

# East Shore Unitarian Church

## Meeting of the Board of Trustees

### December 2019 Board Packet

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## Note on December Board Packet Contents

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

## Agenda

### ESUC Board of Trustees Meeting Agenda

December 17, 2019

Anticipated time		Opening Words
7:00 – 7:15	15	Check-In/ Appoint time keeper
7:15 – 7:20	5	Consent Agenda – Minutes, Policies. Decision
7:20 – 7:25	5	Nominating Committee Martin information
7:25 – 7:35	10	MFD Game Plan Decision all
7:35 – 7:45	10	Policy and Governance Ann information
7:45 – 7:55	10	HH Debrief – Past and Future process
7:55 – 8:45	50	Pam Orbach

Executive Session –

8:45 - 9:00                      Holly House

ESUC Membership at a Glance	
Current Membership	Current Pledging Units
395	<i>Not provided</i>

### 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!)

## December 2019 Consent Agenda Voting Items

- Approve November 2019 Board Meeting minutes
- Approval of charters for Holly House Sale Task Force (See Appendix and #1 below)
- First Reading Approval to new Safety Policy 2.21 and to revised Goals Action Plan Policy 4.5 (1) (See Appendix and #2 below)
- Approve DLL Job Description

## December 2019 Board Reports

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

#### Developmental Minister's Report to the Board

December 17, 2019

Returning from my vacation I was greeted with the good news that our Auction had been successful (net proceeds = \$57,100) and that impediments to finalizing the Holly House purchase and sale agreement have obviated the sale—at least for now. The task force of Jim, Ann, David, Evelyn, and Jason have worked extraordinarily hard on the church's behalf. This is very hard news after so much conscientious effort by each of them, and by the Board. But measured, level-headed steps forward have been instituted and the leadership is responding thoughtfully.

In my absence, the Rev Jim VanderWeele reports that there were three deaths. One memorial service was held in which he did not participate as a family friend officiated) and two (Earl Fleehart and Blair Dillaway) scheduled for last weekend and early January. There were several pastoral concerns which Jim handled with help from Nicole and Aisha.

Planning for the upcoming Christmas and holiday-related services has been a clear focus the last week. Efforts to organize and more inspire the Worship Committee continue with an ever more eager cadre of Worship Associates and a regularly meeting Worship Committee. The staff is adjusting to Amanda Ulahan's maternity leave and contemplating some changes upon her return next month.

With the Stewardship Team returning to being a Staff run, Nicole Duff and I have discussed running the 2020 Mission Fund Drive. We would be amenable if we can set the timetable, design the process, and not do the mop-up once the formal MFD is concluded, ideally on March 31. We can discuss our suggestions at the December 17 Board Meeting.

### **Communications & Membership Metrics**

(forwarded from Membership Development Manager Nicole Duff)

#### **Worship Numbers:**

2019/20

November 3: 28/124

November 10: 34/83

November 17: 20/124

November 24: 27/107

December 1: 31/218

December 8: 30/114

2018/19

November 4: 35/116

November 11: 31/156

November 18: 33/157

November 25: 41/184

December 2: 54/174

December 9: 26/162

**Membership Numbers:**

Current Membership: 395

- Visitors who have filled out forms in November: 6

**Social Media Metrics:**

Yelp for November 11-December 10, 2019

26 User views

5 User Leads

5 Clicks to Website

Google My Business Report for October

36,001 People found us on Google

936 Asked for Directions

269 Visited the website

18 Called

ESUC.org Analytics November 2019

1,423 Users

1,231 New Users

2,084 Sessions

5,019 Page Views

3:24 Average Session

42.87% use mobile, 4.71% use tablet

Facebook: 851 Followers (Facebook combined "Likes" and "Followers")

Instagram: 177 Followers

Twitter: 49 Followers

Respectfully submitted,

Rev. Stephen Furrer, Developmental Minister

## President's Report – Dennis Fleck

The Mission Fund Drive (MFD) discussion will be an important part of the December meeting. The Board will need to decide if the MFD is a Core Team led by staff (Nicole), or a Board Standing Committee that is lay-led, but works closely with Nicole. In either case, it is important that staff expertise is embraced, participants are empowered, collaboration rules, and we have a successful MFD. We are late in getting the MFD roles staffed, and planning in place. Even if the Board decides to have the MFD be a Core Team, the Board will need to help Nicole with recruiting the lay participants for the key roles. If it is decided to make the MFD a Board Standing Committee, then the Board will need to quickly recruit the participants for the key roles. Nicole will be joining the meeting for this agenda item.

As you may recall, I was out of town for the November 25 Board meeting and unable to attend via Zoom. Later in the week, as I read the circulated Communication to the Congregation, I had a number of thoughts regarding the document and how it varied from our conversation at the prior Board meeting. I shared my thoughts with all of you which led to additional email conversations. Part of the conversation was raising the question as to the proper process for commenting on items that had been discussed at a Board meeting that one or more Board members had not attended. I'm not sure what the appropriate process should be, but agree that we, as a full Board, should discuss it. Thus, I will include the topic on the January agenda and would appreciate your giving it some thought between now and then so we can have a good conversation and determine the process we wish to follow. I would like to again thank Mike for all his efforts to lead this discussion and provide support and leadership when I am out of town.

It appears that the majority of Board members expressing input about the type of check-in we have are in favor of leaving it as is. Thus, we will do so for now.

I will be out of the country this month, and will thus be missing the December Board meeting, and unable to Zoom in. I want to wish all of you a very Happy Holiday, and hope to see you at church on December 22.

Respectively submitted.

Dennis Fleck

## Vice President's Report – Mike Radow

Jason Puracal, Martin Cox, and I (and now room for more), will be going to training offered by the Northwest Region of UUA in January. Part of our homework has been to form a home team of 2-4 people for support in learning. There is an intriguing Congregational Assessment Tool, and a Congregational Size chart. Both are interesting and relevant. In addition, we've seen several short videos relevant to IDI. I invite conversation about the value of using these tools with all of us.

Board Goal: Help the Congregation understand Policy and Governance. Met with P and G team. Beacon article in Appendix. Class planned in February.

Board Goal become an anti-racist church. Right Relations Facilitation Team has made this a focus. Attended Saturday Dec 7 Appetizer Undoing Institutional Racism from the Peoples' Institute for Survival and Beyond.

Town Hall Dec. 7. 20 people, 5 current board members. Minister, 4 former Board Presidents A fairly complete transcript of the Town Hall is included in Appendix E only 3 pages.

I signed the paperwork at Schwab on December 12. Steven still needs to sign for one of the accounts and for any of these new signatures to be valid, one of the existing signers (Marcy or Jason) must go and approve.

Regarding the HH item on the agenda: We decided on November 25 that the Board should do a “deep dive’ in reflection about the previous Holly House events. We can determine the scope of the work. We can get help from Right Relations and others. *Still, someone from the Board must take the lead.* We want to find lessons learned and demonstrate by our actions that we are learning those lessons.

We also need to be ready for the possibility that Woodbridge will decline to proceed even if the City of Bellevue rules favorably. If so, with no sale on the table, what discussion do we want to have with the Congregation. What is the schedule when the Board will be ‘officially listening’? The next Listening Session/Town Hall January 4, 10 AM, then February 1. Please help in attending the Zoom calls we promised. Beyond outreach, what might be the impact of no buyer on the MFD and other aspects of the church. There is no need to decide much now but there will be in January. The more chances for dialogue we can have, the better. We can still be gathering ideas from the many others in the congregation who haven’t spoken. How can we communicate better?

I have feedback from the written survey. About 25-30 members responded. How might that be best shared with congregants?

Lastly, in January, I’d like to place on the agenda a discussion about sharing the DRAFT agenda with the congregation before the meeting. Two members in different contexts complained that they didn’t have a chance to know if they should attend. Let’s talk about it.

## Treasurer Report – Marcy Langrock

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

### **Endowment Subcommittee (ES):**

The ES did not meet this month.

The ES updated their charter and sent it to the Financial Stewardship Committee for review.

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

The FSSC met on December 10<sup>th</sup>.

The FSSC reviewed and gave feedback on the ES charter. They returned it to the subcommittee for comments and review. The next step is to forward it to Policy and Governance. The charter should be ready for the Board to vote on next month.

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.

The 5-Year Strategic Plan needs to be updated and they will extend it to a 10-Year Plan to support the Board goals. To accomplish this plan, they will be looking at budget vs. actual numbers. They will also be considering how we are doing with pledges and increasing membership.

