

East Shore Unitarian Church

Meeting of the Board of Trustees

September 2019 Board Packet

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ESUC Membership at a Glance	
Current Membership	Current Pledging Units
405	315

Note on September Board Packet Contents

The minutes of the August 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

Social Hour 6-7

Opening Words	Steve	2 min
Check in	All	15 min
Establish timekeeper	Dennis	1 min
Consent Agenda	Dennis	7 min
NEW BUSINESS		
Pam Orbach and Board	Pam Orbach	20 min
Continuing IDI work	Louise Wilkinson	20 min
Budget Presentation	Marcy and Jason	20 min
Policy and Governance	Ann Fletcher	3 min
Minister Emeritus Process	Steve	5
OLD BUSINESS		
Custodial Compensation	Marcy	2 minutes
EXECUTIVE SESSION		
Response to HH listening session	All	10 minutes
Liaison to nominating committee		2 minutes
SLT job descriptions	Marcy	1 minute
Closing	Steve	2 minute
		110 minutes

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!)

September 2019 Consent Agenda Voting Items

- Approve July 2019 Board Meeting minutes
- The personnel committee recommends that the caretaker's job title be changed to sexton.
- East Shore Board Policy Introduction
- Fund Raising activities (see page 20-21)

September 2019 Board Reports

Developmental Minister's Report – Rev. Stephen Furrer

Minister's Report to the Board of Trustees

September 17, 2019

Board Retreat: I was glad to see that the Board supports Pam Orbach and other ESUC members whom she's trained to use various restorative practices that nurture understanding and build beloved community among our members. It's important that all Board members know how "sitting in circle" can strengthen fellowship and foster bonds. President Dennis Fleck and I both believe that *full participation by Board members and other church leaders* in supporting these practices is vital to the success of my Developmental Ministry.

Working Through Loss: In worship services spent this summer I sought to hold up the work of my three most immediate predecessors the Reverends Joan Montages, Peter Luton, and Elaine Peresluha in an effort to help the community recognize the unconscious grief tied up in their departures. Additionally, the whole series was a meditation on parish ministry, it's demands, aspirations, pitfalls, extraordinary joys and singular terrors. Unitarian Universalist ministry, in particular, has changed from the days of Chad Spring and Leon Hopper. But the heart of it remains the same: nurturing vital, open minded, full hearted communities of faith and purpose that's a positive, progressive force across the Eastside and in the hearts and lives of our members. I will continue to hammer away at this theme throughout the coming year: what *is* ministry and how can we nurture it among us and in our world?

Tuesday potlucks: One of the principle planks of my ESUC Growth Plan is organizing ways for the church to get together more and in new configurations by having a 5:30 pm potluck dinner every Tuesday evening, a brief worship service at 6:40 and various meetings and events at 7:00, scheduled by the various committees, etc. involved. On Tues., Sept. 3 we had nine participants; a week ago: forty! How many tonight? Please encourage any task forces or committees that you are on to consider changing their meeting time to Tuesday before or after the potluck.

Asking people to focus their Sunday morning conversations to outreach *only* is, I recognize, kind of dictatorial. We naturally want to touch base with friends and longtime associates whom we know and are close to here at the church. What's important is to keep in mind that among us are many folks who are here for the first time, feeling awkward and strange. So: while chatting with a friend, reach out to that solitary newcomer with his or her or their nose against the bulletin boards and introduce yourselves. Invite them to join in your conversation or introduce them to someone whose interests you think they might share. Surveys on these matters report that people return to church a couple of times if they like the sermons, a couple of more times if they also like the music, but only if they like the people they meet will they start to consider joining. It's up to all of us to make this developmental ministry thrive. And muscular Board leadership is crucial.

Respectfully submitted,

Stephen H. Furrer

Vice President's Report – Mike Radow

Activities

- Facilitated Executive Committee Meeting
- Met with congregants about their views regarding HH\$
- Met with Policy and Governance Committee
- Attended Worship Team Meeting
- Attended Right Relations Facilitation Team Mtg.*
- Attended NVC training *

TOPICS

§ I've mostly been trying to get my head around all the different aspects of this church, and how to balance or juggle all those issues. Still a learning process. If you know of an important committee I should drop in on, to build context, please let me know.

§ No further action on **HH\$\$ process**. I would like to kick this off in October. It needs to be rolled out carefully so people see the attention to inclusivity and seeking ALL voices. My belief is that those who may be affected by ESUC decisions should be at the table in the planning stages. Thus, for example, while we will hear from any service organizations, to educate ourselves about possibilities, we should also hear those who are served by those organizations before moving ahead with our own ideas.

