

# East Shore Unitarian Church Meeting of the Board of Trustees April 25, 2023 Board Packet

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## **Our East Shore Unitarian Church Board Covenant**

We covenant to hold the Eight Principles of Unitarian Universalism, the Mission of ESUC, and the ESUC Right Relations Covenant as the umbrella for our own covenant and guidelines. We recognize that how we hold and treat each other and the congregation is the spiritual ground from which grow the actions and decisions that support the health and welfare of the church now and in the future. We aspire to lead by example, filled with good will for those present and all members of the community. We commit to empowering all congregants, calling on their strengths and contributions for the greater good. We hold ourselves accountable to practicing this living covenant and the following guidelines, changing them when called to, and should we break this promise, we agree to engage with Right Relations to address repair.

Our agreements are listed in Appendix B.

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## Agenda

4:00-4:10	Opening	
	Call to Order	Signe Lalish
	Chalice Lighting and Reading	TBD
	East Shore Mission Statement*	TBD
	Check-In: TBD	All
<b>4:10-4:15</b>	<b>Consent Agenda</b>	
	Approve the March BOT Meeting Minutes*	Maury Edwards
4:15-5:05		
	White Supremacy Culture Work	Louise Wilkinson
	Board Covenant Items Discussion	
	#8. Actively engage in policy-based governance	Nicole Duff
	#9. Maintain absolute confidentiality for all sensitive issue	Maury Edwards
	Finding Long Term Tenants for Education Building	Rebecca Chatfield

Recommendations to the Board for GA 2023 Delegates

Here is the list of GA delegate volunteers. All filled out a form indicating agreement with the following:

Criteria for delegates (as approved by the Board of Trustees):

- willing to or have educated themselves about the issues being voted on;
- have signed up to attend GA (scholarships may be available);
- support the 8th principle and UUA leadership;
- accept they are representing ESUC not themselves as individuals.

1. Mike Radow (online full participant)
2. Dave Baumgart (in person)
3. Maury Edwards (online full participant)
4. Grace Colton (in person)
5. Marcy Langrock (online full participant)
6. Paul Buehrens (undecided how they will attend)
7. Ryam Hill (online business meeting only)
8. Beth Wilson would serve as an alternate only due to scheduling constraints (online business meeting only)

All volunteers are long time ESUC members and have served on the Board of Directors, as Officers, or Chaired Committees. The Majority have attended and voted at other General Assemblies.

To read their specific applications, got to <https://drive.google.com/drive/folders/1BRb8MrBrkAbg0w-COVGFwmkWY1j9HIXU?usp=sharing>

8<sup>th</sup> Principle Ministry Team

Grace Carlton, Marcy Langrock, Paul Buehrens, Maury Edwards, Ryam Hill, Louise Wilkinson

**5:05-5:20 Closing**

Process Observer Review  
Closing Reading  
Dismissal

TBD  
TBD  
Signe Lalish

**5:20-5:25 Break**

**5:25-6:00 Executive Session**

**Policy & Governance Discussion**

Grace Colton

Items to discuss:

\* Team makeup. Who is on it and what healing work for this team to be able to work effectively with SLT

\* Mary Anderson. How is she part of the team but not approved by Board?

\* SLT Liaison. Why has this gap not been addressed?

**Holly House Update**

Evelyn Smith

Update on Condo Assoc. Response to proposal for easement payment in contract

**Discussion about Membership Numbers** (starting at 5;55)

Nicole Duff

## **May Consent Agenda Voting Items**

- Accept the Board of Trustees Minutes from the March 22,2023, meeting as written

## **Minister's Report– Reverenda Maria Cristina Vlassidis**

Text or no report submitted

## **President's Report – Signe Lalish-Menaugh**

Text or no report submitted

## **Vice President's Report – David Langrock**

Text or no report submitted

## **Treasurer Report – Geri Kennedy**

Treasurer's Report for April Board Meeting

The March financial statements look good. One tenant paid some in advance. Income from the parking lot is down significantly however and the Diamond folks are looking for new space renters. Due to a problem with the UUA's change in the folks that handle their retirement funds, the year to date payment was not able to be made until April. The issue seems to be resolved.

Financial Stewardship has approved a new Mission Statement for the Endowment Fund and requests adoption during the May board meeting. They will get the text out to you in advance of the meeting so hopefully it can be on the Consent Agenda in May.

One of our members bequested approximately \$100,000 specifically for operating fund purposes. The Finance Team suggests postponing any decision for the allocation of these funds to later in the year – we'll keep you posted.