### **Finance Team:**

The Finance Team met on December 10<sup>th</sup>.

It has been suggested that part of the budgeting process include a class for members and committee chairs. We should also include education on Department of Revenue rules and making it clear who can sign contracts on behalf of the church.

We need to make sure the signatories for our Schwab account are up to date.

The auction numbers need to be sorted out. The Fund a Need and Youth Tips need to be coded separately. It does look like we surpassed our goal for the Fund a Need. Thank you to everyone who donated. The accessible doors will make us that much more welcoming and inclusive.

### **Treasurer Position and Other Work:**

Jerry and I met to work on the question we were given at the last board meeting.

I will fill out my plan for the IDI.

As a reminder, the budgeting process begins in January. In the past, the President, Treasurer, Minister, Executive Director, Chair of Financial Stewardship and another member of Financial Stewardship have been part of this team.

### **Board Goals:**

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

Educate congregants about ESUC and about policy governance

Develop an ESUC Safety Plan

Develop a Master Campus Plan

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, December 2019**

### **Topics requiring Board Vote**

- None at this time

### **Consent Agenda**

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

- Social Media Metrics:
  - *Yelp for November 11- December 10, 2019*
    - 26 user views
    - 5 user leads
    - 5 clicks to website
  - *Google My Business Report for October:*
    - 36,001 People found us on Google
    - 936 Asked for directions
    - 269 Visited the website
    - 18 Called
  - ESUC.org Analytics Nov 2019
    - 1,423 users
    - 1,231 New Users
    - 2,084 Sessions
    - 5,019 Page views
    - 3:24 average session
    - 42.87% used mobile devices, 4.71% use tablet
  - Facebook: 851 Followers
  - Instagram: 177 Followers
  - Twitter: 49 Followers

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

- I provided assistance to the Bookkeeper, Membership Development Manager, and Office Assistant, who together, created the pledge statements to members, distributed with the Holiday letter from the Minister and ESJCC.
- I attended the Financial Stewardship Committee meeting in December. I provided an update to the Holly House situation and assisted with the review of the Endowment Subcommittee's Charter.

*BOT Goal 3: Develop an ESUC Safety Plan*

- On the scheduled date of the installation of the security cameras, it was discovered that the electricians did not install the low voltage conduit as instructed. This has caused a delay in completion of the project as we review options.

*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*

- As requested by new Board Members, I repeated my presentation on institutional racism & systematic oppression regarding the Holly House process leading to the vote in March 2019.

#### *Additional Finance Activities*

- I met with the Finance Team. We discussed the November draft end of month financial reports, , various contracts, ability to have guest speakers sell books, Puget Soundworks & WA Dept of Revenue communications, bank authorization updates, retirement contributions, and the financial section of the Charter template.
- The September 2019 financial reports submitted to the Board in November have been finalized without change.
- The month-end reports created for October 2019 have been emailed to the normal distribution list. For the Board's review, I have included the October 2019 Summary Income Statement (see Appendix A), and the October 2019 Balance Sheet (see Appendix B). The Oct 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 October 2019 reports, total income from donations was ~\$16,500 lower than the 18-year average of pledges for the month, and approximately ~\$34k 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 ~\$115k higher than the 18-year average, approximately \$109k higher than the 5-year average, and ~\$53k higher than what was brought in last year during Oct. This is due to the \$124k endowment distribution received to the Operating Fund. Our monthly expenses were ~\$10k lower than budgeted, ~\$14k higher than the 5-year average, and equal to what was spent last year at this time. East Shore ran a surplus for October of approximately \$87,577. At the end of October, ESUC held a surplus of ~\$98k year to date. This is on par for what is typical for this time of year.
- The month-end reports created for November 2019 require additional edits and are expected to be ready by the December Board meeting.
- I have been communicating frequently with the PSA Holly House Task Force, and the attorneys regarding the Holly House property. I provided edits to the Retainer Agreement with Janet Garrow and assisted to have it fully executed. I provided edits to the statement to congregation. Due to the sensitive nature of the current negotiations, I will provide a verbal update to the Board during the December meeting.
- I drafted an Amendment to the Lease Agreement with The Sophia Way to extend rental of the Holly House on a month-to-month basis. The Finance Team reviewed the draft, and it has been sent to The Sophia Way for review.
- I assisted to fully execute the Amendment to the Service Agreement with Pam Orbach, and the final quarterly payment for 2019 was mailed on Dec 13, 2019.
- The retirement contributions to both Sextons has been made for last fiscal year and current fiscal year to-date. The Bookkeeper spoke with a representative from TIAA to learn the process for requesting an earnings/loss report, however the deposit to TIAA had not yet been deposited on their end, which is a prerequisite for the report. I am communicating with the UUA to ensure we follow all procedures for correcting this error.

- Unfortunately, the Service Agreement between ESUC and Roy Zimmerman for a concert held at ESUC on November 14, 2019, was not executed prior to the event. After the fact, I assisted to obtain a re-negotiated fully executed agreement, and with the accounting to complete the payment to the contractor.
- I drafted and assisted with the full execution of the contract with Reverend James VanderWeele for pastoral care coverage during the planned leave of the Developmental Minister. There was an error in the check payment in that it was not included Positive Pay submission to Chase bank, however a new check was issued and mailed on Dec 13, 2019.
- The Finance Team discussed options for allowing guest speakers to sell their books when they provide services to ESUC. Further follow up with the tax attorney and CPA firm is needed to fully understand what is permissible.
- The Finance Team reviewed proposed language from the Chair of Policy & Governance regarding the financial section of the Charter template. A revised approach was proposed and will be communicated to the P&G Committee for adoption in next year's Charters.
- The Finance Team discussed the recent emails from the Executive Director of Puget Soundworks. The first notified ESUC that she had, without consent from ESUC, submitted to WA Dept of Revenue, a request for a binding tax ruling for activities occurring on ESUC campus, explicitly naming ESUC in her communications. The Finance Team agreed that such communications were inappropriate, and ESUC needs to find an alternative framing of the relationship, potentially under a Sponsorship Agreement. After briefly speaking with the ED of Puget Soundworks in person that we were concerned about her inappropriate communications without collaboration or consent from ESUC, she sent a second email choosing to terminate any further relationship with ESUC. It is anticipated a complaint to the Board will be received.
- I spoke with Chris Cardenas, Executive Director of First Universalist Church of Denver, to answer questions about organizational structure, policy-based governance, and endowments.

#### *Additional HR Activities*

- I provided personnel files for the Personnel Committee to review. I am awaiting feedback.
- I injured my back completing a setup for a renter in Nov. An L&I claim was opened and approved, putting me on restricted light duty (not lifting more than 10 lbs.), and 6 weeks of physical therapy.

#### *Additional Facilities Activities*

- The Eagle Scout project with Nick Langrock was paused due to concerns with underground utilities. The City was contacted to mark where utilities are located, and a new plan is in development to accommodate the new information.
- The women's bathroom and the south hallway in the Sanctuary were painted. Thank you to Marcia Sill who donated funds for the bathroom.
- The Building Use Team met with Kyle Kladunde, adjunct faculty at Bellevue College, to discuss his IT class in winter 2020. He hopes to have students that will assist ESUC determine a plan and cost for adding live streaming to our service options.
- I met with Patrick Tippy from Horizon Housing Alliance to learn more about their services and what they are planning for future affordable housing in the area.
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#### **Discussion Agenda**

None at this time

Respectfully Submitted,  
Jason Puracal  
Executive Director

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

### Children and Youth

There has been a staff transition for Sunday support staff. Mollie Player has resigned as the pre-school teacher. She will continue to attend on Sundays and offer her help as a volunteer when she is able. We are grateful for Mollie's ministry to the youngest members of our faith community.

Alex Langrock has been hired to replace Mollie as part of the Sunday morning support staff team. He joins LeAnne Struble and Emma Strombom in helping us provide programming to our many families on Sunday mornings. Emma will be in her position until the end of December. I will be advertising for that position in the coming days. I want to thank Emma and LeAnne for their commitment and dedication to this program. They both are outstanding and committed people.

OWL for the 5<sup>th</sup> and 6<sup>th</sup> grades will be ending in December and in January we will begin a program for middle schoolers that will help support them in dealing with stress. Felice Nightengale will be leading this program. I will advertise more details when we have finalized the curriculum.

We are currently preparing for the Christmas pageant and Christmas Eve services.

