

# East Shore Unitarian Church

## Meeting of the Board of Trustees

### November 2019

### Board Packet

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#### Note on November Board Packet Contents

The minutes of the October 15<sup>th</sup> and 28<sup>th</sup> meetings appear in appendices D and E. 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

November 19 & 25, 2019

### November 19

|           |    |   |                        |
|-----------|----|---|------------------------|
| 7:00-7:05 | 5  | Opening Words                                     | Dennis                 |
| 7:05-7:20 | 15 | Timekeeper and Check-In                           | All                    |
| 7:20-7:50 | 30 | Mission Fund Drive                                | All                    |
|           |    | We need to staff it                               |                        |
|           |    | Do we want to make it a Board Standing Committee? |                        |
| 7:50-8:00 | 10 | Consent Agenda                                    |                        |
| 8:00-8:05 | 5  | Candidates for Nominating Committee1-year term    | All                    |
| 8:05-8:15 | 10 | RR Feedback regarding Board meeting Discussions   |                        |
| 8:15-9:00 | 45 | Executive Session                                 |                        |
|           |    | Holly House                                       | Jason                  |
|           |    | Board Oversight Discussion                        | All Elected Bd members |
| 9:00      |    | Adjourn   |                        |

### November 25 – Mike to Chair

|           |    |  |             |
|-----------|----|--|-------------|
| 7:00      |    | Timekeeper   |             |
| 7:00-7:10 | 10 | Nominating Committee – fill 1-year opening           | Marcy & All |
| 7:10-7:25 | 15 | Salmon Bake – What is its future?                    | All         |
| 7:25-7:40 | 15 | Policy & Governance (Each Monday Meeting)            | Ann         |
| 7:40-8:05 | 25 | IDI Process  | Louise      |
| 8:05-8:30 | 25 | White Supremacy Discussion                           | Maury       |
| 8:30-8:50 | 20 | Development of Process for debrief on HH Task Forces | All         |
| 8:50-9:00 | 10 | RR Feedback regarding Board meeting Discussions      |             |
| 9:00      |    | Adjourn  |             |

| ESUC Membership at a Glance |                        |
|-----------------------------|------------------------|
| Current Membership          | Current Pledging Units |
| 398                         | 321                    |

**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!)

NOTE: All referenced Charters are in a separate 2019-2020 Charter Packet

**November 2019 Consent Agenda Voting Items**

- Approve October 14, 2019 Board Meeting minutes
- Approve October 28, 2019 Board Meeting minutes
- Acknowledge our appreciation of the existing Covenant of Minister Affiliate between East Shore Unitarian Church and the Reverend Karen Taliesin, thank Reverend Taliesin for her work in support of the UUA as evidenced by her Chaplin role at Children’s’ Hospital and the times she has graced our pulpit, and to wish her well in this next phase of her life as she journeys to Nairobi with her husband, Brian. **And, as requested by the Reverend Taliesin, we officially end the Covenant of Ministry between the Reverend Taliesin and East Shore Unitarian Church.**
- Approval for adding Don Durenberger as a new member of the Financial Stewardship Standing Committee
- Approval of charters for Financial Stewardship Committee, Nominating Committee, Worship, Lay Pastoral Ministers, Earth and Social Justice Council, Crossroads Meals, Good Start Back to School, Holiday Giving Tree, Meaningful Movies Bellevue, P-Patch, Membership, Women’s Perspective, Grounds, Memorial Garden, Flower, Gallery Art on Campus AKA Campus Aesthetics Team) Policy (See Addendums and #1 below)
- Final Approval to new Section 7 of Board Policies (See Addendum and #2 in Policy and Governance report)
- **At the request of the Women’s Perspective Team, I am requesting Board approval for them to raise unrestricted funds with the intention of providing a pool for scholarships for their annual retreat in March. The total amount expected to be raised is \$500 or less.**

## November 2019 Board Reports

### Developmental Minister's Report – Rev. Stephen Furrer

*No report submitted*

### President's Report – Dennis Fleck

For eons, the Mission Fund Drive (formally known as the Operating Fund Drive) was a standing committee of the Board. During Elaine's tenure responsibility for the MFD transferred to the SLT, with Elaine and Nicole taking the lead. Last year, Tom Doe and Doug Strombom co-chaired the MFD. As a Board, we need to decide if the MFD should be a Standing Committee, reporting to the Board or a Core Ministry Team reporting to staff (as is currently defined). There are plusses and minuses to either approach, with Policy Based Governance probably leaning for reporting to staff. I, personally, feel that the MFD should report to the Board and I would like us to address this during the November 19 meeting.

The Mission Fund Drive team needs to be established, and the sooner the better. Mary Anderson is willing to help with communications and event planning. This will also be on the November agenda, so please come with names of potential candidates. We need to find a chair and Doug has suggested the following roles should also be filled:

- MFD leader or co-leaders
- Writer/copy editor for communications
- Pledging data analysis
- Event planner
- Volunteer coordinator
- Artists, actors, musicians and other creatives

On October 6, we recognized and celebrated the Reverend Karen Taliesin's community ministry as she and her husband, Brian are moving to Nairobi. Since they are leaving the Northwest, Karen has asked that we officially end the Covenant of Ministry between the Reverend Taliesin and East Shore. **Thus, as part of our consent agenda, I ask the Board to acknowledge our appreciation of the existing Covenant of Minister Affiliate between East Shore Unitarian Church and the Reverend Karen Taliesin, thank Reverend Taliesin for her work in support of the UUA as evidenced by her Chaplin role at Children's Hospital and the times she has graced our pulpit, and to wish her well in this next phase of her life as she journeys to Nairobi with her husband, Brian. And, as requested by the Reverend Taliesin, we**

**officially end the Covenant of Ministry between the Reverend Taliesin and East Shore Unitarian Church.**

In preparation for our conversation about Salmon Bake, please be sure to read Nicole's thoughts as detailed in her email that I forwarded to the Board on October 14.

The Board needs to identify candidates and then name a new member of the Nominating Committee, following Martin Cox's move up to Chair. Please come to our November meeting with recommendations of potential candidates.

I will be out of town for the Monday, November 25 meeting and Mike will be chairing. I will try to attend via Zoom.

Respectively submitted.

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 met on October 17th.
  2. The Endowment account has been separated into two accounts, as directed by the ES. One account is an equity account (stocks) and the other is for fixed income (bonds).
  3. The ES is looking into rebalancing the amounts between the two accounts. They will recommend how much to put into the fixed income side based on our short-term cash and capital expense/maintenance needs.
  4. The Five-Year Strategic Plan for Endowment needs to be completed.
  5. The ES will work on a bequest campaign. Steve has offered to help with this task.
  
- **Financial Stewardship Standing Committee (FSSC):**
  1. The FSSC met on November 12th. ***I would like the Board's approval for adding Don Durenberger as a new member of the Financial Stewardship Standing Committee.***  
Thank you, Don!
  2. The FSSC updated their charter. The final charter should be included in this month's board packet and in the consent agenda.
  3. The FSSC was asked by the Board to take on the responsibility for approving fundraising at East Shore. The hope was to have a central committee tracking all of

- the fundraising happening at any given time. They would keep and update the official fundraising calendar. Instead, the FSSC has made a recommendation that they develop a fundraising guideline document which makes it clear for our staff to follow. The staff will be in charge of the operations or day to day implementation of the fundraising calendar. I agree with this recommendation and look forward to helping with the guidelines.
4. The 5-Year Strategic Plan needs to be updated and they will extend it to a 10-Year Plan to support the Board goals.