The funds donated to begin the new Building Reserve Fund (\$24,000) will be placed in a separate checking, along with future additions. This will make the ongoing balance more visible on the balance sheet.

The new check signing authority policy approved by the board last month has been implemented, so there are fewer checks requiring a second signature. This is another step in the streamlining of the bookkeeping tasks. Rebecca is working on making many of the regular bills, utilities, etc. automatic. The new accounting program is working well and along with other efficiencies implemented last year, such as the use of a payroll service and a check scanning machine to cut down on physical trips to the bank, the time required for these tasks has been reduced.

Geri Kennedy

## **Director Of Finance and Operations Report – Rebecca Chatfield**

### **Finding Longer-Term Tenant(s) for Education Building**

As requested by the Board here is a 1-page synopsis of the issues and the proposed process, to help with discussion at the April 25 Board meeting.

The Education Building is largely unused during the weekdays and could sustain a longer-term tenant. A commercial real estate broker who specializes in churches let me know the Education Building could yield \$10,000+ a month in additional income to East Shore with the right long-term tenant in place. The most likely prospects are a school or another nonprofit. A tenant that does not require much parking, and uses the building during the weekdays, is the best potential fit. We use the Education Building now for church events, rentals, RE, and occasional Music School recitals.

The process to find a new tenant takes a few steps. Here is the basic outline.

First, the potential tenant is identified. Usually people reach out to us with requests for space, but we can consider using a commercial broker to provide a more targeted list of vetted clients who are now looking for space. Facilities staff (DFO and Facilities Manager) would determine if the tenant's space requests fit within our availability. So, for example, a tenant that needs to use the building on Sunday mornings would not be considered. Here are some basic parameters we use at this stage.

- Tenant who wants building for weekdays only until 5 or 6 pm
- Parking lot considerations - upper and lower lot flow and timing
- Furniture management in classrooms
- Outside entrance sign that matches existing signage

Second, I bring information about the potential tenant to the rest of the Staff Leadership Team for discussion. Next is a decision about whether or not the organization's mission and practices aligns with East Shore's UU values and if we should move forward in the process.

- Is this a mission-adjacent organization to East Shore?
- Willingness to collaborate on visuals posted in shared spaces

Please note that if we use a commercial real estate broker, the first and second steps above may need to happen in a rather short timeframe of 2-3 weeks. The broker explained that his clients would need to move on if East Shore takes too long to begin initial drafts of the proposed lease agreement.

Third, I craft a draft lease in an iterative process with the prospective tenants and if necessary with further consultation with SLT members and staff on operational details. It is probable that a multi-year lease with renewals would be requested by the prospective tenant. For schools, a 5-year or 10-year lease is not uncommon. I will aim for a 3-year lease with renewals to give us more flexibility.

- At least \$1000 per room per month income (up to 7 classrooms + E101 office)
- 3-year or at most 5-year lease with renewals

Fourth, once the draft lease is close to final form, I run the lease language past Financial Stewardship Committee and also Finance Team. Per our policies any contract over \$10,000 "must be signed by Board President, Vice President, or Treasurer" (Policies, p5) so the Board will be well informed.

As DFO I aim to "ensure that the Board is correctly informed and supported in its work" (Policies, p7)

Thank you for reading this!

### **Financial Statements – March 2023**

See provided financial statements included below. Detailed reports are readily available. March 2023 financial statements are at the end of this report. Balances in all accounts are documented with appropriate reconciliations. The highlights:

- Income (\$209,398) greatly exceeded Expenses (\$76,105) for March.

- Endowment Equities account balance is \$984,396. Market went up slightly.
- Endowment Fixed (operating reserve) balance is \$123,946, up slightly.
- The amount owed on the mortgage on the Education Building is \$385,230.
- Substantial pledge payments coming in from the short Mission Fund Drive run in March.
- A significant non-pledge payment (\$100K) came in, a bequest to the operating fund from the estate of a member who passed away.
- Higher than budgeted rental income in March.
- Seabeck & WP Retreat fee registrations spiked the income. Expenses coming in later months.

### **Miscellaneous Finance, Bookkeeping and Banking Items**

- Booked seed money \$24,000 to Building Reserve Fund on Balance Sheet.
- Discussion with Nicole about event registration process for WP and Seabeck events.
- Followed up on event registrations in Realm and tracked down failed transactions.
- Used Empower online portal for autopay of UUA retirement contributions February & March.
- Latest Holly House attorney bill shared with Holly House Task Force and paid.
- Answered staff questions about payroll processing and retirement contributions.
- Sent BECU cc statements to SLT members. Cleared a fraud alert from one credit card.
- Worked on ACH Collection changes for members due to updated pledges for 2023.
- Sorted out slightly complicated Share the Plate payments.
- Clarified \$5K threshold for double-sign checks with Geri Kennedy, Treasurer and Signe Lalish, President.