§ There are needs to do more **educating of the congregation** beyond who might get HH\$\$: Topics include how policy governance works, how to get something on the agenda of a board meeting, how to change policies etc. None of this seems appropriate for a service, so we will need some good ideas of a proper venue and format.

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 October.
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.
4. The ES needs to discuss how often we should draw from the endowment. Possibly it could be quarterly or as needed. A recommendation will be needed from the ES and FSSC.

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

1. The FSSC met on September 10th.
2. We discussed updating the charter and the new members of the committee familiarizing themselves with the by-laws, policies and procedures. They plan on making recommendations for updates on financial policies and bylaw changes. They will submit those to Policy and Governance (P&G). P&G has also asked for an undated charter by the end of the month.
3. The FSSC was asked by the board to take on the responsibility for approving fundraising at East Shore. The hope is to have a central committee tracking all of the fundraising happening at any given time. They would keep and update the official fundraising calendar. 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 drafted a document outlining a possible procedure. We reviewed it and made edits. The FSSC members are still discussing the parameters and whether they will take this on.
4. The committee was updated on the Holly House Purchase and Sale Agreement.
5. The ES will need to discuss how often we should draw from the endowment. Possibly it could be quarterly or as needed. A recommendation will be needed from the ES and FSSC.
6. 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.
7. 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.
8. Claudia, the former chair of FSSC, will complete the annual report.
9. I still am planning on drafting a policy to provide more responsive oversight when committees or staff exceed their budgets.
10. The Restricted Funds Policy needs to be updated. The FSSC would like more guidance from the Board before proceeding.
11. 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 on September 10th. It was nice to have Jason back from vacation!
2. The new bookkeeper, Vanessa, and Jason closed July but are still needing to research a few items before closing August. August should close by the September board meeting.
3. The Caretakers need to set up their retirement accounts with the help of Vanessa and Jason.

4. Once the Vanessa is fully trained, she and Jason will work on optimizing the job. The intent is to have her move to part-time by December.

5. The Finance Team was asked to review how we are staying within our budget and paying for the raise for the Caretakers. The increase is about \$13,000 for the year. We have delayed hiring the office assistant for another month. That will make up about \$3,000. We do have a facilities reserve we could transfer money from. I am not recommending transferring money at this point. I would like to point out that we have a good track record for making up unbudgeted expenses. By paying the Caretakers more, we should be able to increase revenue through rentals. We will closely watch this and I am confident we will make up for it little by little.

6. The Finance Team recommends we take the normal endowment distribution this month. In the past two years, we have taken the distribution in July.

7. Jason and I were asked to give a financial overview presentation to the board at the September board meeting. The intent is to show a high-level view of ESUC's monthly financial reports. We will also be looking for input if there are better ways in presenting the information that makes it clearer.

8. I will draft a procedure for the staff and committees to clarify who can approve expenditures.

• **Treasurer Position and Other Work:**

1. Jerry and I are working on Jason's review.

2. I spent Labor Day weekend with 70 other people being trained to be OWL facilitators. The OWL programs make me proud to be a UU. Thank you to Aisha and Amanda for all of the work they did to host this event at ESUC. We were able to train many more ESUC members by hosting. We couldn't have done it without Aisha and Amanda's hard work!

• **Board Goals:**

1. Increase membership and pledging units according to the 10 year plan.

2. Educate congregants about ESUC and about policy governance

3. Develop an ESUC Safety Plan

4. Develop a Master Campus Plan

5. Continue to work on moving our congregation to becoming anti-racist

Executive Director's Report – Jason Puracal

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

Topics requiring Board Vote

- FY19/20 fundraising activities

Consent Agenda

BOT Goal 1: Increase net membership and pledging units according to the 10 year plan

- I attended the Financial Stewardship Committee meeting in September. I provided a recap of FY1819 end of year finances, reviewed the FY1920 July draft reports, and informed the Committee

of the status of the Holly House property pending sale. I asked the Committee for input on how to handle the larger than normal Endowment distribution for the current fiscal year. Their recommendation was an immediate dispersal of the normal distribution amount, then aiming for quarterly distributions thereafter, however we will watch cash flow monthly to determine when and how much is required from Endowment in the immediate. Questions were raised about rebalancing. See Treasurer's report for more details. During the discussion of fundraising oversight, I explained the responsibilities of the SLT under current ESUC Policies, and how the FS Committee's role would integrate and assist the process for eventual Board approval.