- **Finance Team:**

1. The Finance Team met on November 12th.
2. I would like to call attention to our Board of Trustees Expense account. It is significantly over budget. The approximate unbudgeted amounts are: \$26,000 for attorney fees for Holly House, \$900 for leadership training (with Mike and Martin), and \$271 for the IDI. Right Relations has allocated all of their budget towards Pam's new contract. Any expenditures for food or anything else for the circles are not covered by their budget.

- **Treasurer Position and Other Work:**

1. Jerry and I discussed Jason's review with him. We received valuable feedback from Jason in this meeting and through his self-evaluation.
2. Jerry and I are partnered for the IDI work. We will need to schedule some periodic meetings to go over goals and progress.

- **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, November 2019

### Topics requiring Board Vote

- **ESUC Women's Perspective Donation Solicitation**
- **Charters for Grounds, Memorial Garden, P-Patch**
- **Charter and License Agreement for Meaningful Movies Bellevue**

### 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 November. I provided a recap of the September and October draft reports, and assisted with the revision of the Committee's Charter. We also discussed the 5-year Financial Strategic Plan and development of the 10-year plan.
- Social Media Metrics:
  - *Yelp for October 10- November 8, 2019*
    - 12 user views
    - 1 user leads
    - 1 clicks to website
  - *Google My Business Report for September:*
    - 30,293 People found us on Google
    - 719 Asked for directions
    - 287 Visited the website
    - 17 Called
  - *ESUC.org Analytics Oct 2019*
    - 1,963 users
    - 1,478 New Users
    - 2,342 Sessions
    - 4,921 Page views
    - 1:52 average session
    - 32.51% used mobile devices, 4.42% use tablet
  - Facebook: 784 Followers
  - Instagram: 174 Followers
  - Twitter: 49 Followers
- 2019/20 MFD update (as of 11/9/2019):
  - Confirmed \$596,199.36
    - Confirmed: 266 of 321 households
    - 224 Yes
    - 8 Waiver
    - 15 No's
    - 10 dropped for no pledge 2+ years
    - 9 Life (Members who are not required to pledge)
  - 19 Deemed "Likely" representing an additional potential of \$22,923 based on last year's pledge amounts

*BOT Goal 2: Educate congregants about ESUC and policy governance*

- I attended the Right Relations circle on October 30, 2019 and shared again the importance of an onboarding process for new Board Members. As a result of this circle, I was asked to provide more context to the new Board members regarding the Holly House process, which is scheduled for November 25, 2019.
- **I reviewed the Charters for the Grounds Team, Memorial Garden Team, and P-Patch Team. These Charters are being submitted to the Board for approval through the Policy & Governance Committee.**
- **I reviewed the Charter for the new Ministry Team, approved by the SLT, Meaningful Movies Bellevue. Again, the Charter is being submitted to the Board via the Policy & Governance Committee. It is important to note the Appendices of this Charter, which include a Licensing Agreement with the umbrella organization, Meaningful Movies Project. By approval of this Charter, the Board is also approving ESUC entering into these agreements.**

*BOT Goal 3: Develop an ESUC Safety Plan*

- SLT discussed how to make progress on this goal. It was agreed that more attention would be given to this goal upon Steve's return from his planned time off.
- I tested with the Sextons the new tool to assist in cleaning the gutters and roofs. The tool functioned for the gutters during a dry day, however, was too heavy to function for the entire roof. The Facilities Manager is researching the costs for hiring out roof cleaning once to twice per year to reduce the need for the Sextons to be on the roof. The new tool for window cleaning without the use of a ladder is functioning well.
- The reparations to the lower parking lot have begun. To date, electrical conduit was trenched underground, new poles were installed, and new LED lights installed. We are scheduling the installation of the security cameras.
- We have received a quote to add two additional cameras to the Education building to cover the front door and the rear doors with sight to the playground. Facilities and ACE Media are reviewing the bid before making a decision.

*BOT Goal 4: Develop a Master Campus Plan*

- Nothing further to report at this time.

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

- I completed the Intro to Nonviolent Communication class at ESUC
- The Facilities Manager, Sextons, and myself supported a non-profit POC group, Latin Empire, who requested space at the last minute to host an informational event at ESUC. The group was scheduled to have the event at the King County Library in Kent, however, was cancelled by the library just a few hours prior to the event. We accommodated the group at no cost to them with the stipulation that no financial transactions could occur on the ESUC campus as part of the event. This group is also scheduled to rent space for another event at ESUC on December 7, 2019.
- I continue to attend the ESUC Community Potluck events when able

### *Additional Finance Activities*

- I met with the Finance Team. We discussed the September and October draft end of month financial reports, Project Balance reports, various contracts, ability to donate to 501c4 organizations, volunteers as non-paid staff, quarterly taxes, and progress of the new Bookkeeper.
- The August 2019 financial reports submitted to the Board in October have been finalized without change.
- The month-end reports created for September 2019 have been emailed to the normal distribution list. For the Board's review, I have included the Sept 2019 Summary Income Statement (see Appendix A), and the Sept 2019 Balance Sheet (see Appendix B). The Sept 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 Sept 2019 reports, total income from donations was ~\$3k higher than the 18-year average of pledges for the month, and approximately ~\$700 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 which affects the 18-year average. Total income was ~\$10k higher than the 18-year average, approximately \$6k higher than the 5-year average, and ~\$6,500 higher than what was brought in last year during Sept. Our monthly expenses were ~\$8,300 higher than budgeted, ~\$35k higher than the 5-year average, and ~\$23,700 higher than last year at this time. This overage is due to double payment of the credit card bill, expenses related to the OWL trainings, and the legal fees related to the Holly House sale. East Shore ran a deficit for September of approximately \$43,380. At the end of September, ESUC held a surplus of ~\$3,500 year to date. This is below what is typical for this time of year due to the pending Endowment distribution.
- The month-end reports created for October 2019 are missing one final journal entry to be finalized and are expected to be ready by the November Board meeting.
- As a reminder to the Board, bank accounts with 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. Due to the sensitive nature of the current negotiations, I will provide a verbal update to the Board during the November meeting.
- At the request of the Music Director, I drafted a Service Agreement between ESUC and Roy Zimmerman for a concert held at ESUC on November 14, 2019. As there are no more business activity days left for the calendar year, this event was framed as a fundraiser for ESUC with net proceeds split 51%/49% in favor of the church.
- At the request of the Right Relations Committee, Board Liaison to the RR Committee, and Board Treasurer, I drafted an Amendment to the contract between ESUC and Pam Orbach.
- At the request of Lifelong Learning and ECAM, I drafted a Memorandum of Understanding between ESUC and 350 Eastside for a workshop about climate change and anti-racism to be held at ESUC on December 7, 2019.
- The Finance Team discussed the Development Minister's desire to financially compensate the Reverend James VanderWeele for pastoral care coverage during the planned leave of the Developmental Minister. As the services provided are more than just a one-time event, such as a

guest speaker, the Finance Team believes that a contract is important to establish. [Here](#) is a link to a recent article related to accepting volunteer assistance for paid employee tasks. At the request of the Finance Team, I have begun to draft the contract. I will circulate to the Board for approval.