### **Other DFO Work Projects**

- Continued conversations about finding new potential tenants in the Education building with SLT, Board, Facilities, and commercial Real Estate broker.
- Meetings with Dianne about upcoming facilities repairs and projects.
- Discussed DFO evaluation documents with member of SLT Evaluation Task Force.
- Sent Reserve Data to Financial Stewardship to discuss 5-yr strategic plan.
- Answered questions from UU Olympia Treasurer about reserve fund set ups.
- Worked on Green Team draft proposal with members and staff.
- Minister Installation Ceremony costs discussions with Reverend Maria Cristina.
- Discussion with Nicole about her plan for procuring one congregational gift for Minister's Installation ceremony.
- Met with Treasurer and DRE about summer camp budget.
- Confirmed Board retreat logistics for on-site days with Dianne Upton.
- With Facilities team, set project scope for Ed Building renovations using Fund A Need funds.
- Looping in Dianne Upton to Facilities logistics for summer RE art camp mural project.
- Staff conversations confirming the current office laptop check-out process.
- Discussion with Nicole on neighborhood outreach and potential events with Woodbridge group.
- With SLT, reviewed Nicole's mask-related survey to congregation.
- Conversations with Dianne Upton and a few members about ESUC established process for rentals and the sponsorships protocols.

- Discussion with Eastside Audubon on potential lease of E101.
- Answered questions about various staff-run and ministry team budget amounts.
- Meetings: Staff, Board, Exec Committee, SLT, Finance Team, Financial Stewardship/Endowment, Facilities Team, Holly House Task Force, UUA Large Church DFOs.

### **Facilities Maintenance, Repairs, and Upgrades**

Dianne Upton, Facilities Manager, reports that the following work done on campus. Ongoing gratitude for Celil Cakmak who identifies and handles small repairs and upgrades around campus. Celil has saved the church a lot of money over the years using his skills!

- Made arrangements for Spring Hall painting, now complete.
- Coordinated yearly hot water heater inspections.
- Arranged for Sanctuary roof-cleaning bid and set up dates to complete work.
- Continued discussions with facilities team and DFO regarding Education building renovations in bathrooms and kitchenette (Fund-A-Need).
- Celil used the leaf blower numerous times to clean up fallen petals from cherry blossom trees (an almost daily mess in parking lots and courtyard).
- Discussed potential hanging of flags in front of education building with DRE (requester), DFO, Lee and Ralph (for security camera input), and Celil.
- Agreed to join new Green Team after conversation with DFO.
- Purchased Co2 monitors for Ed Building classrooms. Purchased first aid storage tote for DRE use.
- Celil removed broken table from library and replaced it with table in E-101.
- Reviewed facilities-related budget reports and status.

And Dianne also reports on events-related coordination and other tasks.

- Acted as onsite staff during Secular Jewish Society rental 4/8.
- Celil set up sound equipment in Spring Hall for Pesach celebration rental.
- Arranged for P-Patch sale and tomato plant distribution in May.
- Working with Installation set-up team and Celil to prep Spring Hall for 4/23 luncheon.
- Updated calendar entries for spring and summer.
- Arrangements and building use briefing for Men's Support Group returning to campus.
- Working with CAT (gallery) to arrange new show advance storage needs and prep.
- Celil and I worked with Amanda and David Langrock to assure proper set-up of UUA Trans Day of Visibility on March 31.
- Fielding numerous requests and inquiries about recital and conference rentals in May and June.
- Coordinated with DRE for an August LREDA retreat in education building.
- Coordinated rental space for Hood Canal Co-op (a returning renter).
- Worked with Celil, Amanda, and Jenny regarding appropriate use and storage of ESUC laptops.
- Coordinated with Nicole regarding for Summer BBQ (potluck).
- Continued coordination for relation of RE closet contents to various locations on campus.
- Worked with Jenny to have my new computer installed and set-up.
- Completed performance reviews for supervisor and peer review for a staff member.



Here are the monthly financial statements.