Doug and Emma Strombom have been doing an outstanding job leading the High School Youth Group. Felice and Tim Nightengale have been coordinating outings for the group. It is due to strong and committed lay leadership that we have success in our religious education programs!

### Adult Programs

Adult Programs have been ongoing and there will be a class on church finances in January. I will also be co-leading a class with Nicole Duff on Radical Hospitality in the new year. I'm excited to collaborate and co-lead a class with Nicole. We already enjoy working together behind the scenes and now we get to offer a class for the congregation on what it means to be radically inclusive.

Respectfully submitted,

Aisha Hauser, MSW

## Liaison Reports

### Policy & Governance Committee – Ann Fletcher

#### Consent Agenda Items:

Approval of charters for Holly House Sale Task Force (See Appendix and #1 below)

First Reading Approval to new Safety Policy 2.21 and to revised Goals Action Plan Policy 4.5 (1) (See Appendix and #2 below)

1. **CHARTER APPROVALS.** Policy and Governance Committee met on December 4 and reviewed the **Charter Tracking** (see Appendix). All but six of the charters have now been approved by the Board. The charters listed above are being submitted in the December Board Meeting consent agenda and can be found in the appendices. We will aim to have the rest before the Board in January.
2. **RECOMMENDATION FOR FIRST READING APPROVAL OF NEW SAFETY POLICY 2.21 AND REVISED GOALS ACTION PLAN POLICY 4.5(1).** Approval in the consent agenda will move these policy proposals forward for congregational comment. The comments will be summarized for the Board at its January meeting where it may approve or further discuss the proposals. These policies can be found in the Appendices.
3. **BOARD DISCUSSION of POLICY AND GOVERNANCE ONCE A MONTH.** At the December Meeting, Policy and Governance will ask the Board to consider ways to meet the annual goal of increasing congregational understanding of policy and governance at East Shore. The Board will review information about **church size and task priorities** (See Appendix) and a P&G introductory **Beacon article** (See Appendix). The Board will briefly discuss a proposed class to be offered to members by contributing what they think would be crucial elements for the class.
4. **POLICY AND GOVERNANCE 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 Annual Church Goals #2. We suggest February for the class. I ask for Board commitment and authorization of next steps for this class.
5. **BEACON ARTICLES.** P&G plan to submit additional Beacon articles leading up to and following the class to increase awareness of and interest in how our governance affects them and how they can use it to move further toward our mission.
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 so we can talk further with them.

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

**For Consent Agenda:** Approve updated job description for DLL. This job description needed updating to reflect that the position is now full time again. The description was drafted by Aisha, modified by the personnel committee, and reviewed again by Aisha. Job description is attached.

Informational: The committee is updating the personnel manual and will present a new version for board approval when finished. The Human Resources experts on the committee also have recommended that we change the name of the personnel manual to Employee Handbook.

The personnel committee is still deliberating about whether it should be a board standing committee or a core team.

### **Right Relations Committee – Mark Norelius**

Hello Boardies,

I can report to you all that since my last report the RRC continues to be active though a little less so as Louise has dealt with some medical issues. I am happy to report that she is back and seems to be close to her usual energetic self. Pam took a well-deserved vacation break and is back also. Following are bullet points of our activity:

—We have several new people who have indicated interest in joining the Right Relations Facilitation Team (RRFT). We rescheduled the RRFT retreat and the new date is January 4th.

This retreat will focus on team and connection building and visioning efforts going forward with a focus on diversity, equity and inclusion (DEI) .

—As the BOT knows, the RRC has had more of a presence in the last few board meetings. Discussion within the RRC after the meetings has surfaced a concern that the BOT is drifting away from attention to the policy-based governance model that we have chosen to work towards. RRC is wondering if the new members of the BOT have been introduced to the model, and whether they have reviewed the policies, and had policy based governance explained to them. I don't remember this being a topic at any meetings since they joined. RRC requests the Board attend to this.

—Though I didn't attend, the report I heard is that the 11/30 board circle following the Holly House buyer withdrawal announcement went well and the circle format served well. The RRC has discussed briefly what role it might play going forward on this topic and is open to specific requests from the BOT.

—Jack Slowriver has served as an RRC observer at the last few BOT meetings and my observation is that their presence has been supportive.

—The RRC will hold this month's Saturday circle on December 21st at 9-11 a.m. and the topic will be Community with a focus on East Shore. Of course, all board members are encouraged to attend. Three additional monthly circles had been scheduled to accommodate more church members, but the mid-week circles didn't bring in significant participation so will be dropped. We will continue to hold a once-a-month, first-Sunday-of-the-month after church circle. This circle has been drawing community members.

—It was great that the new board members were able to hear Jason's post Holly House vote presentation. One thing that was missing was their chance to process the content of his presentation. The rest of the board had that chance after his previous presentation. As we decide how we will do our post Holly House process it is my hope that we can all dig further into this. I believe there is still much we can learn.

Respectfully,

Mark Norelius

BOT member-at-large

RRC Liaison

# APPENDICES

## Appendix A: November 2019 Summary Income Statement

Page : 1

East Shore Unitarian Church  
Monthly Income Statement - Summary  
July to October 2019

Date : 11/18/2019  
Time : 5:22:01 PM

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget Remaining (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget Remaining (This Year)	Annual Budget (This Year)	% of Annual Budget Used (This Year)
<b>Revenues</b>								
Income - Donations	35,212	52,750	17,538	253,558	211,000	(42,558)	633,000	40.06 %
Income - Program Fee Pmts	691	667	(24)	6,432	2,667	(3,765)	8,000	80.40 %
Income - Fundraising Event Pmt	2,496	4,062	1,566	2,988	16,250	13,262	48,750	6.13 %
Income - Facilities Rental Pmt	20,551	17,915	(2,635)	88,971	71,661	(17,310)	214,983	41.39 %
Income - Dept Activities Pmts	2,208	8,413	6,205	29,083	33,653	4,571	100,980	28.81 %
Income - Other	124,382	24,314	(100,068)	125,563	97,257	(28,306)	291,771	43.03 %
<b>Total Revenues</b>	<b>185,540</b>	<b>108,122</b>	<b>(77,418)</b>	<b>506,595</b>	<b>432,488</b>	<b>(74,107)</b>	<b>1,297,464</b>	<b>39.05 %</b>
<b>Expenses</b>								
<b>Payroll Expenses</b>								
Wages	57,297	53,877	(3,420)	225,305	215,509	(9,796)	646,526	34.85 %
Payroll Taxes	5,257	4,008	(1,248)	15,159	16,033	873	48,098	31.52 %
Payroll Benefits	2,686	9,654	6,968	34,807	38,614	3,807	115,842	30.05 %
<b>Total Payroll Expenses</b>	<b>65,239</b>	<b>67,539</b>	<b>2,300</b>	<b>275,272</b>	<b>270,155</b>	<b>(5,116)</b>	<b>810,466</b>	<b>33.96 %</b>
<b>Program Expenses</b>								
Administrative Expenses	3,460	9,838	6,379	28,615	39,354	10,739	118,061	24.24 %
Facilities Expense	5,244	9,580	4,337	23,037	38,322	15,285	114,965	20.04 %
Business Expense	14,025	7,719	(6,306)	41,680	30,878	(10,802)	92,633	44.99 %
Office Expense	320	2,332	2,012	8,388	9,330	942	27,989	29.97 %
Fundraising Expense	204	938	734	664	3,750	3,086	11,250	5.90 %
Advertising & Marketing	0	705	705	61	2,818	2,757	8,455	0.73 %
Interest & Loan Expense	9,470	9,470	0	37,882	37,882	0	113,645	33.33 %
<b>Total Administrative Expenses</b>	<b>29,263</b>	<b>30,745</b>	<b>1,481</b>	<b>111,712</b>	<b>122,979</b>	<b>11,268</b>	<b>368,937</b>	<b>30.28 %</b>
<b>Total Expenses</b>	<b>97,963</b>	<b>108,122</b>	<b>10,159</b>	<b>415,598</b>	<b>432,488</b>	<b>16,890</b>	<b>1,297,464</b>	<b>32.03 %</b>
<b>Net Total</b>	<b>87,578</b>	<b>0</b>	<b>(87,578)</b>	<b>90,998</b>	<b>0</b>	<b>(90,998)</b>	<b>0</b>	<b>0.00 %</b>
<b>Other Revenues</b>								
Designated Revenues	26,687	0	(26,687)	147,434	0	(147,434)	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>26,687</b>	<b>0</b>	<b>(26,687)</b>	<b>147,434</b>	<b>0</b>	<b>(147,434)</b>	<b>0</b>	<b>0.00 %</b>
<b>Other Expenses</b>								
Designated Expenses	126,153	0	(126,153)	127,862	0	(127,862)	0	0.00 %
Restricted Expenses	5,591	0	(5,591)	5,591	0	(5,591)	0	0.00 %
Revolving Expenses	0	0	0	11,933	0	(11,933)	0	0.00 %
<b>Total Other Expenses</b>	<b>131,744</b>	<b>0</b>	<b>(131,744)</b>	<b>145,386</b>	<b>0</b>	<b>(145,386)</b>	<b>0</b>	<b>0.00 %</b>
<b>Net Operating Total</b>	<b>(17,479)</b>	<b>0</b>	<b>17,479</b>	<b>93,046</b>	<b>0</b>	<b>(93,046)</b>	<b>0</b>	<b>0.00 %</b>