- The quarterly taxes related to payroll were submitted on time. It was learned that ESUC must withhold from paychecks for part time employees including Childcare workers the WA Paid & Family Leave fees as well. Thus far, we have only applied this to employees at 20 hours an above. A correction will be made during the next payroll cycle.
- At the request of Second Sunday, I researched if ESUC could donate to a 501c4 organization. It appears that ESUC can make such a donation as long as the funds are restricted to a non-political activity. I provided resources from the UUA and IRS to Second Sunday for further clarification.
- **At the request of the Women's Perspective Team, I am requesting Board approval for them to raise unrestricted funds with the intention of providing a pool for scholarships for their annual retreat in March. The total amount expected to be raised is \$500 or less.**

#### *Additional HR Activities*

- I forwarded to the Personnel Committee Chair a heads up that the W-4 form is expected to change by 1/1/2020.
- I forward to the Personnel Committee Chair a heads up that the rules around healthcare premiums reimbursed by or paid directly by an employer have changed, allowing greater flexibility. This is relevant to the health care coverage of the Developmental Minister outside of the group plan of ESUC/UUA.
- ESUC received a notification in the mail from a collection agency for a judgement by the King County District Court for a Writ of Garnishment for one of our employees. The letter stated an intention to hold ESUC liable for the total amount due because we did not respond to the previous notification within 60 days. The previous notification was believed to be fraudulent, however I was able to verify directly with the Court that the judgement was issued and legally binding. ESUC paid the balance in full on the due date of 11/11/2019 via credit card, and the employee immediately reimbursed ESUC in full via check. A copy of the release of judgement due to payment fulfillment and filing with Court was received.
- I completed my FY18/19 annual review with the Treasurer and Secretary of the Board.
- I completed the FY 18/19 annual review of the Membership Development Manager in collaboration with the Developmental Minister.
- I completed the FY18/19 annual reviews of the Bookkeeper and Facilities Manager.

#### *Additional Facilities Activities*

- I met with Nick Langrock, an Eagle Scout candidate, to review the proposal and schedule the dates to complete his Eagle Scout project at ESUC. Nick plans to install raised beds in the grass area between the Administration and Multi-Purpose buildings. The design of the raised beds includes input from Grounds, P-Patch, and RE. It will not only replace part of the P-Patch garden space on the Holly House property, it will provide benches to create another outdoor gathering space on the campus. The project is expected to be completed by December 2019.
- I attended the Grounds Team meeting and provide consult on the various projects planned for the year.

- The Facilities Manager, Sextons, and I discussed leaf blowing complaints from the Grounds Team. They are concerned that the leaves are being blown on top of existing plants along the sides of the upper parking lot. The Building Use Team decided on specific areas where leaves could be temporarily blown until time and energy was available to collect in compost bins.
- At the request of the Music Director, the South Room in the Sanctuary was painted. Thank you to Ed Borroff who donated the time, effort, and supplies to make this happen.
- One of the new laptops purchased in the last year was no longer functioning. Thank you to Ralph Lutz who worked with Square Trade to replace the laptop at no cost to ESUC because the computer had an extra insurance coverage.
- The Sextons replaced the majority of the square carpets in the North Room. A longer term solution is still being discussed by the Facilities Team.

### Discussion Agenda

None at this time

Respectfully Submitted,  
Jason Puracal  
Executive Director

## Director of Lifelong Learning's Report – Aisha Hauser

### Children and Youth

This is the first month of the program during Amanda's parental leave. I am deeply grateful to LeAnne Struble, Emma Strombom, Mollie Player and the many volunteers who have been part of helping facilitate programming on Sundays so that there aren't any gaps of service. The RE program is offering an opportunity for children and youth to build with Legos during the 10am-11am hour, between the two services. This is very popular for children of all ages and is a way to support community building. The OWL programs are going strong and we have several families who are part of the two classes that are either new to East Shore or are returning after a hiatus of a few years. This is affirmation that the OWL programs are integral to the congregation's ministry. Doug and Emma Strombom have been successfully leading the Youth Group in programming and discussions each week.

I will add the attendance numbers for November next month. I have been traveling for conferences and was not able to obtain the numbers before writing this report.

### Adult Programs

The Older Adult OWL program was postponed until spring. I sent out a survey to ask folks when they would be available to offer it in the spring. I will coordinate with the three leaders of the program to offer it at the time most folks indicated they would be willing and available to participate. Ryam Hill and Lynn Roesch have been organizing various adult programs throughout the month.

### Conferences and UUA Events

These past two weeks, I have been involved in one historic event and two important programs. The historic event was the Black Lives of Unitarian Universalism Harper Jordan Symposium in St. Paul, MN. I was on one of the six panels of exclusively Black voices naming different aspects of Black UU Theology.

The program was livestreamed and will eventually be available to purchase and view. I am honored and humbled to have not only attended but also invited on a panel. The Symposium sold out the onsite program attendance and had another 150 people watch the livestream. There were Black ministers, lay leaders and theologians from all over the country both UUs and other denominations to talk about liberation theology. It was the best UU conference I ever attended.

From Nov. 3-5, I co-led, with Rev. Deanna Vandiver, a program for the Pacific Northwest Ministers' retreat in Tacoma. The program was called "Collaborative Leadership for Collective Liberation." Approximately 55 ordained clergy attended.

From November 6-11, I attended the annual conference of the Liberal Religious Educators Association (LREDA), the theme this year was "The Theologies of Suffering and Wholeness." The theme keynote speakers were, Rev. Sofia Betancourt, Rev. Rosemary Bray McNatt and Dr. Elias Ortega-Aponte. It is important to note that I am the President-elect of LREDA and anticipate taking on the role as President starting July 1.

Respectfully submitted,

Aisha Hauser

## Liaison Reports

### Policy & Governance Committee – Ann Fletcher

#### Consent Agenda Items:

1. **Approval of charters for Financial Stewardship Committee, Worship, Nominating Committee, Lay Pastoral Ministers, Earth and Social Justice Council, Crossroads Meals, Good Start Back to School, Holiday Giving Tree, Meaningful Movies Bellevue, P-Patch, Membership, Women's Perspective, Grounds, Memorial Garden, Flower, Gallery Art on Campus AKA Campus Aesthetics Team) Policy (See Addendums and #1 below)**
2. **Final Approval to new Section 7 of Board Policies (See Appendix F and #2 below)**

1. **CHARTER APPROVALS.** Policy and Governance Committee met on October 21 and reviewed the charter tracking. Over half of the charters have now been approved. Most of the remainder of the policies are being submitted at the November Board meeting in the consent agenda. They are listed above and can be found in the charter addendums.

2. **RECOMMENDATION TO ADD a SECTION 7 TO BOARD POLICIES about HOW to AMEND the POLICIES.** In 2017, the Board approved a "Process for Initiating and Revising Board Policies". The Policy and Governance Committee is recommending that this previously Board-approved process, which has been in use since 2017, be made a policy. Bylaws and policies generally have a final section explaining how they may be amended, and P&G Committee thinks this would be a useful addition for the Board and any committee or member who wants to propose policy changes. It would become Section 7. The process consists of a set of steps and refers to instructions for making the proposal. The instructions following the policy are an example of what needs to be included to ensure that the proposal is complete.