- In reviewing the new Board goals for FY1920, I would like to remind the Board that ESUC does not have a 10-year plan. Financial Stewardship created a 5-Year Financial Strategic Plan. The previous Board president built off this plan to create a draft ten-year plan, however the assumptions in that plan were his own, not vetted by SLT, Finance Team, Financial Stewardship, nor the rest of the Board. If the Board's intent of the goal remains the same, I commit to working with the Financial Stewardship Committee in creating the 10-year plan.
- Social Media Metrics:
 - *Yelp for August 13- Sept 11, 2019*
 - 31 user views
 - 4 user leads
 - 3 clicks to website
 - 1 call
 - *Google My Business Report for August:*
 - 29,953 people found us on Google
 - 17 people called
 - 690 asked for directions
 - 210 visited the website
 - ESUC.org Analytics July
 - 1,356 users
 - 1,152 New Users
 - 1,999 Sessions
 - 4,939 Page views
 - 2:26 average session
 - 43.14% used mobile devices, 5.90% use tablet
 - Facebook: 773 Followers
 - Instagram: 167 Followers
 - Twitter: 48 Followers
- 2019/20 MFD update (as of 9/12/2019):
 - Confirmed \$592,386.36
 - Pledges: 249 of 315 households
 - 6 Waiver
 - 13 No's
 - 9 Life (Members who are not required to pledge)
 - 22 Deemed "Likely" representing an additional potential of \$25,573 based on last year's pledge amounts
 - There are 22 "At Risk" people who have not pledged or made any contact. These are people who will be getting a letter this month as per our bylaws.

BOT Goal 2: Educate congregants about ESUC and policy governance

- The Treasurer informed me that together we will present a brief overview of the ESUC finances to the Board during the September Board meeting. As time is limited on the agenda, a separate time will be scheduled for those who would like to go deeper on their understanding of this topic. Additionally, I have been asked by the Chair of Adult Programs and several congregants to teach a class or series of classes open to all members on various ESUC finance related topics to provide a better understanding of how members can and should carry follow financial policies and procedures in carrying out their ministries. I will work with the Director of Lifelong Learning to schedule these activities in the near future.

BOT Goal 3: Develop an ESUC Safety Plan

- I have scheduled a campus inspection related to safety with our insurance company, Church Mutual, for September 26, 2019.
- I followed up with Church Mutual to close the pending claim for the damage to our poles, lights, and security cameras in the lower parking lot. The claim will now be paid out following the guidelines of our policy. The policy dictates that, for this type of claim, there is a cap of \$25k with a \$2,500 deductible. The total estimated cost for the repairs is ~\$28k. Church Mutual is sending us a check for the \$25k minus deductible, depreciation, and previous payment. According to Church Mutual, ESUC should proceed with the repairs immediately, floating the difference of total costs (~\$13k), then contact Church Mutual for reimbursement of deductible and depreciation. Church Mutual will then bill the responsible party's insurance company on ESUC's behalf for reimbursement.
- I have relayed this Board goal to the Facilities Manager and two Caretakers. I have requested a new meeting with the Facilities Team to develop a plan for achieving this goal. A new team with support from more congregants is anticipated to accomplish this goal.

BOT Goal 4: Develop a Master Campus Plan

- I have relayed this Board goal to the Facilities Manager and two Caretakers. I have requested a new meeting with the Facilities Team to develop a plan for achieving this goal. A new team with support from more congregants is anticipated to accomplish this goal. The hope and desire is that interest and support will be one of the results of the upcoming circle processes the church is planning.

BOT Goal 4: Continue to work on moving our congregation to becoming anti-racist

- I have enrolled in, and attended the first, Intro to Nonviolent Communication class at ESUC in hopes of improving my communication skills.