## Appendix B: November 2019 Balance Sheet

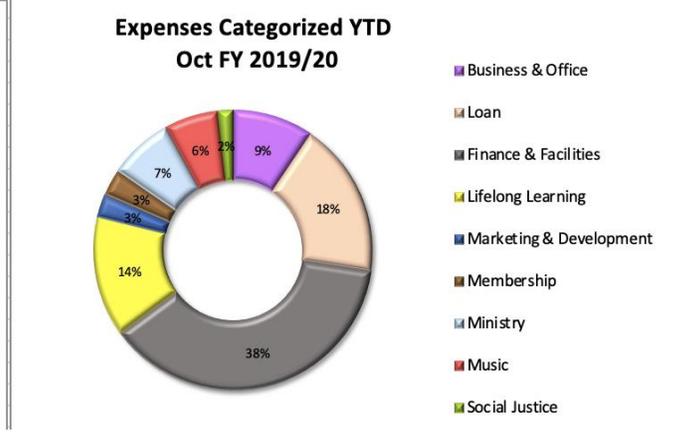
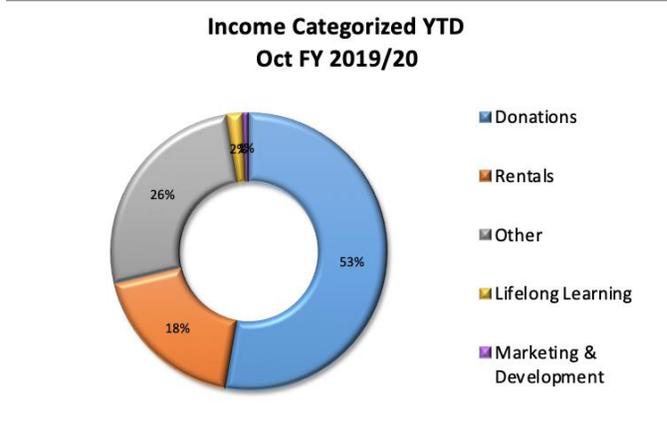
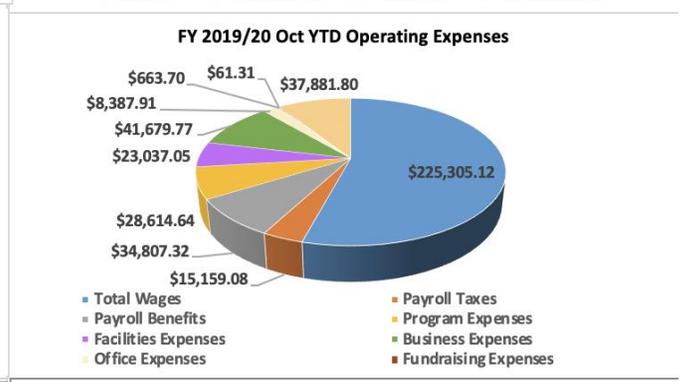
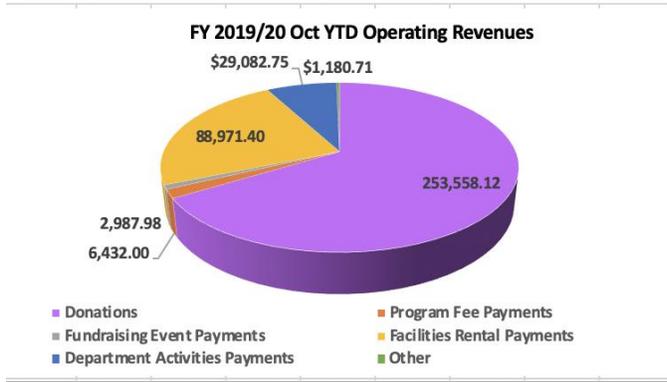
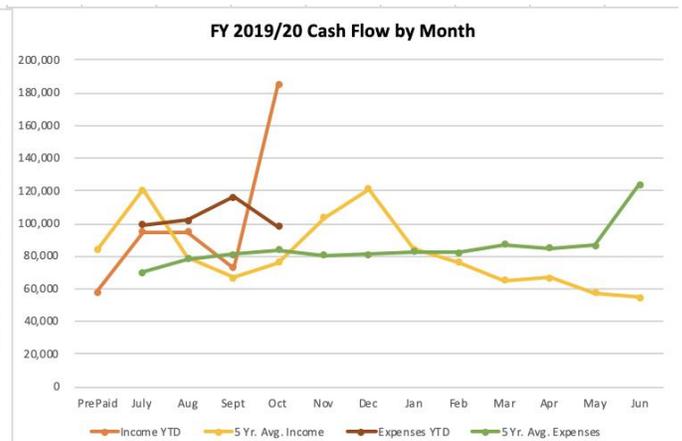
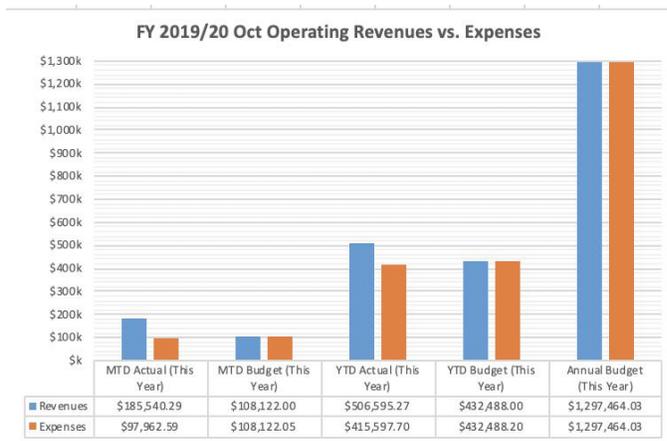
Date : 11/18/2019  
Time : 5:11:05 PM

East Shore Unitarian Church  
Balance Sheet  
October 2019

Page : 1

Accounts		
Assets		
<b>Current Assets</b>		
<b>Cash &amp; Investments</b>		
1-1000 - Petty Cash	\$200.00	
1-1010 - Checking - Chase	\$136,016.63	
1-1030 - Brokerage - Schwab	(\$10,997.40)	
2-1010 - Checking - Chase	\$15,207.69	
3-1010 - Checking - Chase	\$65,047.20	
3-1040 - Endowment Money Funds - Schwab	\$11,376.50	
3-1070 - Endowment Investments - Schwab	\$1,266,220.27	
4-1010 - Checking - Chase	\$8,033.42	
<b>Total Cash &amp; Investments</b>	<b>\$1,491,104.31</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>\$1,492,854.31</b>
<b>Contra Assets</b>		
1-1600 - Building Loan Contra Account	\$694,243.17	
<b>Total Contra Assets</b>		<b>\$694,243.17</b>
<b>Total Assets</b>		<b>\$2,187,097.48</b>
Liabilities, Fund Balance, & Restricted Funds		
<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	\$34,222.57	
1-2130 - FICA Withholding	(\$702.35)	
1-2160 - Other Payroll Deductions Payable	\$335.23	
1-2170 - 401(K) & Pension Payable	\$5,175.80	
1-2500 - Building Loan - Current	\$76,200.00	
<b>Total Current Liabilities</b>		<b>\$116,284.49</b>
<b>Long Term Liabilities</b>		
1-2700 - Damage Deposits - LT Rentals	\$4,500.00	
1-2750 - Building Loan - Long Term	\$618,043.17	
<b>Total Long Term Liabilities</b>		<b>\$622,543.17</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>\$738,827.66</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: November 2019 Financial Charts



## Appendix D: ESUC Board of Trustees Draft Minutes – November 19 & 29, 2019

### ESUC Board of Trustees

### Draft Minutes

November 19, 2019

#### Agenda:

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	

**BOT members present:** Maury Edwards, Evelyn Smith, Mike Radow, Geoff Soleck, Dennis Fleck, Marcy Langrock, Jerry Bushnell, Mark Norelius, Paul Buehrens

**Staff members present:** Aisha Hauser, Jason Puracal

**Attending Electronically:** Clare Sherley

**Absent:** Rev. Steve Furrer

**Guests:** Jack Slowriver (right relations), Ann Fletcher (Policy and Governance), Martin Cox (nominating committee)

**Opening Words:** Church Chalice lighting

**Check In:** done by all

**Timekeeper:** Maury Edwards

**7:58 November 19, 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 Chaplain 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.