The Board gave this policy initial approval in October, and the congregation had an opportunity to comment on it via email announcement. No one chose to do so. P&G recommends that the Board do a final approval of this policy.

3. **BOARD DISCUSSION of POLICY AND GOVERNANCE ONCE A MONTH.** Policy and Governance is grateful to have 15 minutes once a month for Board interaction with P&G. At the November meeting P&G will present two new Policy Recommendations for Board discussion and action: 1) Safety Policy and 2) Goals Action Plan Policy revision. Both proposals can be found in the packet addendum.
4. **GOVERNANCE 101 CLASS.** Policy and Governance would like to partner with the Board on providing members with an interactive opportunity to learn more about our current church governance model in the winter 2020. This activity would support Church Goals #2. We suggest early February for the class. At the November meeting, during the P&G agenda items, I will be requesting your action on this.
5. **BEACON ARTICLE.** I will finalize its Beacon article at its December 5 meeting after considering additional feedback on the history of PBG at East Shore. The article's purpose is to show members how our current governance model works using fun and graphic analogies and also to alert them to the upcoming class this winter.
6. **NEED FOR P&G MEMBERS.** We want to recruit two new members and have tried a direct appeal in church communications. So far, we have not had any response. Please refer anyone you think might be a good candidate or who has indicated an interest to us.

### **Personnel Committee – Jerry Bushnell**

**For consent agenda:** Nothing this month

#### **Informational:**

1. Updated DLL job description draft was completed, and Sheridan will bring to next meeting to finalize
2. We are in the process of updating the personnel manual for 2020, with new sections on payments of Medicare premiums for staff who are on Medicare, and a new maternity policy that is congruent with the new Washington Family Leave Act.
3. We are developing new check lists for our next audit of personnel files.
4. I am going to ask the personnel committee to develop a procedure for doing board evaluations of SLT members
5. The personnel committee is still deliberating about whether it should be a board committee or a ministry team.

# APPENDICES

## Appendix A: October 2019 Summary Income Statement

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| Accounts                             | MTD Actual<br>(This Year) | MTD Budget<br>(This Year) | MTD Budget<br>Remaining<br>(This Year) | YTD Actual<br>(This Year) | YTD Budget<br>(This Year) | YTD Budget<br>Remaining<br>(This Year) | Annual Budget<br>(This Year) | % of Annual<br>Budget Used<br>(This Year) |
|--------------------------------------|---------------------------|---------------------------|--|---------------------------|---------------------------|--|------------------------------|---|
| <b>Revenues</b>                      |                           |                           |  |                           |                           |  |                              |   |
| Income - Donations                   | 47,285                    | 52,750                    | 5,465                                  | 218,346                   | 158,250                   | (60,096)                               | 653,000                      | 34.49 %                                   |
| Income - Program Fee Pmts            | 2,105                     | 667                       | (1,438)                                | 5,741                     | 2,000                     | (3,741)                                | 8,000                        | 71.76 %                                   |
| Income - Fundraising Event Pmt       | 492                       | 4,062                     | 3,571                                  | 492                       | 12,188                    | 11,696                                 | 48,750                       | 1.01 %                                    |
| Income - Facilities Rental Pmt       | 13,622                    | 17,915                    | 4,293                                  | 68,421                    | 53,746                    | (14,675)                               | 214,983                      | 31.83 %                                   |
| Income - Dept Activities Pmts        | 9,395                     | 8,413                     | (982)                                  | 26,875                    | 25,240                    | (1,635)                                | 100,960                      | 26.62 %                                   |
| Income - Other                       | 241                       | 24,314                    | 24,074                                 | 1,181                     | 72,943                    | 71,762                                 | 291,771                      | 0.40 %                                    |
| <b>Total Revenues</b>                | <b>73,140</b>             | <b>108,122</b>            | <b>34,982</b>                          | <b>321,055</b>            | <b>324,366</b>            | <b>3,311</b>                           | <b>1,297,464</b>             | <b>24.74 %</b>                            |
| <b>Expenses</b>                      |                           |                           |  |                           |                           |  |                              |   |
| <b>Payroll Expenses</b>              |                           |                           |  |                           |                           |  |                              |   |
| Wages                                | 55,909                    | 53,877                    | (2,032)                                | 168,008                   | 161,632                   | (6,377)                                | 646,526                      | 25.98 %                                   |
| Payroll Taxes                        | 3,381                     | 4,008                     | 628                                    | 9,902                     | 12,024                    | 2,122                                  | 48,098                       | 20.59 %                                   |
| Payroll Benefits                     | 9,995                     | 9,654                     | (341)                                  | 32,121                    | 28,961                    | (3,161)                                | 115,842                      | 27.73 %                                   |
| <b>Total Payroll Expenses</b>        | <b>69,284</b>             | <b>67,539</b>             | <b>(1,746)</b>                         | <b>210,032</b>            | <b>202,616</b>            | <b>(7,416)</b>                         | <b>810,466</b>               | <b>25.92 %</b>                            |
| <b>Program Expenses</b>              |                           |                           |  |                           |                           |  |                              |   |
| Administrative Expenses              | 16,545                    | 9,838                     | (6,707)                                | 25,155                    | 29,515                    | 4,360                                  | 118,061                      | 21.31 %                                   |
| Facilities Expense                   | 7,350                     | 9,580                     | 2,231                                  | 17,793                    | 28,741                    | 10,948                                 | 114,965                      | 15.48 %                                   |
| Business Expense                     | 10,943                    | 7,719                     | (3,223)                                | 27,654                    | 23,158                    | (4,496)                                | 92,633                       | 29.85 %                                   |
| Office Expense                       | 4,111                     | 2,332                     | (1,778)                                | 8,068                     | 6,997                     | (1,071)                                | 27,989                       | 28.82 %                                   |
| Fundraising Expense                  | (1,185)                   | 938                       | 2,122                                  | 460                       | 2,812                     | 2,353                                  | 11,250                       | 4.09 %                                    |
| Advertising & Marketing              | 0                         | 705                       | 705                                    | 61                        | 2,114                     | 2,053                                  | 8,455                        | 0.73 %                                    |
| Interest & Loan Expense              | 9,470                     | 0                         | 9,470                                  | 28,411                    | 28,411                    | 0                                      | 113,645                      | 25.00 %                                   |
| <b>Total Administrative Expenses</b> | <b>30,689</b>             | <b>30,745</b>             | <b>56</b>                              | <b>82,448</b>             | <b>92,234</b>             | <b>9,786</b>                           | <b>368,937</b>               | <b>22.35 %</b>                            |
| <b>Total Expenses</b>                | <b>116,519</b>            | <b>108,122</b>            | <b>(8,397)</b>                         | <b>317,635</b>            | <b>324,366</b>            | <b>6,731</b>                           | <b>1,297,464</b>             | <b>24.48 %</b>                            |
| <b>Net Total</b>                     | <b>(43,379)</b>           | <b>0</b>                  | <b>43,379</b>                          | <b>3,420</b>              | <b>0</b>                  | <b>(3,420)</b>                         | <b>0</b>                     | <b>0.00 %</b>                             |
| <b>Other Revenues</b>                |                           |                           |  |                           |                           |  |                              |   |
| Designated Revenues                  | 18,832                    | 0                         | (18,832)                               | 120,747                   | 0                         | (120,747)                              | 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 %                                    |
| <b>Total Other Revenues</b>          | <b>18,832</b>             | <b>0</b>                  | <b>(18,832)</b>                        | <b>120,747</b>            | <b>0</b>                  | <b>(120,747)</b>                       | <b>0</b>                     | <b>0.00 %</b>                             |
| <b>Other Expenses</b>                |                           |                           |  |                           |                           |  |                              |   |
| Designated Expenses                  | 0                         | 0                         | 0                                      | 1,709                     | 0                         | (1,709)                                | 0                            | 0.00 %                                    |
| Restricted Expenses                  | 0                         | 0                         | 0                                      | 0                         | 0                         | 0                                      | 0                            | 0.00 %                                    |
| Revolving Expenses                   | 0                         | 0                         | 0                                      | 11,933                    | 0                         | (11,933)                               | 0                            | 0.00 %                                    |
| <b>Total Other Expenses</b>          | <b>0</b>                  | <b>0</b>                  | <b>0</b>                               | <b>13,642</b>             | <b>0</b>                  | <b>(13,642)</b>                        | <b>0</b>                     | <b>0.00 %</b>                             |
| <b>Net Operating Total</b>           | <b>(24,547)</b>           | <b>0</b>                  | <b>24,547</b>                          | <b>110,525</b>            | <b>0</b>                  | <b>(110,525)</b>                       | <b>0</b>                     | <b>0.00 %</b>                             |