East Shore Unitarian Church  
**Statement of Financial Position**

As of: Mar 31st 2023

<b>Assets</b>	
<b>Cash</b>	
1010 Checking - Chase	251,928.93
1025 Savings - BECU	34.35
1090 Petty Cash	200.00
Total Cash	252,163.28
<b>Investments</b>	
1130 Stock Donations - Schwab	80.99
1140 Endowment -Schwab 8692	123,946.23
1170 Endowment Schwab 7213	984,395.97
Total Investments	1,108,423.19
<b>Reserve Accounts</b>	
1370 Building Reserve Fund	24,000.00
Total Reserve Accounts	24,000.00
<b>HH Sale Expense Receivable</b>	
1420 HH Sale Exp Rcvable - Legal/Eng	188,789.81
1421 HH Sale Exp Rcvable - Carrying Costs	1,481.15
Total HH Sale Expense Receivable	190,270.96
<b>Total Assets</b>	<b>\$ 1,574,857.43</b>
<b>Liabilities &amp; Net Assets</b>	
<b>Liabilities</b>	
<b>Long Term Liability</b>	
2720 Damage Deposits - LT Rentals	2,750.00
2750 Building Loan	385,229.86
Total Long Term Liability	387,979.86
Total Liabilities	387,979.86
<b>Net Assets</b>	
3100 Operating Fund Balance	30,535.37
3200 Building Reserve Fund Balance	48,000.00
3300 Endowment Fund Balance	1,108,342.20
Total Net Assets	1,186,877.57
<b>Total Liabilities &amp; Net Assets</b>	<b>\$ 1,574,857.43</b>

East Shore Unitarian Church  
**Statement of Activities - Summary**

Date Range: Mar 1st 2023 - Mar 31st 2023 | Filtered by: Fund

Accounts	Actual	Budget	Actual	Budget	Annual
	Mar 01, 2023 - Mar 31, 2023	Mar 01, 2023 - Mar 31, 2023	This Year Year to Date	This Year Year to Date	Budget Mar 01, 2023 - Mar 31, 2023
<b>Revenues</b>					
Income - Donations	167,111.00	53,366.67	321,499.21	227,092.01	799,500.00
Income - Facilities Rentals	21,555.00	13,188.33	49,345.00	39,564.99	227,000.00
Income - Events & Pgms	20,125.00	31,100.00	34,083.00	44,300.00	104,700.00
Income - Other	152.34	18,925.00	19,364.35	19,025.00	76,100.00
Income - Fundraising	455.00	0.00	50,339.00	47,500.00	47,500.00
<b>Total Revenues</b>	<b>\$ 209,398.34</b>	<b>\$ 116,580.00</b>	<b>\$ 474,630.56</b>	<b>\$ 377,482.00</b>	<b>\$ 1,254,800.00</b>
<b>Expenses</b>					
Wages	44,026.83	48,863.17	138,748.78	146,589.51	586,358.00
Payroll Employer Portion	7,854.95	12,604.92	28,537.71	37,814.76	151,259.00
Professional Expenses	1,232.63	2,191.01	3,226.76	6,573.03	26,292.00
Contract Workers	0.00	1,189.58	2,035.57	3,568.74	14,275.00
Program Expense	964.41	2,972.51	4,440.38	8,917.53	115,570.00
Utilities	3,212.71	1,941.67	10,189.02	8,325.01	39,000.00
Facilities Expense	1,806.95	5,591.65	10,145.43	23,274.95	79,600.00
Business Expense	5,937.84	6,280.35	12,260.83	14,741.05	76,400.00
Office Expense	1,598.32	3,208.34	5,424.21	9,625.02	39,500.00
Fundraising Expense	0.00	2,516.67	0.00	4,350.01	12,900.00
Building Loan Expense	9,470.45	9,470.50	28,411.35	28,411.50	113,646.00
<b>Total Expenses</b>	<b>\$ 76,105.09</b>	<b>\$ 96,830.37</b>	<b>\$ 243,420.04</b>	<b>\$ 292,191.11</b>	<b>\$ 1,254,800.00</b>
<b>Net Total</b>	<b>\$ 133,293.25</b>	<b>\$ 19,749.63</b>	<b>\$ 231,210.52</b>	<b>\$ 85,290.89</b>	<b>\$ 0.00</b>

## Director of Religious Education’s Report – amanda alice uluhan

Dates Covered: March 15, 2023 – April 19, 2023

I’d like to share this excerpt from the latest UU World as an invitation to reflect on East Shore’s future, and imagine how this new framework may help to shape the congregations efforts and attention.