**Items removed from the consent agenda:**

From the minutes of 10/28 BOT meeting, page 21 of current packet

Nominating Committee Liaison: Clare Sherley accepted the position

Mission Fund Drive: Will strike that the MFD is a board team

P. 23 of current packet, from 10/14 board meeting, add word "determine" that is missing "Mike reminds us that we need to determine how...."

Mike Radow moved, and Geoff Soleck seconded that the changes in the minutes be approved. The motion passed unanimously

Charters: Dennis points out that he has not fully read all the words of all the charters, and we determined that board members have not had time to read all 121 pages. Ann points out that these charters are just updates and have been reviewed by policy and governance. We decided to defer the vote to next meeting.

**Remainder of consent agenda:** Paul moved, and Maury seconded that the rest of the consent agenda be approved. 9 for, one abstained, the motion passed.

**7:17 Mission Fund Drive:** Dennis has looked into when and where the decision was made to make the Mission Fund Drive (MFD) a board committee. We could not find any reference in the board minutes for

the past 2 years or the notes from the discussion with Tandi Rogers addressing any discussion or change regarding if the MFD (used to be OFD) was to be a board committee or SLT led. He asks about whether the MFD should be a board standing committee, or staff led. Paul pointed out that part of the history was Rev. Elaine's plan to make this into a continuous process. Marcy remembered that the board was getting in the way of the professional staff. Jack remembers that there was resistance from lay leaders about giving up the fund drive. Jason remembers being part of the OFD in the past, he remembers he and Nicole getting push back from lay leaders. Aisha remembers the same thing and points out that it is a waste of staff time and money to have a committee second guess staff decisions. Jason remembers that the decision to make the MFD a board committee was made after consultation with Tandi Rogers. Jason thinks that the developmental minister should be involved in this before we make any decisions. Jason also relays that Rev. Steve felt that an annual fund drive would be more successful than an ongoing fund drive.

Paul discussed going to an ongoing fund drive. Mark really liked the attempt to come up with a system that would be automatic, and connected church members to church members. Maury says when he and his wife joined, everything was new. They joined in April, and thought they had pledged for the year, and they were surprised to have a fund drive in the summer after they joined. Clare likes the idea of a year-round fund drive, driven by membership anniversary date.

Dennis wonders how a year-round fund drive would affect the yearly budget and congregational meeting. Marcy feels that we can extrapolate income for the year. Jason feels that it will be easier to set up the budget if we get to 80% of members using EFT. He also points out that we have never actually had a final pledge number at the time of the budget vote.

Marcy points out that Nicole has ideas and would need to have help from members who would not push back. Jason thinks that the minister is a crucial part of the fund-raising process. He thinks it should be a core team, not a board committee, if the Board wants to leverage the expertise of staff and provide staff the authority to make decisions about the fundraising process. It was agreed that we cannot make a final decision without talking to Nicole and Steve

Paul moved and Maury seconds that the board make a proposal that there will be a MFD core team with Nicole, Steve, executive director and membership volunteers.

**Vote:** 5 for, 4 against. Motion passes

Jason was asked to talk with Nicole while Steve is on vacation, then bring Steve into the conversation following his return from a vacation, so that staff can bring a recommendation to the December board meeting as to how to proceed. Marcy also plans to discuss with Nicole.

**8:07 Candidates for Nominating Committee:** Marcy has talked to Jenny and Khofi, they were honored to be asked, and they are discussing whether or not one of them would be interested.

**8:13 RR Feedback regarding Board meeting Discussions:** Jack Slowriver gave us useful feedback on the board process.

Meeting adjourned at 8:17,

Respectfully submitted,

Jerry Bushnell

Board Secretary

## ESUC Board of Trustees

Draft Minutes

November 25, 2019

### Agenda:

7:00 – 7:10	10	Timekeeper and check in	All
7:10 – 7:15	5	Nominating Committee – fill 1-year opening	Marcy & All
Approve charters: Old Business from Nov. 19 All			
7:15-7:30	15	Salmon Bake – What is its future?	All
7:30-7:40	10	Policy & Governance (Each Monday Mtg)	Ann
7:40-8:05	25	IDI Process	Louise
8:05-8:30	25	White Supremacy Discussion	Maury
8:30-8:45	15	Development of Process for debrief on HH Task Forces	All
ongoing		RR Feedback regarding Board meeting Discussions	
8:45-9:00	15	Executive Session	All
		Holly House	Jason
		Board Oversight	(elected board members only)
9:00		Adjourn	

**BOT members present:** Maury Edwards, Clare Sherley, Evelyn Smith, Geoff Soleck, Paul Buehrens, Mike Radow, Mark Norelius, Jerry Bushnell, Marcy Langrock

**Staff members present:** Jason Puracal

**Attending Electronically:** Aisha Hauser

**Absent:** Steven Furrer, Dennis Fleck

**Guests:** Jack Slowriver, Louise Wilkinson, Ann Fletcher

**Timekeeper:** Mike Radow

**7:15 Nominating Committee, need to fill 1-year opening:** Marcy has not heard back from Jenny or Khofi. Martin Cox has reached out to them. Since we may not have a candidate yet, please send additional ideas for names to Clare, liaison to nominating committee

**7:16 Approving charters:** The proposed amendments to the charters presented at the previous board meeting were discussed. Appreciation was expressed for all the work done on these charters by Ann Fletcher, the P&G committee and the committees themselves. The amended charter packet will be appended to these minutes.

Evelyn Smith moved, and Mark Norelius seconded that we approve the charters as amended. The motion passed 9 for, none against.

**7:18 Salmon Bake – What is its future?** Three main issues were discussed

**What shall we call the event?** Clare recommended that we call the meal an ingathering rather than a salmon bake. This would return us to and honor our own UU traditions and avoid cultural appropriation. There appeared to be consensus on renaming the event an ingathering. No final decision was made. Geoff recommended that if we want to change, we should bring the congregation into the process. Jack recommended tying this to board goals. Louise notes that the Eastside has a welcoming week around the same time as our salmon bake, which East Shore has not been a part of so far.

**What food should be served?** Maury pointed out that the vegetarian and vegan food was very popular. He also noted that they cooked for an estimated 160 people, but only 112 attended, so there was a lot left over. Paul noted that we have purchased sustainable salmon, and that indigenous tribes sell salmon. No decisions were made.

**Who should be in charge of the event?** Marcy noted that several years ago there were no volunteers to run the salmon bake, so the board took it over. Paul remembered that much longer ago it was actually a board event. This year much of the burden fell on Nicole, and she has requested more help. She also brought up the possibility of having a simpler event such as a potluck with a pre-cooked entrée. No final decisions were made.

**7:32 Policy & Governance (Each Monday Meeting) Ann:**

We reviewed the difference between a policy and procedure.

We discussed the proposed policies on Safety (appendix G, page 27 of board packet) and on Action plan for goals (appendix H, page 28 of packet). Consensus was to put these on the consent agenda for the next board meeting.

**7:58 White supremacy discussion** – Maury Edwards lead us in an exercise from “dismantling racism culture” and lead us in a discussion of Tema Okun’s list of characteristics of white supremacy culture.

**8:26 IDI Process:** Louise led a discussion about how we fall into the patterns of our acculturation and why we need to be aware of the patterns we fall into. We need to be aware of how our cultural minimization affects the work of the board. Each board member has a partner working with them to set goals and each set of partners will be working on a specific topic this month. Each pair will have the responsibility to report out on the topic to the board in the future.

**8:53: Process for debrief of previous HH task force:** Discussion centered around the board itself looking at its own part of the process and learning what could be improved. There were mixed opinions about involving the congregation as a whole.