## Appendix B: October 2019 Balance Sheet

Insert report here

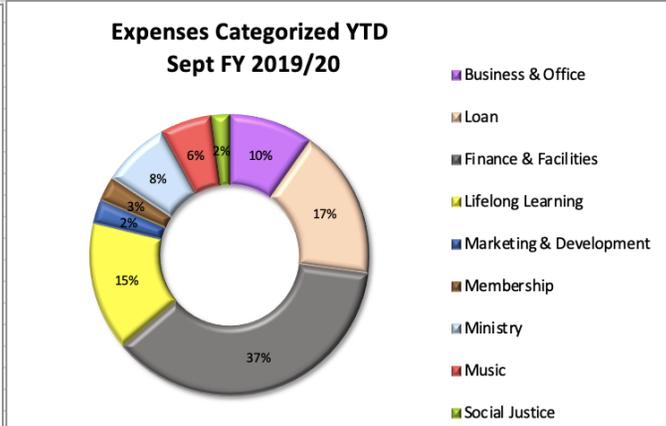
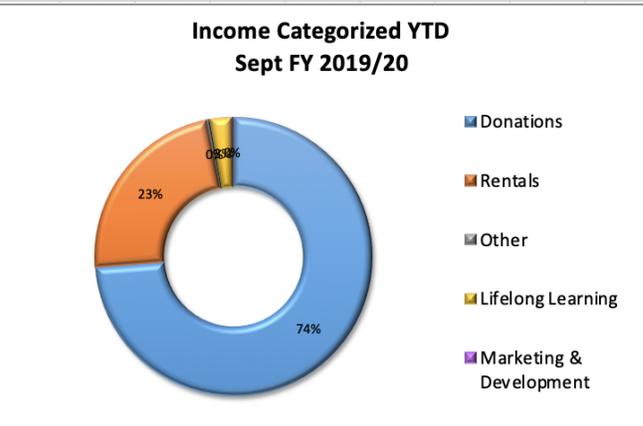
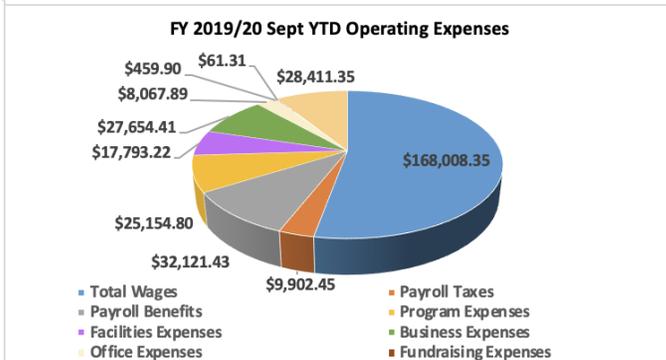
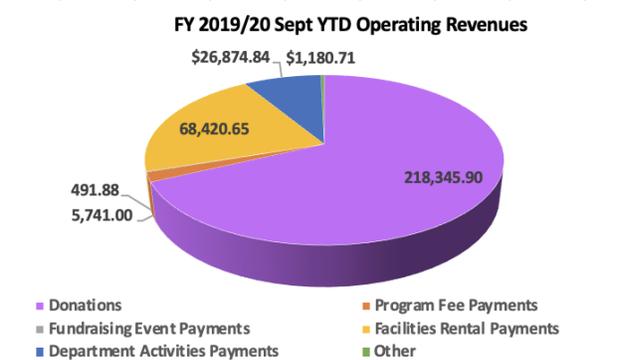
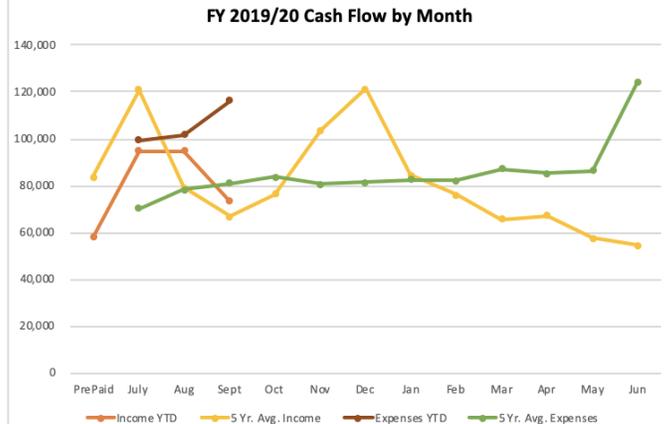
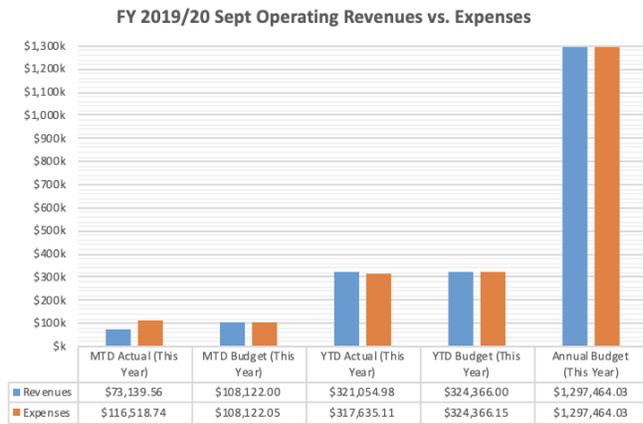
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East Shore Unitarian Church  
Balance Sheet  
September 2019