Additional Finance Activities

- I met with the Finance Team. We discussed the new Bookkeeper, end of FY18/19 reports, the draft July reports, WA Paid & Family Leave filing, Caretaker retirement contributions, Advocate billing, the Holly House sale, the Endowment distribution, and the need for a revised charter.
- The FY18/19 year-end statements submitted to the Board in Aug have been finalized without change.
- The DRAFT month-end reports created for July 2019 have been emailed to the normal distribution list. For the Board's review, I have included the DRAFT July 2019 Summary Income Statement (see Appendix A), and the DRAFT July 2019 Balance Sheet (see Appendix B). The DRAFT July 2019 Income Statements by Department are presented visually as part of the financial charts (see Appendix C), although for more transparency, some of the Departments have been broken down into categories.
 - According to the DRAFT July 2019 reports, total income from donations was ~\$16,500 higher than the 18-year average of pledges for the month, although ~\$15k lower in prepaid pledges for the new fiscal year, and approximately ~\$12k 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. Total income was ~\$5,600 higher than the 18-year average, although approximately \$52k lower than the 5-year average, and ~\$66k lower than what was brought in last year during July. Our monthly expenses were ~\$8,800 lower than budgeted due to reduced summer operations, ~\$29k higher than the 5-year average, and \$35k higher than last year at this time (note: ESUC was without a Minister during July 2018). East Shore had a surplus for July of approximately \$53,600.
- As a reminder to the Board, bank accounts with Chase and Schwab need to be updated with current authorized signers. I provided draft minutes for this purpose, and the Board approved the recommended changes by the Finance Team, in July 2019. I am not able to take any further action with these items as it has to be completed by a Board Executive Officer.
- I have been communicating frequently with the PSA Holly House Task Force, the Broker, and the attorney regarding the Holly House Purchase & Sale Agreement. I also participated in an in-person meeting with the Task Force. Due to the sensitive nature of the current negotiations, I will provide a verbal update to the Board during the September meeting.
- **Per Policy 2.11.8, and the congregational approved budget for fiscal year 2019-20, I am submitting to the Board for approval the following fundraising activities planned by Teams:**
 - **Ministry Department**
 - ACE Media is expected to generate revenues through A/V services provided to four memorial services, two graduations, two weddings, and six other events such as East Shore LIVE and the Auction. Total income expected is \$4,500.
 - The Interim Music Director is in the preliminary stages of planning two concerts with outside musical groups to perform at East Shore. Both concerts will be one-time events, run as a Fundraiser for East Shore, with 51% of net proceeds benefitting the church.
 - **Membership Department**
 - Seabeck is expected to generate \$61,000 in revenues through event ticket sales.
 - Women's Perspective is anticipated to generate \$8,225 in revenues through their retreat event payments.
 - **Social Justice Department**

- **Good Start Back to School is expected to generate \$750 in donations from Members.**
- **Guest at Your Table is expected to generate \$750 in donations from Members.**
- **Holiday Giving Tree is expected to generate \$750 in donations from Members.**
- **Congregations for the Homeless will solicit funds from other UU Churches in the amount of \$1,000.**
- **Khasi Hills Ministry Team is expected to generate \$5,500 from sales and donations collected at the Trinkets & Treasurers event, another \$400 in donations from the Members during a Second Sunday service, and \$1,200 in donations from Members for student sponsorships.**
- **Meaningful Movies is expected to generate \$1,000 in donations from participants of their events. Note: as this is a separate outside non-profit that will begin operations at ESUC this fiscal year, the Finance Team is investigating how the activity can occur with donation solicitations while maintaining ESUC in legal and tax compliance.**
- **Women Helping Women is expected to generate \$625 in gift card donations from Members.**
- **Finance & Facilities Department**
 - **The Flower Team is expected to generate \$660 through worship services and poinsettias/wreathes sales.**
 - **The P-Patch Team is expected to generate \$900 through produce and plant start sales.**
- **Marketing & Development Department**
 - **The Auction is expected to generate \$40,000 in revenues through event ticket sales, and donated item sales.**
 - **East Shore LIVE is expected to generate \$3,750 through event ticket consumable sales over six shows.**

Additional Facilities Activities

- The Facilities Team did not meet in August and has yet to meet in September.
- I met with Colton Burd, along with representatives from Facilities, Grounds, and Gallery, to discuss his Eagle Scout project: the removal of the grass outside the North Room to be replaced with pavers. Most of the planning has been completed for this project, and the project has been scheduled to begin in late September with three weekends estimated for completion.
- With the pending sale of the Holly House property, ESUC will require a new shed for Grounds related tools. I reached out to the Facilities, Grounds, ESJCC, and Climate Action Ministry Teams to see if there was interest in continuing with the hempcrete shed idea funded through a potential grant from the Bullitt Foundation, or if the Teams preferred to simply purchase a pre-built shed from Home Depot in the following fiscal year. The consensus from the Teams was for me to submit the inquiry to the Bullitt Foundation to see whether ESUC is invited to apply for the grant. If ESUC is eventually awarded funding for the project, we will have to determine who will spearhead the project.
- The Caretakers were able to repair the pressure washer and the leaf blowers, and have since made progress in planned summer projects for upkeep of the grounds and buildings.
- The Caretakers restriped the upper parking lot.

- The fire alarm system has been giving warning signals for several weeks. Costco Fire Protection came out to review and resolved a damaged sensor in the island in the middle of the upper parking lot. Since then, we have had a couple more warning signals, and the Facilities Manager is in contact with Costco to have them come out and review once again.

Additional Social Justice Related Activities

- I met with the Congregations For the Homeless representatives, along with associated Ministry Team leaders, to complete a walk-through of the Education building and discuss issues related to the upcoming October activities. Explicitly, I was there to express the concerns from last year about the guys going upstairs before ESUC meetings were finished and cigarette butts found around the campus. The CFH reps assured us that they would address these issues with staff and the program participants ahead of their stay with us.

