process. Personnel Committee will come back in August with their recommendation.

Jason's Summer Vacation in August

Jason proposes to use sick leave for compensation.

Rev Steve – emphatically supports this request, stating that Jason works very hard and deserves time off to spend with his family during the summer.

Dennis raised the question if sick leave is appropriate for this request. Marcy pointed out that the explanation of rationale for sick leave includes mental health which would appear to cover this request. Marcy stated that she also agrees that we should support this request.

[Discussion – from multiple board members and attendees, all in support of Jason's request.]

Mission Fund Drive – refer to the Board Report.

SLT Performance Assessments

Rev Steve suggested that the SLT create the initial assessments:

Steve and Jason would do Aisha; Aisha and Steve would do Jason; Jason and Aisha would do Steve's review. This is a type of 360° feedback loop.

Rev Steve – suggested these assessments could be completed by October or November. The Board could still perform the additional assessments.

[Discussion about various processes that could be followed.]

Claire and Mark – Aisha's assessment

Dennis and Paul – Rev Steve's assessment

Jerry and Marcy - Jason's assessment

UUA Leadership Training in January 2020 – Jason Puracal

Jason spoke about the benefits of this training from the UUA. He recommends that we take advantage of this offering. He found it very useful and that it matched our present and future needs for East Shore.

Rev Steve also spoke in favor of this leadership training.

The training includes a combination of classroom and remote learning (via Zoom meetings).

Networking with other lay and church leaders is a long term benefit.

Holly House Fund Process – Mike Radow

Mike suggested several outcomes that we want from this process:

- Right Relations

- Ample time for input from many people
- A type of brainstorming
- An iterative process with “no rush to judgement.”
- I am also hopeful that at the end of the process, people are happy and satisfied.
- Perhaps we can have a vote at the next annual meeting in June, 2020.
- What are the metrics to measure impacts?

Ann: the ESJCC would like to support this overall process as well as the board objectives. We do not want to go off on our own, but rather operate within a consolidated process. We feel the board has the broadest view.

[At this point, an Ad Hoc circle was formed to allow each person to provide their input. All voices were heard.]

Each attendee spoke. General themes included:

- There is no hurry to decide what to do.
- We all spoke about inclusivity.
- What we are doing is very important.
- We should consider what “Lessons Learned” we can gather internally (from the HH DREAM BIG exercise) and externally from other churches who have come into a large sum of money.
- Several people spoke about the meaning of reaching consensus.
- What would be the shape of the process – task force? new committee? Existing committee?

Salmon Bake

Discussion from Claire about the background and history of Salmon Feasts. This is a Native American tradition to welcome people.

Mike spoke about the traditions of potlatch or generosity.

Marcy suggested that we honor the Duwamish people and perform a fund raiser in the tradition of Second Sunday.

Steve spoke about choosing better content within the worship service relevant to the traditions of the Native Americans, as well as acknowledging the Duwamish.

Repairing Relationships between the Board and HH Task Force, **2017 - 19**

Milly and Michelle are eager to facilitate a listening circle between the Board and HH Task Force.

Dennis July 31 – 7pm – Board Executive Session

Dennis acknowledged that at the Annual Meeting in June, the HH Task Force felt disrespected.

Claire pointed out that the letter that was read at the annual meeting painted the wrong impression.

Dennis suggested that the Board needs to listen to the Task Force and then decide what to do.

[Discussion – by a number of people.]

Mark suggested that Pam could make some recommendations.

The regular meeting ended at 10:10 PM

Recording Secretary, David Baumgart (former Board Secretary)

Respectfully submitted,

Jerry Bushnell, Board Secretary

Appendix E: Caretaker Job Description

CARETAKER

The Caretaker is an integral part of the church's support-staff team. S/he is responsible for the cleaning, maintenance, and security of the church grounds and buildings, as well as the set-up and cleanup of worship services, meetings, and other church events. The Caretaker works in coordination with the Facilities Manager and with the other Caretakers on the East Shore staff. The Caretaker reports to the Facilities Manager.

Responsibilities:

- Care, cleaning and minor repairs inside and outside of all church buildings.
- Set-up and take down for services, meetings and other church events.
- Collaborate and support the Grounds Team in care of the grounds, flora, and fauna as time allows.
- Lock /unlock buildings and manage alarm systems. Monitor safety of buildings and grounds.
- Act as the on-site staff representative during work hours; carry Caretaker phone.
- Address needs and problems in accordance with church policies and procedures.
- Monitor inventory supplies and coordinate with other Caretakers for ordering as needed with authorization from Executive Director.
- Coordinate with office staff on timing and logistics of special setup requests.
- Communicate status reports via email, phone or staff meetings.
- Other janitorial, maintenance and grounds duties as required.

Desirable Qualifications:

- Experience with building custodial work.
- Physically able to perform manual tasks such as lifting (min. 50 lbs up a ladder), climbing, and walking.
- Basic knowledge of plumbing and electrical
- Ability to work with a diversity of people and maintain a pleasant demeanor.
- Valid driver's license.
- Ability to prioritize tasks and make independent decisions.
- Ability to follow verbal and written instructions and diagrams.
- Flexibility to work non-standard work shifts including evenings and weekends.
- Demonstrated maturity and reliability for often unsupervised work.

Time and Compensation:

This is a 40-hour/week, non-exempt position that has varying shifts, and includes benefits (healthcare, vacation & sick time, retirement contribution). There are multiple Caretaker positions.

Revised July 2018