Page : 1

| Accounts   |                       | Assets |                       |
|--|-----------------------|--------|-----------------------|
| <b>Current Assets</b>                                    |                       |        |                       |
| <b>Cash &amp; Investments</b>                            |                       |        |                       |
| 1-1000 - Petty Cash                                      | \$200.00              |        |                       |
| 1-1010 - Checking - Chase                                | \$43,254.65           |        |                       |
| 1-1030 - Brokerage - Schwab                              | (\$10,998.98)         |        |                       |
| 2-1010 - Checking - Chase                                | \$15,207.69           |        |                       |
| 3-1010 - Checking - Chase                                | \$65,080.93           |        |                       |
| 3-1040 - Endowment Money Funds - Schwab                  | \$36,557.73           |        |                       |
| 3-1070 - Endowment Investments - Schwab                  | \$1,340,471.00        |        |                       |
| 4-1010 - Checking - Chase                                | \$13,624.35           |        |                       |
| <b>Total Cash &amp; Investments</b>                      | <b>\$1,503,397.37</b> |        |                       |
| <b>Other Assets</b>                                      |                       |        |                       |
| 1-1110 - Deposits  | \$1,750.00            |        |                       |
| <b>Total Other Assets</b>                                | <b>\$1,750.00</b>     |        |                       |
| <b>Total Current Assets</b>                              |                       |        | <b>\$1,505,147.37</b> |
| <b>Contra Assets</b>                                     |                       |        |                       |
| 1-1600 - Building Loan Contra Account                    | \$701,270.86          |        |                       |
| <b>Total Contra Assets</b>                               |                       |        | <b>\$701,270.86</b>   |
| <b>Total Assets</b>                                      |                       |        | <b>\$2,206,418.23</b> |
| <b>Liabilities, Fund Balance, &amp; Restricted Funds</b> |                       |        |                       |
| <b>Liabilities</b>                                       |                       |        |                       |
| <b>Current Liabilities</b>                               |                       |        |                       |
| 1-2010 - Second Sunday Collection Payable                | \$878.24              |        |                       |
| 1-2020 - Other Collections Payable                       | \$175.00              |        |                       |
| 1-2110 - Wage Accruals Payable                           | \$31,133.19           |        |                       |
| 1-2130 - FICA Withholding                                | (\$702.35)            |        |                       |
| 1-2160 - Other Payroll Deductions Payable                | (\$1,761.25)          |        |                       |
| 1-2170 - 401(K) & Pension Payable                        | \$5,175.80            |        |                       |
| 1-2500 - Building Loan - Current                         | \$76,200.00           |        |                       |
| <b>Total Current Liabilities</b>                         |                       |        | <b>\$111,098.63</b>   |
| <b>Long Term Liabilities</b>                             |                       |        |                       |
| 1-2700 - Damage Deposits - LT Rentals                    | \$4,500.00            |        |                       |
| 1-2750 - Building Loan - Long Term                       | \$625,070.86          |        |                       |
| <b>Total Long Term Liabilities</b>                       |                       |        | <b>\$629,570.86</b>   |
| <b>Transfers In/Out</b>                                  |                       |        |                       |
| 1-2900 - Due To/From Other Fund                          | (\$8,612.83)          |        |                       |
| 2-2900 - Due To/From Other Fund                          | (\$31.17)             |        |                       |
| 3-2900 - Due To/From Other Fund                          | \$8,644.00            |        |                       |
| <b>Total Transfers In/Out</b>                            |                       |        | <b>\$0.00</b>         |
| <b>Total Liabilities</b>                                 |                       |        | <b>\$740,669.49</b>   |
| <b>Fund Balance</b>                                      |                       |        |                       |
| 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           |        |                       |
| 3-3020 - Fund Balance - Endowment                        | \$1,258,109.27        |        |                       |
| 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 C: October 2019 Financial Charts



## Appendix D: ESUC Board of Trustees Draft Minutes – October 14, 2019

# ESUC Board of Trustees

October 14, 2019

V1.2

Draft Minutes

### Agenda:

|           |    |                                      |                 |
|-----------|----|--------------------------------------|-----------------|
| 7:00-7:05 | 5  | Opening Words                        | Steve           |
| 7:05-7:20 | 15 | Timekeeper and Check-In              | All             |
| 7:20-7:50 | 30 | HHTF Chair Feedback                  | Linda Freeburg  |
| 7:50-8:20 | 30 | Understanding Financial Reports      | Jason and Marcy |
| 8:20-8:35 | 15 | Process for HH E&SJ Funds Allocation | Mike            |
| 8:35-8:45 | 10 | Process Feedback                     | Pam             |
| 8:45-9:00 | 15 | Executive Session                    |                 |
|           |    | Holly House                          | Jason           |
| 9:00      |    | Adjourn                              |                 |

### Upcoming Events

- Second Board Meeting: Monday October 28
- November Executive Meeting: Tuesday 11/5/2019 11 to 1
- Sunday Service Announcements: 10/20 - 9 Jerry, 11 Mike: 10/27 - 9 Paul, **11 Open**; 11/3 – 9 Maury, **11 Open**; 11/10 Dennis and Paul
- November board packet items due on or before 11/13/2019

### Attendance:

**Board:** Dennis Fleck, Marcy Langrock, Paul Buehrens, Clare Sherley, Maury Edwards, Geoff Soleck, Mike Radow, Evelyn Smith, Jerry Bushnell, Mark Norelius

**Staff:** Steven Furrer, Jason Puracal

**Guests:** Linda Freeburg, Laurie Adams, Laurie Wick, Bob Weiss, Pam Orbach

**Absent:** Aisha Hauser

Timekeeper: Maury Edwards

Check In: Done

### Opening Words:

Done by Rev. Furrer, from Susan Frederick-Gray

## HHTF Chair Feedback: 7:20

Linda Freeburg, past chair of the Holly House task force, gave a presentation to the board, responding to the letter read at the 2019 Annual Meeting and the presentation given at the April 2019 board meeting regarding the board's oversight of the Holly House Task Force.

Linda started by thanking the board for allowing her to present this evening, and for the leadership and commitment from the board. She asked if everyone had read her letter to the board. (Publicly available in the board packet for 10/15/2019, Appendix E). All but one had read the letter.

Linda asked for comments about her letter. She asked if we saw the difference in perspective between her letter and the presentation about the board oversight of the Holly House task force given at the April 2019 board meeting. She noted that her letter did not respond to all the allegations of lack of oversight made at the April 2019 board meeting. She wonders if we have questions about her responses. Did they make sense, could we follow them? Could we connect them to things that were said earlier?

Discussion ensued, with appreciation expressed for Linda's thoughts and work, for the lessons learned. It was noted that being in community is very difficult and we all have been impacted, carrying pain, and giving pain. We are all in this together, and it hurts. Linda notes that there is much to learn. She would like to have a conversation about how we really made a mistake on this one.

Linda expressed a need, on behalf of her team, for the board to acknowledge how close the board was to the work of the task force. She felt that after the April 2019 board meeting, the board reacted by distancing itself and saying that the task force did things poorly because the board did not provide sufficient oversight. Linda pointed out that the task force was very connected to the board. Linda attended six board meetings, there were hundreds of emails between Linda and the board. She noted that Dave Baumgart did an amazing job of representing the board's interest, guidance, feedback and direction. Linda said Dave carried back information from the task force to the board and provided guidance to the task force from the board. She stated that there was a remarkable conduit of information back and forth that included guidance, oversight and strong detailed reporting and communication. When the board came out publicly at the June annual meeting stating that they did not provide adequate oversight, Linda says that this is simply not correct.