“ I think it is helpful to point out that UU religious education is really faith formation. “RE” happens throughout all aspects of congregational life. We learn what it means to be UU through formal classes and programs, and informally through our observations of faith leaders and one another. The history of religious education as separate from the practice of our faith reinforces how our society undervalues its relationship to children and youth. “Religious education” isn’t a synonym for “children’s programming.” It is a lifelong journey for each of us. I would suggest that Boards invest in a holistic approach to congregational life. Instead of separating worship and RE, we need to think strategically about how a congregation that centers faith formation of everyone, across the lifespan, would operate.” - [Q&A: Aisha Hauser and Kirsten Hunter on UU Religious Education and the Future of Faith Formation](#)

## **Family Ministry Programs**

April launches Spring quarter for East Shore's Family ministry programs. Fall and winter quarters finished successfully and a cohort of 22 classroom volunteers, and 65 registered students.

### *Program – Age – Registered Students*

Little Uus Nursery – Ages 1-5 – 7 students

Students meet each week for stories, songs, and activities. The students in this age are often having their first introduction to Unitarian Universalism and are welcomed into a loving environment of peers and trained volunteers.

Our Whole Lives Elementary – Ages 5-12 – 21 students

Our students have started on the new edition of the 2023 OWL curriculum and are enjoying the course. We have set up their classroom with decorations and materials to inform their learning and have purchased several new books and resources along the way. Parents are sent weekly updates including resources to continue learning at home.

Stepping Stones – Ages 9-12 – 13 students

This age group finished the winter quarter with a strong session of the OWL curriculum. They resume the curriculum they started in fall quarter and are learning about their identifying their own values and making decisions that are good for everyone.

Our Whole Lives – Ages 12-14 Comprehensive Sexuality Education – 9 students

This class is a strong cohort of youth, several of whom are planning to attend the Camp Blue Boat UUA summer camp in July.

Youth @ East Shore Y@ES! – Ages 13-18 Senior High Youth Group – 6 students

Youth participation ebbs and flows. We have some seniors attending the June 11<sup>th</sup> bridging worship service, and several more in younger grades who are participating in youth group. We continue to encourage parents to collaborate and recruit youth to participate.

East Shore Summer Camp - 14 students

In lieu of a second wall mural – which had been originally planned for this summer in the upstairs hallway of the Education building – I am working with members and Facilities staff to plan temporary art projects, “Kids Gallery” style. It is our intention that these temporary projects - and the systems we need to install to allow for such displays - will be improvements which simultaneously attract renters and support a thriving RE learning environment.

Family Covenant Circle – several families attend a monthly lay-led circle; new families are always welcomed, and childcare is provided.

Garden Club – all students are welcomed to this new program developed this year by RE staff and lay leaders to provide childcare during the Family Covenant Circle. Members of Indigenous connections team have also worked with the program to provide place-based learning into our curriculum.

## **Worship**

RE staff support worship services on a regular basis, with the story for all ages. We are also leading one service in May and one service in June. We continue with our efforts to improve communication to families and the congregation about directions for children in worship so we can help them thrive.

### **Program and Congregational Development**

As this is the first year that I'm serving as the DRE in person, on a "regular" church schedule, I feel more confident in the programs we're offering and the direction I want to take the program. I'm grateful that we took this year returning from COVID to lead a strong program and establish a basic sense of rhythm and routine. As we close out the year in spring quarter, we are preparing a very simple, one room schoolhouse summer program and getting volunteers to sign up now for July and August dates.

LeAnne and I began mapping out next year's programs. We plan to have things finalized and in place for publication by June.

I am working closely with three RE administration volunteers, and a fourth also works on general office administration. They are helping with summer camp; curriculum and files; safe congregations procedures development; and back-office workflow. Their work on administrative tasks allows me to use my time and energy in more valuable ways.

I closely manage RE income and expenses and am working on annual templates for budgeting.

For several years, RE has had a centralized storage location in a large closet in 101. Due to changes in the Facilities management and rentals, RE will move out in May. I appreciate the staff and volunteers who are helping. RE supplies will be relocated into two primary locations in the Education and Sanctuary buildings. They will be housed in un-rented spaces which RE staff and volunteers can access as needed, including during the work week.

### **Professional Development**

- I meet with LREDA colleagues regularly to network and rebuild children's programs.
- East Shore will host the local PNW LREDA retreat in August 2023.

Respectfully submitted,

Amanda Alice Uluhan (she/they)

Credentialed Religious Educator

## **Director of Membership Development Report- Nicole Duff**

### **Report from Director of Membership Development**

# April 2023

## Worship Numbers

2023 \*

- March 5: 150
- March 12: 126
- March 19: 158
- March 26: 146

2022 \*

- March 6: 103
- March 13: 72
- March 20: 98
- March 27: 113

\* Attendance calculated by adding 25% to Zoom logins, plus in person when applicable.