Meeting was adjourned 9:04

Respectfully submitted,

Jerry Bushnell

Board Secretary

## Appendix E: Notes from December 7 Holly House Town Hall

THESE ARE ALL COMMENTS and REFLECT THE OPINIONS OF THE SPEAKER.

ESUC TOWN HALL DECEMBER 7, 2019 20 members in attendance

The letter from the board was read. Questions asked. Responses from members of the task force.

Within a month the City of Bellevue issue will be resolved. At that point, we will go back to Woodbridge, the buyer, and ask if they are still interested in the property.

If Woodbridge says yes, we move ahead and resume the conversation about a process for determining how to use the proceeds

If no, we have a new discussion. Many questions as to what we do first, and what should we keep in mind. (The same questions from the Survey)

Nothing to be done about the “neighbor issue” easement question at the moment. With no active buyer there is no one for the Neighborhood Association to threaten to sue. We believe we would prevail in a legal challenge

Earnest money was returned as per the purchase and sales agreement

We voted to sell to Woodbridge at a certain price. And to use \$.9 million for Earth and Social Justice causes. If a change from any of these, (including a new buyer at the same price) a new vote of the congregation would be needed.

New task force with very limited scope. To complete the current follow up.

If we are back to “square one” we rejoin this conversation in progress. No new task force yet. At the moment we are a committee of the whole.

Learn from mistakes (what are they?)

What did the past bring us how can we manage that ‘fallout’

Manage openness and transparency

Cosmically not a big deal make no plans

Is there a plan, a plan to have a plan?

Opportunity talk about who we are as a community how we show up for our neighbors, ,

Have a P patch leave as is see the value in the land itself

We are in a crisis of housing in our community. Our vote showed a failure to internalize that crisis.

We have a responsibility to ...a greater community?

What is our mission

We have to pay our bills and stay viable financially

This conversation about HH is a teething biscuit, the start of something else, a much broader conversation

Everything takes a long time in churches

Could Woodbridge revise their bid?

What about 'gifting a park' to the neighbors?

It is a struggle to balance and integrate the needs of the institution with my own personal wants,  
It has been hard to sleep and the need to figure out something new is overwhelming.

Some people are dug into positions.

Im encouraged by the civil conversation,

I want to run things and get it done, but that is not way to get anything done.

Trust the conversations step slowly it is up to the community to solve,

I sense a shift, not tied to earlier decisions, all who voted weighed the pros and cons of their choice.

Optics of suing city are bad

What do we stand for, our values, it isn't clear.

Democracy, honor vote

Reconsider if terms change

Will we be happy then with what we have done now? Ask ourselves to see ourselves as future ES

We broke up, adolescent dating metaphor, maybe an opportunity

Woodbridge may not be our only potential suitor.

Take a broad interpretation for the vote. Honor decisions get on with selling

What topics for congregational input?

What impact on the board's goals and the plan to grow the church?

Board should look inside our responsibility to know why did these two things happen to cause sale to fall

Publicity of meetings must be better,

Excitement opportunity, reality

Grateful for the optimists

Ok to be vulnerable

Keep in mind the impact on the volunteers

Better communication.

What can we do now, even without the \$1 million, to achieve the impact we wanted to achieve *with* the million dollars?

What are the legal implications of having returned earnest money to the presumed buyer?

How will the next task force's purpose be made more public? what [will be] the vote for

When is the vote [by the board] for the next task force charter?

AS A REMINDER HERE ARE THE QUESTIONS WE RAISED WHEN ASKED IN OCTOBER.

- How will we keep dominant voices from dominating?
- How can we decenter white supremacy culture?
- How can the congregation come to feel that business as usual [won't work...?]
- How will we include all?
- How can we invite inclusion?
- How are we inviting people in?
- How to include youth?
- How can all feel they support decision of the group?
- How can we make it fun and engaging?
- How can we get broad interest?
- What is social justice?
- What is social justice at East Shore?
- How will we determine 'maximum' impact from our gift?
- Are we talking about the \$1 million or the entire \$3.8 million?
- Will there be a timeline? To know about the process before a vote?

## Appendix F: Director of Lifelong Learning Job Description

### Director of Lifelong Learning

The Director of Lifelong Learning (DLL) nurtures the spiritual and religious growth of adults, children and youth at East Shore Unitarian Church. Guided by the Mission Statement of the congregation and our Unitarian Universalist principles and heritage, the DLL nurtures a Unitarian Universalist identity and strives to develop a moral compass among participants.

The Director of Lifelong Learning is part of the Staff Leadership Team, which includes the Senior Minister and the Executive Director. The Director of Lifelong Learning reports to the Board of Trustees.

### Responsibilities

The Director of Lifelong Learning:

- ⊕ Executes the board ends (goals) as related to lifelong learning.
- ⊕ Plans, leads, and supervises curriculum and resource development for lifelong learning.
- ⊕ Develops and administers the Children and Youth Ministry.
- ⊕ Plans and leads or supervises the weekly religious education (RE) program.
- ⊕ Plans and leads or supervises adult programming throughout the year.
- ⊕ Administers established RE and Church policies and procedures.
- ⊕ Provides primary professional leadership to and works with the Children and Youth Ministry Core Team.
- ⊕ Supervises paid and volunteer religious education staff.
- ⊕ Supervises the recruitment, support, and training of lay volunteers.
- ⊕ Communicates the vision and goals of the program to parents and the congregation.
- ⊕ Nourishes multicultural learning.
- ⊕ Provides regular status reports to the Board and membership regarding the lifelong learning program.
- ⊕ Other duties as required.

### Typical Duties

The typical duties of the Director of Lifelong Learning will include but not be limited to:

- ⊕ Supervise the RE Programs Coordinator and other paid religious education staff and administrative volunteers.
- ⊕ In collaboration with the RE Programs Coordinator, plan the lifelong learning year.

- ⊕ Manage the lifelong learning budget.
- ⊕ Coordinate and collaborate with other staff and ministry teams.
- ⊕ Provide teacher training and opportunities for skill building.
- ⊕ Communicate with parents and congregation through church publications, electronic media and personal conversations.
- ⊕ Develop brochures, publications and flyers.
- ⊕ Provide support and resources to families and adults seeking faith development and/or religious education.
- ⊕ Pursue continuing education and professional development as Director of Lifelong Learning.

## **Qualifications**

It is highly desired that the Director of Lifelong Learning be, or be engaged in becoming, a Credentialed Religious Educator in the Unitarian Universalist tradition. The Director of Lifelong Learning will have:

- ⊕ Commitment to and knowledge of Unitarian Universalist principles, values, history and worship.
- ⊕ Clear and current understanding of children's and youth's spiritual, emotional and physical growth and development.
- ⊕ Knowledge of and experience with religious education curricula.
- ⊕ Understanding of and experience in anti-oppression, anti-racism and multi-culturalism within Unitarian Universalism and the wider community.
- ⊕ Proven administrative and organizational skills.
- ⊕ Demonstrated ability, creativity and leadership in recruiting, training and motivating volunteers.
- ⊕ Knowledge and compliance with Mandatory Reporting.
- ⊕ Proven written and verbal communication and computer skills.
- ⊕ Demonstrated ability to work as part of a team.

## **Time and Compensation**

This is a full-time, professional, salaried, exempt position with benefits. Evening meetings and work on Sunday are often required.