Discussion Agenda

- I noted in the August Board meeting minutes, the topic of Design Thinking was mentioned as a possible methodology for deciding how to spend the funds from the sale of the Holly House. I would support this approach, combined with the Right Relations and Restorative Practices lenses. As I have taken several classes in Design Thinking, I offer the below framing of the problem statement as I was taught to maintain a human centered focus:
 - How might we design ____ (x)____, with ____ (who)____, so that they can ____ (do something)____, in a way that makes them feel ____ (how)____?

Respectfully Submitted,
Jason Puracal
Executive Director

Director of Lifelong Learning's Report – Aisha Hauser

DIRECTOR OF LIFELONG LEARNING REPORT

The Lifelong Learning staff has been working non-stop since the summer preparing for the start of the church year. Here are some highlights:

- We have been planning and coordinating with Rev. Steve Furrer and Eric Lane Barnes to support successful Sunday worship for all ages.
- Preparing parental leave with LeAnne Struble.
- Organizing OWL classes for elementary age, middle school and older adult to be offered in the fall.
- OWL training- East Shore hosted all three levels of Our Whole Lives trainings over Labor Day weekend. We had 65 folks trained including 12 ESUC members and 3 Board members.
- LIT Team update- The Team reviewed and updated our charter and added a new member.
- Amanda and I have been utilizing the new Realm system for registrations and software.

- We have been interacting with many new families and people with children and we have been including them in programs and church offerings.
- The Home School Association has begun meeting and we have already had families attend events at the church including the Tuesday community evenings!
- I met with the Earth and Social Justice Council to coordinate social service projects with children and youth.

It takes a village to run any large event and I want to thank a few people who went above and beyond with helping create the conditions for the successful OWL trainings we hosted. I'm very grateful for the following folks:

- Amanda, who managed the registrations and helped with logistics leading up the weekend.
- Dianne, who helped with same day check in and helping coordinate registrations throughout the year.
- Celil and Joseph, our amazing and diligent caretakers, who most definitely cared for the entire group all three days and cleaned up and arranged and re-arranged rooms for many people.
- Vanessa for her patience with the bookkeeping and her flexibility with all the checks she had to write and reimbursements that needed to be made.
- The Struble family who helped with clean up and set up of the food.

Another important note about hosting OWL trainings- if East Shore wanted to send 12 people to get trained in another setting, the cost would easily reach close to \$4,000. This would not include travel reimbursement and materials, which would increase the cost significantly. East Shore saves this amount of money and we break even (sometimes making some money) when we host trainings of this type. We also offer a service to the wider community in that OWL will be offered in many more locations thanks to our ability to host a local and affordable training. We can be proud that our facility is being used to spread our life saving faith far and wide.

Here are the attendance numbers for the past few weeks.

August 18-14

August 25-18

Sept 1-11

Sept 8-all ages worship, around 15 kids

Respectfully submitted by,

Aisha Hauser

Liaison Reports

Policy & Governance Committee – Ann Fletcher

Consent Agenda Items: First Reading of Introduction to Board Policies (See Addendum) and #2 below

1. Policy and Governance Committee met on August 29.
2. RECOMMENDATION TO ADD BRIEF INTRODUCTION TO THE BOARD POLICIES. We recommend to the Board the addition of introduction to the Board Policies to help provide context for those reading the

policies. It consists of a brief summary of Policy Based Governance and then leads into the Policies. We would like the Board to do a first reading of this introduction for the September Board meeting in the consent agenda. If approved it would then go to the congregation for comment. Those comments would be brought back to the Board in October for a final vote.

3. REGULAR BOARD DISCUSSION of POLICY AND GOVERNANCE AT BOARD MEETINGS. We recommend that the Board discuss Policy and Governance issues regularly, and Mike plans to put this on the agenda for discussion at the September meeting. We can have a recommendation for the Board to address each month so that by end of the year Board members will be familiar with many of the policies and the required annual review of policies will be much more efficient.

4. CHARTERS. Per Board Policy 3.10, we finalized the charter template for 2019-20 for all Board Committees, Core Teams, and Ministry Teams. All of last year's charters have been transferred to the new template and sent out individually to team chairs with their staff partner copied. Requesting that they update anything needed in the charter with their teams and turn in to their staff partner by September 30. SLT will report on the status of their teams' charter approval in their October Board Reports

5. GOVERNANCE 101 CLASS. Policy and Governance would like to partner with the Board on providing a Governance 101 class to members in the winter 2020.

6. BEACON ARTICLE. I will write a Beacon article this fall to update members on Policy and Governance issues and to alert them to the upcoming class this winter.

7. NEED FOR P&G MEMBERS. We are still recruiting new members and will try some direct appeals through church communications this fall.

8. Our next meeting is September 26, 9:30 AM

Personnel Committee – Jerry Bushnell

For Consent Agenda:

The personnel committee recommends that the caretakers job title be changed to sexton.