## Membership

Current Membership: 338

- Joined: Rev. Dr. María Cristina Vlassidis Burgoa

Pledging Friends: 43

# On Pathway: 20

Visitor Attendance: I missed in person in March, so numbers are lower

- March 5: 19
- March 12: 12
- March 19: 5
- March 26: 15

## Membership Teams & Responsibilities

### Beloved Conversations Among Task Force

The task force is talking about how they want to move forward after this May. There is an option for us to continue in a smaller capacity with the coach, which is being considered. The team is working in two groups, the one focusing on governance is building their version of a vision statement. The group working on membership most recently discussed circles and how to help visitors feel more connected.

### The 8<sup>th</sup> Principle

Please see consent agenda for information about delegates. The team is also having conversations about their name and what might their future look like after the vote at General Assembly regarding Article II. Please stop by their table in the foyer to learn more!

### Auction

Nothing new to report.

## **Membership & Coffee Hour & Technology**

Volunteerism seems to be waning on helping with welcoming, ushering, and coffee:

<https://www.signupgenius.com/go/4090f4aa9a72fa0fc1-usher> Any help in taking a shift or encouraging others would be greatly appreciated.

## **Outreach & Website**

The team is working on creating a form for teams who wish to have a page on the website. This will gather information about their commitment to keeping content relevant and will help the team decide if a page is needed and if so, where it would be on the page. The team is also beginning work on creating t-shirts! We are looking for ideas and suggestions for slogans we can put on them that will get people excited to learn more about us. We hope the shirts can be worn at both justice work (BLM flashstanes, pride parades, etc.) and social events (mariners game). If you have ideas, please let me know.

## **Seabeck**

As of April 19, 156 people are registered to attend Seabeck! Spaces are still open and there is also space to volunteer and share your gifts.

<https://onrealm.org/esuc/PublicRegistrations/Event?linkString=ZjQ3ZTZjNDItYTBhNC00NWl1LWl1YTgtYWY4MjAxOGFiOTg2> Here are some fun stats!

- 92 people from East Shore!
- Of those, 11 have never been to Seabeck!
- Also from East Shore: 14 Children, 5 Young Adults
- 4 households are those on the Pathway to Membership

## **Welcoming Congregations**

The Transforming Hearts class wrapped up and was well received. I hope to hold it again next year and will work with Rev. Maria Cristina on timing. I feel we had great participation and some real thoughtful discussions.

The team is also working with the Share the Plate ministry team on a guest for the June 4 Pride service. We suggested Lambert House as we hope to continue building a relationship with them.

## **Women's Perspective**

We had 39 people attend the Women's Perspective Retreat this year. The retreat was a great event and brought in some of those on the Pathway to Membership as well! The group is still planning their walks and also focusing on the Margaret Fuller Tea on May 7. During worship the team will be presenting with two members an induction to the Clara Barton Society.

## **Communications & Social Media Metrics**

### **Yelp for March 2023**

15 Yelp Visits

1 User Leads

1 Directions

369 Impressions

### **Google My Business Report for March 2023**

2,401 Profile Views  
260 Asked for Directions  
223 Visited Our Site  
6 Called us

### **Google Search Console for March 2023**

730 Clicks from Google  
Top Performing Pages

- [www.esuc.org](http://www.esuc.org) (155)
- [esuc.org](http://esuc.org) (118)
- <https://esuc.org/the-stonewall-riots-of-1969> (45)

### **ESUC.org Analytics for March 2023**

1,641 Users  
1,483 New Users  
2,316 Sessions  
4,777 Page Views  
1:39 Average Session  
33.92% use mobile, 2.50% use tablet

User Acquisition

- 48.8% Direct
- 44.0% Organic
- 7.1% Other

Facebook: 971 Followers  
Instagram: 268 Followers  
Twitter: 60 Followers

## **UUAMP Work**

In my work with the UU Association of Membership Professionals (UUAMP), I am gearing up for General Assembly and our Professional Development Day. During the ProDay, we will be focusing on Article II and how to help educate both current and new members about this possible change. I will also be (likely) elected as President of UUAMP during the Annual Meeting, which takes place during the meeting on June 20. Thank you for encouraging professional development!

Respectfully Submitted by Nicole Duff, Director of Membership Development

## **Policy and Governance Committee-**

Text or no report submitted

## **Personnel Committee - Martin Cox**

This is the status of the work of the Evaluation Task Force (ETF).