## Appendix G: Charter Tracking (Updated December 6, 2019)

<b>Board Committees</b> (Chair of Committee)	P&G Committee Notes	<b>Date Board Approval</b>
Policy & Governance Standing Com. (Ann Fletcher)	Submitted	October 28, 2019
Mission Fund Drive (TBD)	Waiting Board Action	
Nominating Standing Com. (Martin Cox)	Submitted	November 25, 2019
Personnel Standing Com. (Sheridan Botts)	Submitted	October 28, 2019
Financial Stewardship Standing Com. (LeRoy Smith)	Submitted	November 25, 2019
Endowment Sub-Committee (Craig Nelson)	Submitted	
Right Relations Standing Com. (Louise Wilkinson)	Pending RR Approval	
Holly House Dev. Task Force (Dave Baumgart)	Submitted Updated 12-19	June, 2019
<b>Core Teams-Minister, Steve Furrer</b> (Chairs)		<b>Date of Staff and Board Approval</b>
Archives (recruiting new chair)	No chair yet	
Worship/Earth Based Celebrations (In transition/Steve)	Submitted	November 25, 2019
Lay Pastoral Ministers (Milly Mullarky)	Submitted	November 25, 2019
Earth & Social Just. Council (Ann Fletcher) *Liaisons	Submitted	November 25, 2019
ANSWER Nepal (Margaret Hall) *Ann Fletcher	Submitted	October 28, 2019
Beloved Racial Justice (*Louise Wilkinson)	Submitted	October 28, 2019
Earth and Climate Action (Kristi Weir) *Ann Fletcher	Submitted	October 28, 2019
Congregations for Homeless (Dean Dubofsky/Peggy Phillips) *Lynn Roesch)	Submitted	October 28, 2019
Crossroads Meals (Pam Monger) *Ann Fletcher	Submitted	November 25, 2019

Food Bank (Ryam Hill) *Ann Fletcher	Submitted	October 28, 2019
Good Start Back to School (Nancy Worsham) *Lynn R	Submitted	November 25, 2019
Holiday Giving Tree (Emily Winstrom/ Trish Webb * Lynn Roesch	Submitted	November 25, 2019
Meaningful Movies Bellevue (Lynn Roesch) *Lynn R.	Submitted	November 25, 2019
Khasi Hills Partner Church (Barb Clagett/Doug Strombom) *Ann Fletcher	Submitted	October 28, 2019
P-Patch Ministry Team (*Ann Fletcher)	Submitted	November 25, 2019
Second Sunday Share Plate (Jane Sisk) *Ann Fletcher	Submitted	October 28, 2019
Women Helping Women (Laurie Wick/*Lynn Roesch)	Submitted	October 28, 2019
<b>Core Teams-Executive Director (Chair)</b>		
Finance Team (Jason Puracal)	Submitted	October 28, 2019
<b>Core Teams-MDManager, reports to Minister (Chairs)</b>		
Auction (Beth Wilson, Amanda Strombom)	Submitted	October 28, 2019
CT Connection Teams (Julie Heise)	Submitted	October 28, 2019
Membership (TBD)	Submitted	November 25, 2019
Outreach ((David Langrock)	Submitted	October 28, 2019
Seabeck (Beth Wilson)	Sent Reminders	
Women's Perspective (Marcia Sill)	Submitted	November 25, 2019
<b>Core Teams-Facilities Manager, Dianne Upton, Reports to Executive Director, Jason Puracal (Chairs)</b>	P&G Committee Notes	Date of Staff Approval
Facilities (Ryam Hill)	Submitted	October 28, 2019
Grounds (David Kappler)	Submitted	November 25, 2019

Memorial Garden (Connie Hirnle)	Submitted	November 25, 2019
P-Patch (also under ESJCC)	Submitted	November 25, 2019
Flower (recruiting new chair)	Submitted	November 25, 2019
Gallery Art on Campus (Karen Dawson)	Submitted	November 25, 2019
<b>Core Teams-Director of Lifelong Learning, Aisha Hauser (Chair)</b>		
Lifespan Integration (includes Children and Youth, RE teachers, and Adult Programs (Walter Andrews)	Submitted	October 28, 2019
<b>Core Teams-Music Director Eric Lane Barnes, Reports to Minister (Chair of Team)</b>		
Choir (Jennifer Sumner/Amanda Strombom)	Submitted	October 28, 2019
Ace Media Crew Production (Ralph Lutz/Lee Winstrom)	Submitted	October 28, 2019
East Shore Live (Grace Colton)	Submitted	October 28, 2019
<b>Caring Community Groups-Minister and Caring Coordinator, Milly Mullarky (Contact Person)</b>	Common Charter Submitted	October 28, 2019
Adult Children of Aging Parents (Janice Thomson)	NA	NA
Covenant Circles (Various)	NA	NA
Extended Families (Various)	NA	NA
Helping Hands (Carol Sinape)	NA	NA
Men's Support (Joe Germano)	NA	NA
Widows Flying Solo (Karen Lutz)	NA	NA

<b>Affinity Groups- Minister and Membership Development Manager (Contact person)</b>	Common Charter Submitted	October 28, 2019
Informal Bridge (Trish Webb)	NA	NA
Coffee Klatch (TBD)	NA	NA
East Shore Outdoors (Amanda Strombom)	NA	NA
Guitar Jam (Paul Hutchinson/Chris Struble)	NA	NA
Library (Gerry Kapur)	NA	NA
Men's Breakfast (Dave Womeldorf)	NA	NA
Military History (Bill Riddle)	NA	NA
Spirituality (Ruth Edwards)	NA	NA
4 <sup>th</sup> Wednesday Book Group (Zee Straight-Weiss)	NA	NA

## Appendix H: Holly House Sale Task Force Charter 2019-20

2019-20 CHARTER Revised 12-11-19

### Section A: Name

What is the name of your group? Holly House Sale Task Force (HHSTF)

### Section B: Purpose

1. What is the purpose of your group?

The task force will continue to resolve the issues that it has encountered in 2019 and to support the church in its ability to market and sell the property.

2. How is your work related to one or more of our Unitarian Universalist Seven Principles?

1st Principle: The inherent worth and dignity of every person;

2nd Principle: Justice, equity and compassion in human relations;

3rd Principle: Acceptance of one another and encouragement to spiritual growth in our congregations;

4th Principle: A free and responsible search for truth and meaning;

5th Principle: The right of conscience and the use of the democratic process within our congregations and in society at large;

6th Principle: The goal of world community with peace, liberty, and justice for all;

7th Principle: Respect for the interdependent web of all existence of which we are a part.

By supporting the church in its ability to market and sell the Holly House property, the Task Force will help the congregation move forward in applying the UU Principles. The congregation will determine the use of the sale proceeds through processes which will require reflection on all the Seven Principles. In particular, the portion of the fund voted to be used for the Earth and Social Justice Fund benefits the greater good and aspires to meet the second principle: "Justice, equity and compassion in human relations."

3. How does your group connect with East Shore's Mission and/or Vision? The full Vision based on the Mission can be found at [www.esuc.org](http://www.esuc.org) under Governance and Bylaws. East Shore's Mission is: We practice love, explore spirituality, build community and promote justice.

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

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

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

We promote justice by negotiating and working with all parties involved in good faith, promoting fairness in our actions, and protecting vulnerable earth and social health.

4. To intentionally live our mission in our daily team work, a set of Right Relations guidelines is recommended for all Committees and Teams. The Right Relations Committee will assist you as needed. Please indicate your team's status with Right Relations guidelines below:

We will use guidelines we have already developed

We have or will adopt the all church Right Relations Guidelines

We would like assistance from the Right Relations Committee to develop our guidelines.

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

5. What relationship does your group have, if any, to the 2019/20 Goals below adopted by the Board in August 2019?

Increase net membership and pledging units according to the 10 year plan

Educate congregants about ESUC and about policy governance

Develop an ESUC Safety Plan

Develop a Master Campus Plan (This includes making East Shore a hub of earth and social justice action.)

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

By moving the sale process to completion, the task force will help provide the funds for program investments aimed at increasing membership and pledging units. The funds will also provide the church with more resources to develop a master plan and our teams with more resources to develop East Shore as a hub of social justice action and move us further toward becoming anti-racist.

6. What are your group's specific goals for the next year? What impact do you expect from your efforts? If an activity is listed, what result do you expect from it? How will you evaluate the impact of your efforts in your annual report at the end of this church year—next summer?

Our goals are:

All issues related to the property sale resolved in a timely manner

Process developed by the Board for finding a buyer as needed.

Note: Once these goals are met, the Task Force and Charter will be updated to reflect any new Board plan.

Intended Impact:

Property marketable and/or contingency plans in place for resolution of issues that could surface further into the sale process. Evaluate through documentation of resolved issues and contingency plans.

Satisfaction of the Board and the Congregation regarding any process for finding a buyer. Evaluate through debrief with of each party.

### **Section C: Group Structure, Leadership & Decision-Making**

1. Where does your group fit into East Shore's organizational structure?

HHSTF is a Board task force, Jason Purace is a non-voting staff partner, and Evelyn Smith is a non-voting Board liaison. This is a carry over from the previous charter and any amendment to it should be discussed by the Task Force and by the Board.

What types of decisions is your group authorized to make?

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

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

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

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

HHSTF will have 5-6 members who currently include Dave Baumgart, Ann Fletcher, Evelyn Smith, and Jason Puracal, all from the previous Task Force. We plan to invite another previous member, Jim Shuman, to return to the Task Force now that he has completed another church commitment. In addition, Janet Garrow will be providing pro bono legal advice on specific issues and working with the church's attorney as needed. The Board may appoint additional member(s) with real estate and related experience for other needed roles.