The committee does not have anything else to report this month.

APPENDICES

Appendix A: August 2019 Summary Income Statement

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	121,998	52,750	(69,248)	121,998	52,750	(69,248)	633,000	19.27 %
Income - Program Fee Pmts	1,424	667	(757)	1,424	667	(757)	8,000	17.80 %
Income - Fundraising Event Pmt	0	4,062	4,062	0	4,062	4,062	48,750	0.00 %
Income - Facilities Rental Pmt	19,237	17,915	(1,321)	19,237	17,915	(1,321)	214,983	8.95 %
Income - Dept Activities Pmts	10,137	8,413	(1,723)	10,137	8,413	(1,723)	100,960	10.04 %
Income - Other	121	24,314	24,193	121	24,314	24,193	291,771	0.04 %
Total Revenues	152,917	108,122	(44,795)	152,917	108,122	(44,795)	1,297,464	11.79 %
Expenses								
Payroll Expenses								
Wages	55,862	53,877	(1,985)	55,862	53,877	(1,985)	646,526	8.64 %
Payroll Taxes	3,165	4,008	843	3,165	4,008	843	48,098	6.58 %
Payroll Benefits	8,881	9,654	772	8,881	9,654	772	115,842	7.67 %
Total Payroll Expenses	67,909	67,539	(370)	67,909	67,539	(370)	810,466	8.38 %
Program Expenses	1,779	9,838	8,059	1,779	9,838	8,059	118,061	1.51 %
Administrative Expenses								
Facilities Expense	1,151	9,580	8,430	1,151	9,580	8,430	114,965	1.00 %
Business Expense	14,605	7,719	(6,885)	14,605	7,719	(6,885)	92,633	15.77 %
Office Expense	2,701	2,332	(369)	2,701	2,332	(369)	27,989	9.65 %
Fundraising Expense	1,645	938	(707)	1,645	938	(707)	11,250	14.62 %
Advertising & Marketing	61	705	643	61	705	643	8,455	0.73 %
Interest & Loan Expense	9,470	9,470	0	9,470	9,470	0	113,645	8.33 %
Total Administrative Expenses	29,633	30,745	1,112	29,633	30,745	1,112	368,937	8.03 %
Total Expenses	99,321	108,122	8,801	99,321	108,122	8,801	1,297,464	7.66 %
Net Total	53,596	0	(53,596)	53,596	0	(53,596)	0	0.00 %
Other Revenues								
Designated Revenues	0	0	0	0	0	0	0	0.00 %
Restricted Revenues	0	0	0	0	0	0	0	0.00 %
Revolving Revenues	0	0	0	0	0	0	0	0.00 %
Total Other Revenues	0	0	0	0	0	0	0	0.00 %
Other Expenses								
Designated Expenses	0	0	0	0	0	0	0	0.00 %
Restricted Expenses	0	0	0	0	0	0	0	0.00 %
Revolving Expenses	11,933	0	(11,933)	11,933	0	(11,933)	0	0.00 %
Total Other Expenses	11,933	0	(11,933)	11,933	0	(11,933)	0	0.00 %
Net Operating Total	41,663	0	(41,663)	41,663	0	(41,663)	0	0.00 %

Appendix B: August 2019 Balance Sheet

Date : 09/12/2019
Time : 9:23:13 AM

East Shore Unitarian Church
Balance Sheet
July 2019

Page : 1

Accounts	Assets	
Current Assets		
Cash & Investments		
1-1000 - Petty Cash	\$200.00	
1-1010 - Checking - Chase	\$15,024.34	
1-1030 - Brokerage - Schwab	\$68,980.12	
2-1010 - Checking - Chase	\$15,207.69	
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	\$1,436,497.25	
Other Assets		
1-1110 - Deposits	\$1,750.00	
Total Other Assets	\$1,750.00	
Total Current Assets		\$1,438,247.25
Contra Assets		
1-1600 - Building Loan Contra Account	\$715,088.74	
Total Contra Assets		\$715,088.74
Total Assets		\$2,153,335.99
Liabilities, Fund Balance, & Restricted Funds		
Liabilities		
Current Liabilities		
1-2010 - Second Sunday Collection Payable	\$1,303.24	
1-2020 - Other Collections Payable	\$175.00	
1-2110 - Wage Accruals Payable	\$25,927.31	
1-2160 - Other Payroll Deductions Payable	\$2,824.18	
1-2170 - 401(K) & Pension Payable	\$6,630.80	
1-2500 - Building Loan - Current	\$76,200.00	
Total Current Liabilities		\$113,060.53
Long Term Liabilities		
1-2700 - Damage Deposits - LT Rentals	\$4,500.00	
1-2750 - Building Loan - Long Term	\$638,888.74	
Total Long Term Liabilities		\$643,388.74
Transfers In/Out		
1-2900 - Due To/From Other Fund	(\$9,001.83)	
2-2900 - Due To/From Other Fund	(\$31.17)	
3-2900 - Due To/From Other Fund	\$9,033.00	
Total Transfers In/Out		\$0.00
Total Liabilities		\$756,449.27
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	