The Evaluation Task Force (ETF) for evaluating the members of the SLT consists of Deb Boehm-Davis (chair), Jerry Bushnell, and Martin Cox. This spring, the ETF is preparing the evaluations for SLT members Nicole, Amanda, and Rebecca. The SLT will not be evaluating Rev. Maria Cristina this year.

The ETF started the process on February 14, 2023. Input was gathered from all members of the SLT, from the Board of Trustees, and from additional sources as recommended by the SLT members being evaluated.

In April, the ETF consolidated all the input into draft evaluation documents. The next step is for members of the ETF to schedule 1-on-1 meetings with each of Nicole, Amanda, and Rebecca to discuss their draft evaluations. The ETF member will deliver the draft evaluation to the SLT member and hold these 1-on-1 meetings by about May 1<sup>st</sup>.

After the SLT member being evaluated has had this chance to review and discuss a draft of their evaluation, they will have a 5-day period to point out any factual errors they see. The final evaluation will be delivered to each SLT member by May 12, 2023, and the final evaluation with any SLT rebuttal will be delivered to the BOT by May 15, 2023.

## **Right Relations Committee – Louise Wilkinson**

The Right Relations Team has learned a lot in the last year about what types of sharing and comments can impact others. The team spent the April meeting carefully reviewing our circle and meeting guidelines/agreements to incorporate new wisdom about how we can provide the most caring spaces for deep sharing and for gaining awareness of others' experiences. We have also been discussing how to move forward with training and incorporating new members.

Several members are deep into the UUA Right Relations training. We are finding it very helpful and eye-opening. We look forward to sharing it widely.

The March circle on Patriarchy helped participants identify the force and impact of that culture in ourselves, our congregation and our society. Our April circle, scheduled for April 22, will focus on what it takes to make room for new people in our hearts and our groups, teams and church.

## **APPENDICES**

### **Appendix A**

### **Appendix B: Agreements/Guidelines/Intentions to consider:**

We specifically aspire to:



1. **Communicate honestly, respectfully, directly, transparently, and compassionately to build trust.** Use “I” statements to speak from our own experience. Recognize clear professional boundaries and articulate any risk of conflict of interest. Ensure all are fully informed to make the best and most fair decisions. Use preferred modes of technology and communications. **Geri**
2. **Listen openly and carefully** to one another, considering different styles of processing, and personalities to respect one another more deeply. Take space and make space to ensure everyone has the opportunity to contribute. Be cognizant of neurodiversity and cultural communication styles to ensure everyone is heard. **David**
3. **Engage in healthy conflict,** use our courage to bring up difficult conversations. Bring conflicts with compassion, using a healthy communication style that does not shame or blame. Recognize that being heard does not mean agreement; decisions will support the community. Show up with the possibility of being changed. When conflict is unresolvable, the path is Right Relations. **Signe**
4. **Consciously attend to the power dynamics** inherent in our relationships due to race, gender, class, role, or other categories. Use a process observer to discern and document “ouch” moments. Add time to the agenda for reflection and repair. Be accountable for how we use our own power and our impact on others by receiving, reflecting, and acting on feedback. Be accountable to bring to the table misuses of power and observed hurts without shame or blame. End meetings with learning and care. **Martin**
5. **Use decision-making processes that bring forth marginalized voices.** Use constructive dialogue to ensure that everyone is heard. Uphold the decisions of the Board in the wider congregation, while acknowledging the disagreement and the value of continued dialogue. **amanda alice**
6. **Lift up the voices of those with less representation in the room.** Actively consider how we can support under-represented communities within and outside the church in our decision-making. Speak up as co-conspirators to raise the questions of impacts of decisions on those often marginalized by race, gender, ethnicity, sexual orientation, immigrant status, ability, class, or any other category. Do the work ahead to gain knowledge about what these impacts might possibly be. Do not leave it to those often marginalized to speak up for their concerns and interest. **Evelyn**
7. **Follow through on our commitments,** recognizing the impact this has on the ability of others to deliver on their own commitments. Be mindful of our capacity. Make our boundaries clear. Respect each other’s time and personal lives. Strive for cadenced scheduling and reasonable meeting times and lengths. **Rebecca**

8. **Actively engage in policy-based governance**, seeking to uphold legal duties and to support the entire organization. Use RACI charts to clarify roles and responsibilities, boundaries, and lines of communication. Opt for collaboration whenever questions arise. **Nicole**
9. **Maintain absolute confidentiality** for all sensitive issues, especially all topics discussed in Executive Sessions. Maintain clear guidelines about what is public and what is not. Make these guidelines clear to all guests participating in Board meetings. **Maury**