What are the leadership roles and responsibilities within your group?

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

The Board Liaison will bring Board perspective to the Task Force and work with the chair on communications between the Board and the Task Force.

The Chair and the Executive Director will be lead negotiators with the broker and/or buyer.

The Executive Director will be the point person to communicate with the lawyer and will keep the rest of the task force informed about the communications.

How are leaders determined, and what are their term limits?

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

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

Willingness to learn from others on the team or to share any relevant knowledge or skills they have. Commitment to supporting the objectives of the task force by committing to meeting, communication, and documentation time. Useful skill sets include communication, real estate development, finance, contract analysis, church governance policies and process, staff procedures. **Task Force members and leaders other than staff liaisons must be members of the church and approved by the Board.**

How are members recruited and oriented to your team?

**Members were recruited from the previous the Holly House Task Force, since this is a continuation of what it was working on with a limited scope. The recommended staff person assigned by the Board to the Task Force was best suited to provide the day to day execution of the church finances, contracts, facilities, grounds, etc. The Board requested a Trustee volunteer for the liaison position.** The Board and Task Force may recruit additional members who can provide expertise in real estate transactions or fulfill other specific identified needs. They will do this by requesting suggestions from the Nominating Committee and/or having an application process open to members with an interest and the needed expertise. An orientation of new members will include review of previous Task Force activities, familiarity with the charter, mentoring by other members as needed, and understanding/acceptance of the Right Relations Covenant.

9. What, if any, are the term limits for your members?

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

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

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

11. How are records kept and passed on for your group?

The chair and the executive director keep the necessary records related to the sale of the property such as the purchase and sale agreement and communications with the lawyer, the broker and the buyer.

Board Committees send a monthly report to the Board. Who will send a monthly report to be included in the archived Board packet.?

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

12. How does your group communicate and collaborate with other groups and with the larger East Shore community?

The Task Force communicates with Board approval through all the avenues available at East Shore—eblast, Beacon, surveys, talking with congregants after services. It collaborates with the Board through regular direct oral and written communication, with the Financial Stewardship Team through email, phone, or meeting attendance, with the Grounds Team Chair through email or phone, and similarly with

any other group or staff member who is affected by or who might be needed for support and collaboration.

13. Who is authorized to approved communications, publicized by Staff, including the annual report requested at the end of the church year? Who is the designated back-up person?

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

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

No

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

The Task Force serves until disbanded by the Board of Trustees or the sale is closed.

#### **Section D: Finances**

If your group will have any income and/or expenses, you must submit a line item budget to staff during the annual budget process. Staff will notify you about the timeline for your input. Will your group present a budget proposal to the Budget Team next year?

Yes, for attorney fees.

If the Operating Fund is unable to grant the full amount of your budget request, will the group reduce its expenses or do its own fundraising?

That will be up to the Board to decide.

If your group plans to do fundraising, please describe how it will go about this. If you plan to solicit donations, use the following wording: "Your donation goes to East Shore's operating funds which supports (name of your team) and other programs."

N/A

Who is authorized to approve team expenses? Who is the designated back up person?

Dave Baumgart is authorized to **submit** team expenses. Ann Fletcher is the designated back up person. The Board is currently authorized to **approve** team expenses. The is currently authorized to approve team expenses. If that changes in the new budget cycle, we will update this charter.

Does your group have the need for a Prudent Reserve (funds set aside to hedge against a contractual liability)? If so, how much and what for?

Depending on the length of the sale process, possibly for the attorney. The amount is currently unknown but can be estimated from past fees and the eventual plans for resolving issues.

Does your group understand that if it becomes inactive, all funds associated with the group become part of the Operating Fund, to be used for its general purposes? And in addition, that at the end of each church year (June 30) all unexpended funds a team has in the operating budget (not in a reserve or restricted fund) will revert to the Operating Fund, to be used for its general purposes.

Yes

The following language is added to this charter to remind committee members to follow Board Policy when involved with contracts with outside parties:

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.

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

### 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:

Covenant;

Disruptive Behavior;

Security Self-Inspections for buildings/grounds (includes hazardous waste);

Preparedness for natural disasters and emergencies;

Violence Prevention;

Financial Safety (Fraud, Embezzlement)

Children and Youth (RE);

Sexual Harassment and Abuse;

Medical and Health

High tech and Social Media

## Appendix I: Current Annual Goals Plan Policy & Action Plan for Goals Proposed Draft Policy

### 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.

## Appendix J: Policy & Governance Introductory Article (Beacon)

What is Policy and Governance anyway? What is Policy and Governance doing at East Shore? How am I already part of Policy and Governance? Inquiring minds want to know!

Let's try a metaphor.

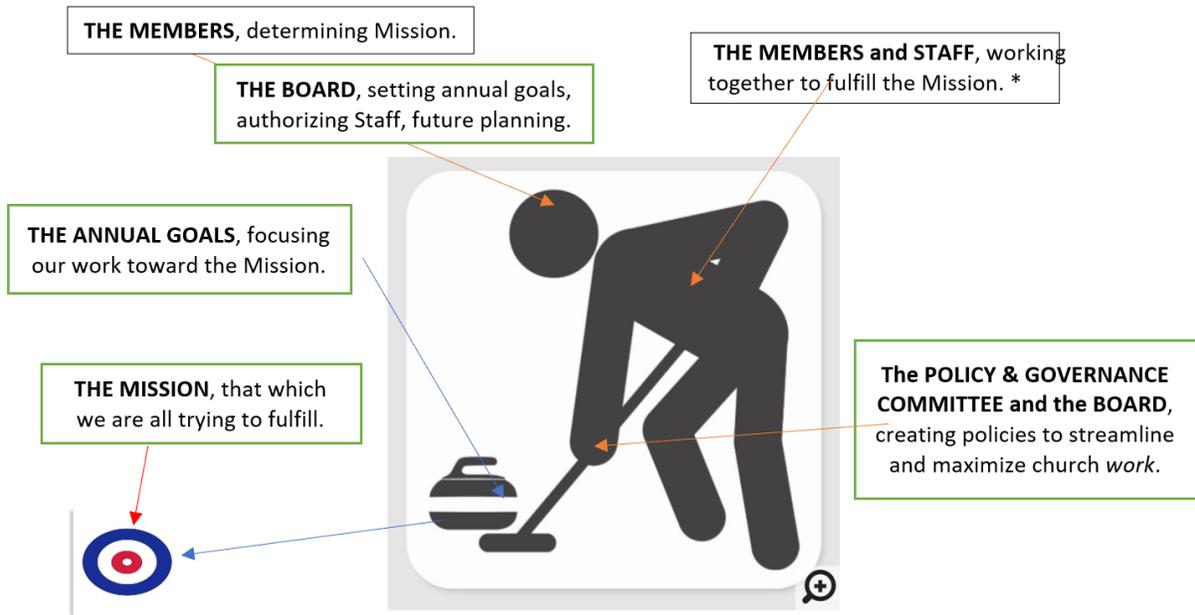
For those of you who follow the sport of curling, you will know that team members brush the ice in front of the stone to speed it up or curl it, helping it reach its intended spot.

Let's apply the metaphor to East Shore:

- Let the **Congregation**, in determining our **Mission**, decide where that stone should head, and end up.
- Let the **Target** be our **Mission**, doing good work in the world and in ourselves.
- Let the **Board**, in **setting Annual Goals**, be the person who 'throws' the **Stone**.
- Let the **Sweepers** be the **Staff and again, the Congregation**: those who do the actual work and are responsible for doing their best to get the stone to its goal.
- Let the **Brooms** be the **Policies** which smooth the path for the stone, setting boundaries and clear expectations as to what is appropriate.
- Lastly, let the **Policy and Governance Committee and Board** be those who **produce and maintain the brooms**.

**Altogether, we have a system, made of both humans and tools, which helps East Shore glide smoothly toward fulfilling our Mission.**

If our metaphor was helpful, you now know what the Policy & Governance Committee is up to and how East Shore's Policies are intended to involve and help the congregation. The term 'governance' refers to who has what authority and responsibility, who decides and is accountable for what? **You, as a member, are in integral part of this system!**



\* Proposed Policy 4.5.1 says the Board develops goals. SLT will “develop and publish an action plan to address the church goals. Staff will invite the congregation into this work.”

\* Current Policy 2.3 defines how the Staff and Members work collaboratively on operations and mission guided by the spirit of our UU Principles and Right Relations.