Linda says she has clear recollection and documentation of the kind of oversight provided. She points out that Dave Baumgart, Mark Norelius, and later Rev. Furrer attended task force meetings. She notes that there was board presence in meetings, conversation and work. She was offended that the board said that it did not provide oversight. She would like the board to own that they were giving direction to the task force, that they accepted the charter, that they helped write the charter. She said that the board distancing itself from the work of the task force was inappropriate.

Linda noted that both she and the task force could have done things better.

There was discussion of Linda's statements.

Linda was asked for her thoughts on how we can improve in the future. She would like East Shore to get better at managing big volunteer projects that require a lot of work. We could consider some sort of white paper or debrief post-mortem after big projects to learn what can be applied to the next project. She also recommends that it should be ok for some projects to have volunteers with appropriate

background and skills, and that some projects will not work well for everybody. Some projects require specific skills, capacity, and bandwidth. She recommends that when a big project has trouble, that we can pause, listen, and solicit feedback from multiple perspectives. She recommends that the board work harder to get information before acting on delicate or impactful things.

## Understanding Financial Reports

Jason gave an overview of the content of our financial reports.

We have four funds:

1. Operating
2. Revolving (prudent reserve)
3. Designated (board controlled)
4. Restricted (donor specified purpose)

Jason then went through each financial report we have in detail and answered questions from the board. Marcy noted that members of the finance committee go over all these reports in detail every month.

## Items moved up from 10/28/2019 consent agenda:

Endowment distribution. Marcy Langrock moved; Clare Sherley seconded:

**The board approves the endowment distribution as specified in the Treasurer Report in today's board packet.**

The motion was passed unanimously.

Fund a need: This year the need will be automatic doors for sanctuary, administration building, and the RE building. The cost estimate is \$10-20,000. This is a restricted fund.

Jerry Bushnell moved, and Paul Buehrens seconded:

**The board authorizes a restricted fund from the Fund a Need auction donations for the purpose of installing automatic doors.**

The motion was passed unanimously.

## Process for HH E&SJ Funds Allocation

Mike Radow presented the initial ideas for developing a process on how to eventually make a decision about the distribution of the Earth and Social justice funds from the sale of Holly House as specified by the congregation.

Mike reminds us that we need to how to make a decision before we make it.

He asked for feedback from us as board members and congregants. He started by asking board members to each come up with a question. This is a test of whether this technique will be helpful as we engage the congregation. He asked us to share a question about what our community needs.

Mike wants as many people as possible to get in on the ground floor.

Discussion and ideas ensued. A major issue is communication, and the question of how we can include all congregants. Ideas were floated and consensus was that many different approaches will be needed to include all voices.

**Process Feedback:** done

Respectfully submitted  
Jerry Bushnell, Board Secretary

## Appendix E: ESUC Board of Trustees Draft Minutes – October 28, 2019

# ESUC Board of Trustees

October 28, 2019

Draft Minutes

October 28

|                  |    |   |                  |
|------------------|----|---|------------------|
| 7:00             |    | Timekeeper                                | Rev. Steve       |
| 7:00-7:10        | 10 | Consent Agenda                            | All              |
| 7:10-7:15        | 5  | Nominating Committee Liaison              | Dennis           |
| 7:15-7:30        | 15 | Mission Fund Drive                        | Steve and Dennis |
| 7:30-7:40        | 10 | Policy & Governance (Each Monday Meeting) | Ann Fletcher     |
| Policy on Safety |    |   |                  |
| 7:40-7:50        | 10 | Steve's November Vacation Coverage        | Steve            |
| 7:50-8:05        | 15 | New Web Site                              | Dave Langrock    |
| 8:05-8:20        | 15 | Salmon Bake – What is its future?         | All              |
| 8:20-8:30        | 10 | Process Feedback                          |                  |
| 8:30             |    | Adjourn                                   |                  |

Present: Maury Edwards, Evelyn Smith, Dennis Fleck, Marcy Langrock, Mark Norelius, Paul Buehrens, Jerry Bushnell

Attending Electronically: Geoff Soleck

Guests: Ann Fletcher, Dave Baumgart, Martin Cox, Dave Langrock

Staff: Jason Puracal, Steven Furrer, Aisha Hauser

Absent: Clare Sherley, Mike Radow

### October 2019 Consent Agenda Voting Items

- Approve September 2019 Board Meeting minutes
- Charter approval for all charters in packet
- Final Approval of Introduction to Board Policies (See Addendum)
- First Reading Approval to new Section 7 of Board Policies (See Addendum)

**Items removed from consent agenda:**

- **Charter approval:** We discussed the following potential addendum to each charter.
  1. Per ESUC Board Policy 2.11, contracts that involved East Shore must be signed by an SLT member, or, if greater than \$10k, by a member of the Executive Committee of the Board (excluding the Secretary). To ensure ESUC only enters into legal agreements that are authorized and fully vetted, the Board expects all contracts to be reviewed by the Finance Team, the Financial Stewardship Committee, and, when necessary, the Executive Committee and full Board.
  2. Term limits for committee chairs was discussed, no changes made

Marcy moved and Evelyn seconded - **The current proposed charters be accepted, and that an email with the above information will be sent out to all committee chairs this year. Next year the information about contracts will be embedded in the charters.**

Vote: 8 in favor. Motion passed

**Remainder of Consent Agenda** - Marcy Langrock moved, and Mark Norelius seconded - **The consent agenda be approved.**

One abstained, 6 for, one (Geoff) not yet connected with audio. The motion passed

**Nominating Committee Liaison:** Geoff will consider the position; we can also ask Claire. Meeting attendance is not required.

**Mission Fund Drive:** No chair has been selected. Two potential candidates have declined. Four other names were recommended as potential candidates It was noted that there are multiple positions to fill for the fund drive. Dennis will approach the other proposed candidates. Steve will talk to Nicole to identify other potential candidates and provide that list to Dennis.

It was noted that the mission fund drive will be a board task force, not a ministry team.

**Policy and Governance update from Ann Fletcher: Policy on Safety**

Ann updated us on what the P&G committee has been working on.

She discussed the difference between policy and procedures. Up to now, the term policy has been overused. Policy is what is in the board policy manual. Procedures are how we do things on a detailed basis. Not all procedures are written down.

She brought up the board goal for this year of developing a safety plan for the church. Currently there is no policy dealing with safety, just one small reference in the policies. Ann recommends that we have a safety policy. The policy can be specific as we want, to give the staff guidance. The staff would then develop detailed procedures to implement the policy.

**Developmental Minister Coverage for November 2019** – Rev. Jim VanderWeele will be available for ministerial duties. He will be here this Sunday. He will be available starting on Nov. 9<sup>th</sup>. Steve will be gone Nov. 6<sup>th</sup> and return Dec. 7<sup>th</sup>.

Dec 8<sup>th</sup> will be the 40<sup>th</sup> anniversary of Steve’s ministry. Milly Mullarky is planning an event.

**New Web Site:** Dave Langrock presented. He is chair of the small outreach team – Nicole, Bill Austin and Dave. Their goal is to improve the web site. They hope to be inclusive.