## **Appendix C: GA 2023 Slate of delegates and criteria to make choices**

Text or no report submitted

Appendix D: Previous Board of Trustees Meeting Minutes

# **East Shore Unitarian Church Board of Trustees March 22, 2023 Minutes**

## **Our East Shore Unitarian Church Board Covenant**

We covenant to hold the Eight Principles of Unitarian Universalism, the Mission of ESUC, and the ESUC Right Relations Covenant as the umbrella for our own covenant and guidelines. We recognize that how we hold and treat each other and the congregation is the spiritual ground from which grow the actions and decisions that support the health and welfare of the church now and in the future. We aspire to lead by example, filled with good will for those present and all members of the community. We commit to empowering all congregants, calling on their strengths and contributions for the greater good. We hold ourselves accountable to practicing this living covenant and the following guidelines, changing them when called to, and should we break this promise, we agree to engage with Right Relations to address repair.

Board Members Present: Signe Lalish-Menagh, David Langrock, Evelyn Smith, Louise Wilkinson, Geri Kennedy, Martin Cox, Nicole Duff, Rebecca Chatfield and Rev. Dr. Maria Cristina Vlassidis, and Maury Edwards.

Board Members absent: amanda alice uluhan

Visitors present: Trish Hunter and Claudia Hirschey and Grace Colten.

## **Meeting commenced at 4:03 pm PDT**

Maury Edwards gave us an opening reading by Theresa I. Soto, *We Hold Hope Close*.

The Board in unison recited the East Shore Land Acknowledgment and the Mission Statement.

## **CONSENT AGENDA**

- Approve the February BOT minutes
- Move to establish a minister reserve fund, to be funded through annual additions from the operating fund and designated donations, beginning 1/1/2024.
- Move to establish a building reserve fund to be funded through annual additions from the operating fund and designated donations beginning 1/1/24 and to approve the Building Fund Mission Statement.
  
- Move in accordance with Amendment Board Policy, to amend Section 2.11, #9, 1,2&3 as follows: 2.11 #9.1 delete; 2.11#9.2 amend to require 2 authorized signers on all checks \$5,000 or over; 2.11 #9.3 delete.
- Approve New board meeting date and time for March 22<sup>nd</sup> 4-6pm, the 4<sup>th</sup> Tuesday of April and May 2023 from 4-6pm.
- Move that Policy and Governance be appointed to create a team to work with the President to Organize the Congregational Meeting for June 11<sup>th</sup> 2023.

Maury moved to approve the Consent Agenda as written. Louise seconded. There was no discussion. The motion passed unanimously,

## **WHITE SUPREMACY SHARING**

Louise read the article, *Seven Habits of Gen Z That Your Church Might Be Ignoring*, to us and we went to breakout rooms to discuss. Once the group regathered, The Reverenda and Maury gave reflections.

## **REGULAR BUSINESS**

- 1) Martin presented the product he and Grace had worked on as an “Open Question” initiative created for Board approval.

How can we best promote healing and rebuild trust throughout East Shore? - healing of staff, people of color, families, those that left ESUC, & shared ministry.

We decided to revisit after everyone had a chance to consider the content.

2) Grace presented her proposal for revising Article V dealing with:

- a) No financial contribution will be required to be a member;
- b) Age of membership will be lowered to 14;
- c) Age to be a member of the Board of Trustees will be lowered to sixteen years;
- d) Age to be an officer of the Board of Trustees will be lowered to eighteen years;
- e) A dealing with destructive behavior by a member process;
- f) Records retention and access.

(Note: full text is in the Board Packet for this meeting).

Discussion: Nicole noted there will still be pledge drives and other fund raisers. Grace noted if the Board approved this measure, the Congregational vote would happen next; and, then the Board could move on policy decisions. Martin said it felt as if the initial pledge obligation was being pulled out and Eighth Principle/UUA Article II was replacing it. He was reassured that whichever way the Article II vote went this would work.

Martin moved to approve the revisions to Article V of the East Shore bylaws for presentation to the Congregation at the Congregational Meeting in May.

The vote was unanimous in approval.

## **REVIEW OF COVENANTS**

Evelyn and Rebecca made excellent and heartfelt reflections on one covenant each.

## **PROCESS OBSERVER REPORT**

Rebecca reported her observations of process.

## **CLOSING READING AND ADJOURNMENT**

**Appendix E: xxx**

**Appendix F: xxx**

**Appendix G: xxx**