Appendix D: ESUC Board of Trustees Draft Minutes – August 2019

ESUC Board of Trustees Draft Minutes

August 20, 2019

ESUC Board of Trustees Meeting

August 20, 2019

We need volunteers for announcements 9/1, 9/8, 9/15

SOCIAL GATHERING hosted by Evelyn Smith

Attendance:

In person: Evelyn Smith, Geoff Soleck, Dennis Fleck (President), Jerry Bushnell (Secretary), Clare Sherley, Paul Buehrens, Maury Edwards, Mike Radow (Vice president)

Aisha Hauser (DLL), Steven Furrer (Minister)

Via remote: Marcy Langrock

Guests: Sheridan Botts (personnel), Martin Cox (nominating), Ann Fletcher (Policy and governance, Holly House Purchase and Sale)

Absent: Jason Puracal, Mark Norelius – both on vacation

Timekeeper/process checker – Mike Radow

Check In: done by all: 7:00 pm

Opening Words: Done by Reverend Stephen Furrer

Consent Agenda

- Approve July 2019 Board Meeting minutes
- I ask the BOT to approve Carrie Bowman as a member of the Right Relations Committee.

Items Removed from Consent agenda – None

Paul Buehrens moved and Evelyn Smith seconded that the consent agenda be passed. The motion was passed unanimously.

Holly House Update – Evelyn

Brokers have asked to talk to Dave Baumgart about an out of date city of Bellevue ordinance. Our lawyer advised that the buyer get their own counsel about it.

Mission Fund Drive Update – Steve and Dennis

Current confirmed pledges \$570,361

Highly likely additional pledges expected \$33,898

Budgeted pledge income is \$635,000, we are about \$25,000 short

Marcy noted that in past years the shortfall last year was greater, and we should likely be able to close the gap before the end of the year. Board and relevant committees will monitor closely.

Board Goals – Dennis

After reviewing several pages of ideas, consensus was reached on five goals for the 2019-2020 year.

Jerry Bushnell moved and Mike Radow seconded that we adopt the following goals for the 2019-2020 church year:

1. Increase net membership and pledging units according to the 10 year plan
2. Educate congregants about ESUC and about policy governance
3. Develop an ESUC Safety Plan
4. Develop a Master Campus Plan
5. Continue to work on moving our congregation to becoming anti-racist

The motion passed unanimously

Process for HH fund Disbursement Decision – Mike

Mike noted that most congregants want to talk about outcomes and not the process for deciding those outcomes. He counselled not rushing, as it may take a while to get people on board. Questions raised about a calendar for this work, and about ways of receiving input from the congregation about this and about communicating back.

Key questions at this point?

- What are peoples hopes and fears
- What questions should we be asking?

· What is consensus and how might we reach it?

Maternity Leave & Caretaker Compensation – Jerry

Last month the board changed the Personnel Manual to give 12 weeks of maternity leave. Personnel committee brought a recommendation to change policy to pay employees during maternity leave at a level that was consistent with other employers, which is a rate of 60 – 80% of regular pay.

After discussion. Board reached consensus that ESUC employees on maternity leave should not have to use up sick and vacation pay while on maternity leave. It was noted that in this case, for Amanda Uluhan's leave, East Shore will not have to hire an additional person for the 12 weeks of leave.

Jerry Bushnell moved, and Maury Edwards seconded the following motion:

The personnel manual, section 3 part I on maternity leave be changed to the following:

12 weeks of maternity leave will be granted to employees. During the maternity leave, employee will receive full pay.

Motion passed, One opposed, Eight in favor

Caretaker job title and compensation:

No action.

Proposal to change custodian job title to Sexton will be on September Board Meeting consent agenda.

Discussion of caretaker compensation tabled until next meeting.

Salmon Bake – All

Discussion of whether to serve Salmon, with concerns for declining orca and salmon species, for acknowledging vegetarians in the congregation, and for appropriating native culture. Maury Edwards

Prepared some alternative dishes that would avoid these issues and would save the church money.

After discussion

Marcy Langrock moved, and Geoff Soleck seconds the following:

This year, we will serve salmon and a vegetarian option at salmon bake.

Motion passed: 7 for, 1 opposed, 1 abstain.