Key Goal for site: help grow the church. More visitors to our doors. Become more welcoming and inclusive on the web. Help everyone discover new ways to connect, be usable on phones, be easy to maintain. Two biggest current gaps:

1. People seeking information about the church, current site is more of a directory, not curated. Perhaps the site could ask what people are looking for. “Curated experiences” are more show less tell. Should have appeal beyond people who are already embedded in the church.
2. Things specific to events. Events do draw people into East Shore. We need to make the site friendly to people about how to get there and more specific. Last year, many people came to East Shore Live from Eric Laine Barne’s Facebook page.
3. We should have pages for people seeking rental spaces.

Dave would like to be able to launch a new site by May 31, 2020 The plan is to have a January congregation wide intake, could be listening circles, draft content in February, feasibility testing in March. Many people may be looking for a place like East Shore in 2020. The group feels that we should get an outside contractor. Our current website will not go away, that detailed information will still be available.

The group would like to make sure that they are not missing anyone and be inclusive. It was suggested to ask Amanda and get help from the youth group. Our current website is from the UUA. The group has looked at other sites, like All Souls church in DC.

**Salmon Bake:**

**Deferred to next month.**

Meeting adjourned at 9:04

Respectfully submitted,

Jerry Bushnell  
Board Secretary

## Appendix F: Process for Initiating and Revising Board Policies

**NOTE: If approved, this process would become SECTION 7 of the Board Policies—HOW TO AMEND THE BOARD POLICIES.**

### **Process for Initiating and Revising Board Policies**

**Previously approved by the Board November 2017**

1. Policy revisions may be initiated by the Board of Trustees (BOT), Staff, Committees (Board Standing, Nominating, Search, Task Forces), Core Teams, Ministry Teams and members, by completing a Board Policy Recommendation Proposal (see instructions below) and submitting it to the BOT. The proposal document will address questions about background information related to the proposed policy (such as history, relationship to other policies, or etc.), evidence for the need for the new or changed policy, proposed language for the policy and a suggested placement within the current policies. If a group is submitting the Board Policy Recommendation Proposal, its members must have approved the recommendation using the process described in its charter.
2. The BOT will review the recommendation and determine next steps, which may include delegation to the Policy and Governance (P & G) Committee.
3. The BOT and the P & G Committee will consult regarding priorities for the Committee's work and issues related to the policy that the BOT wants to have addressed. The P & G Committee will create a work plan and progress chart based on this consultation to aid the Board liaison with their monthly report.
4. The P & G Committee will do any additional needed research and get input from relevant staff, committees, teams or members before drafting the recommendations.
5. The P & G Committee will send the recommended policy to the BOT, which may return the policy to the Committee for further work or determine if/when it will vote.
6. The BOT or their designee will give the congregation notice of policy revisions with comment options, via appropriate church communications ten days before the meeting in which they plan to vote on it. The BOT may in emergency situations or crucial time-sensitive situations vote on a policy with less time or without pre-communication to the congregation.

7. Within a month of Board approval, policies will be communicated to the congregation and included on the East Shore website and in the Administrative Handbook, by the Board secretary or their designee, working with appropriate staff.

### **Instructions for Developing Board Policy Recommendation Proposal**

Policies are developed by the Board of Trustees to help them govern within federal/state laws, and within the ESUC by-laws, which are approved by the congregation. The policies provide guidance and limitations to the paid and non-paid (volunteer) staff members who carry out the ministry of the church. Policies are not to be confused with procedures which the staff or lay leaders develop to maintain efficient day to day operations within board policies.

Policy revisions may be initiated by the Board of Trustees (BOT), Staff, Committees (Board Standing, Nominating, Search, Task Forces), Core Teams, Ministry Teams and members. Only the Board may approve a new policy or a revision to an existing policy.

If you wish to propose a policy, please prepare a document that addresses the elements outlined below (A-H) and submit it to any member of the Board directly or through an appropriate member of the Staff Leadership Team (Minister, Executive Director, Director of Lifelong Learning). The proposal will then be reviewed by the Board and any relevant committees to determine its potential for approval. The Board and Committees meet once a month, so the expected time frame for response or action may be several months.

A. Is your proposal for a new policy or a revision of a current policy? (Policies can be found on the church website [esuc.org](http://esuc.org), About Us, Governance.) If for a new policy, please write a succinct draft of it and suggest a placement within the sections of the current policies. If for a revision, please list the current policy and the proposed language change(s).

B. What evidence is there that ESUC needs the new or revised policy? Please be specific and use data as much as possible. Provide additional context or sources used, as needed to clarify your proposal.

C. Does the proposed policy comply with state/federal laws and ESUC by-laws?

D. Are you submitting this proposal as an individual or as a member of a Board Committee, Core, or Ministry Team, or other group within the church? If as a member of any group, please confirm that the group has approved this proposal according to its charter by attaching a copy of the minutes where it was approved.

E. Your name and contact information:

F. Group's name (if any):

G. Submitted to:

H. Date:

## Appendix G: Current Safety Policy and Draft Proposed Safety Policy

### 2.3 Treatment of Members, Friends, Visitors and Congregants

1. In interacting with congregants, the Staff Leadership Team shall not cause or allow conditions, procedures, or decisions that are **unsafe**, disrespectful, unnecessarily intrusive, that fail to provide appropriate confidentiality or privacy, or that fail to apply the standards of the Church's mission, vision, and Ends and Unitarian Universalist principles. (May 16, 2006, revised December 19, 2017)

### 2.5 Treatment of Unpaid Volunteer Staff

With respect to the treatment of paid and volunteer staff, the Staff Leadership Team shall not create nor allow conditions that are **unsafe**, discriminatory, or disrespectful, or that fail to provide appropriate confidentiality or privacy.

#### 2.21 Safety

The SLT will develop and publish operational procedures for safety and keep them updated as needed. The operational procedures for safety will include current recommendations from our insurance company Church Mutual and from the UUA. The procedures will be approved by the Board. The appropriate staff and volunteers will know how to apply these procedures. Areas in the Safety Procedures should include but are not limited to:

1. Covenant;
2. Disruptive Behavior;
3. Security Self-Inspections for buildings/grounds (includes hazardous waste);
4. Preparedness for natural disasters and emergencies;
5. Violence Prevention;
6. Financial Safety (Fraud, Embezzlement)
7. Children and Youth (RE);
8. Sexual Harassment and Abuse;
9. Medical and Health
10. High tech and Social Media

## Appendix H: Revision Proposal on Goals Action Plan

### Current Annual Goals Plan Policy and Action Plan for Goals—Proposed Draft Policy

#### 4.5 Staff Leadership Team (SLT) – Board Relationship

1. Goals: The sound covenantal relationship between Board and Staff Leadership Team (SLT) is defined by and is the focus of this section. The content of the SLT – Board relationship and discussions is grounded in effective governance, communication, operations, policy, actions by the SLT and Board, and leadership and serves the church community and its work to accomplish the church vision, mission, ministries, **annual goals** and **longer-term strategic goals**.

The Church's **Annual** Goals will be set on a yearly basis, decided upon through dialogue between the SLT and the Board and adopted by the Board as Policy 1. Each year, staff shall, in consultation with Board, develop and publish an action plan to address these Church Goals. Staff will invite the congregation into this work.