Clare Sherley moved, and Mike Radow seconded the following:

We will start educating the congregation about the concept of cultural appropriation, that we are on Duwamish land. We should introduce the idea of Real Rent and give congregants the opportunity to contribute to Real Rent while attending salmon bake.

Motion Passed: 8 for, one opposed

Marcy recommended that Mark Norelius be recruited to take the lead on salmon bake Sunday. Mike and Maury will help cook

Next Steps with Pam – All

Pam will be writing up a proposal for the board to consider at the September meeting regarding amount and nature of our work with her this year.

No executive session:

Meeting adjourned at about 9:15 PM

Respectfully submitted,

Mike Radow, Board Vice-President, for

Jerry Bushnell, Board Secretary

Upcoming Events

- September Executive Meeting – 9/3/2019, 11 AM to 1 PM
- September Board Packet Items Due – on or before 9/10/2019
- September Board Meeting – 9/17, after church Tuesday potluck, host Mark Norelius
- Board Buzz due – Friday September. 23,2019

A Center For Restorative Solutions

9/11/2019

Hi Dennis,

Apologies for taking this long to respond to you about the board, and restorative work.

There are four important elements to the work:

1. Trust and community building. The board is like a lab for the whole church. We model with the board what we hope for the community, a process of both building trust and creating the ways of being together that support having difficult conversations. We trust we can do that in ways that actually lead to greater care and connection. This is done in circle over time. It also creates a muscle for seeing perspectives that are different from our own, and we learn what we don't know about other people.

2. Louise's IDI work, which raises awareness of where each person is in relation to a culture and race awareness framework. We name where we want to be - so we can work on moving to a place where we are being more perceptive and inclusive in the ways we think and act.

3. Work with the board in the moment to process decision making and impact relating to community matters as well as to the board itself in order to effect "doing something different." Every board issue and decision is an opportunity to stretch, to go beyond "business as usual," to see all dimensions involved including possible impacts for people unrepresented on the board. I offer a process that raises awareness to support decisions that hold all the needs. This is where the rubber meets the road, when we ask different questions and draw on all of the learning. This will support developing and modeling intentional leadership that is aligned with values, and will support shifting in the community.

4. Support for members on the board when personal impact happens for them and trust is affected. I will support repair and restoration of relationships, as well as examination of what the learning is for the future - to change the patterns in ways that become safer for all and again align with the values you hold. I am available to members of the board to support any communication to happen in nonviolent ways, while holding for all an awareness of power differences. I am also available to support the executive team or any other member to support your processing of any matter because that is my skill - interactions, relationships and their impacts

Time location:

1. Circles: 3 two-hour circles between now and June 2020.

2. Louise and IDI Debrief and ongoing work: One hour to bring the learning of the IDI back to the group, and half an hour on 2 other occasions between now and June 2020.

3. Work in real time as the board processes whatever needs attention: Adding half an hour to the regular board meeting every other month for me to be there and support the conversation.

4. A commitment to create time at the board meeting following any member reaching out to me for support.

Thanks Dennis. I look forward to hearing back from you.

Pam Orbach

425 444-4276

www.EmpoweringConnection.com

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Appendix F: East Shore Board Policy Introduction (DRAFT)

East Shore Board Policy Introduction (DRAFT)

Policy Based Governance, currently used at East Shore, is organized as follows:

The Congregation in Meeting has the responsibility and authority to elect the Board of Trustees, to call the Minister(s), and to approve the Bylaws.

The Board of Trustees creates policy congruent with the Bylaws for all aspects of the church, has ultimate fiduciary responsibility for the church, and also creates Goals and Strategic Plans that will guide Staff and move the church toward its Mission and Vision.

The Staff Leadership Team (SLT), comprised of the Minister(s), the Executive Director, and the Director of Lifelong Learning, has administrative authority and fiduciary responsibility and limitations as delegated by the Board of Trustees in its Policies. The SLT members, or their designated Staff, work with the Core Teams and Ministry Teams toward the Mission and Vision of East Shore.

Board Committees are created and authorized by the Board of Trustees to help the Board do its work. This may include standing (ongoing) committees, task forces, and ad hoc committees. Members of Board Committees must be East Shore members and approved by the Board. Current Board Committees are: Financial Stewardship, Endowment (sub-committee of Financial Stewardship, Policy and Governance, Personnel, Right Relations, and Nominating.

Core Teams are created and authorized by SLT to work together with them on essential church functions. Core teams include Coordinating Councils, such as the Earth and Social Justice Council, that work with various Core or Ministry teams.

Ministry Teams are created by members with support and authorization from SLT to work together with them toward the Principles, Mission, and Goals of the church.

The following are the current Board Policies guiding the Staff and governing East Shore:

(The Current Policies will follow)

