

East Shore Unitarian Church

Meeting of the Board of Trustees

June 2023 Board Packet

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 touchstones for all actions and decisions we make as a Board. 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 all present and the full congregation, and calling forth the best in all congregants and empowering their strengths and contributions. Support the entire congregation by contributing our best selves and our best gifts in trust for future generations.

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Agenda

East Shore Unitarian Church Board of Trustees Meeting

June 22nd 2023, 3:00-5:00pm PT

Facilitator: Signe Lalish, President

Time Keeper:

Process Observer:

Tech Helper:

<u>Agenda</u>	<u>Time</u>	<u>Facilitator</u>
Chalice Lighting and Reading		
Check-in	(20 mins)	All Attendees
Consent Agenda	(2 mins)	Signe Lalish
<ul style="list-style-type: none"> • Approve the May Minutes from the Board Meeting • Approve Draft Membership Policies 		
Discussion Item #1	(10 mins)	Rebecca Chatfield
<ul style="list-style-type: none"> • Green Team Task force discussion 		
Discussion Item #2	(10 mins)	Grace Colton
<ul style="list-style-type: none"> • Review policy 2.10 report 		
Discussion Item #3	(10 mins)	Signe Lalish/ David Langrock
<ul style="list-style-type: none"> • Board retreat update 		
Announcements	(10 mins)	Everyone
Process Reflection	(20 mins)	Process Observer
Closing		Facilitator
Dismissal		Signe Lalish
Break	(3 mins)	Everyone
Discussion Item #1	(5 mins)	Craig Nelsen
<ul style="list-style-type: none"> • Holly House reference to board packet 		

Discussion Item #2

(15 mins)

Board Only

- Review SMARTIE goals and Craft responses to Reviews reference to board packet

June Consent Agenda Voting Items

- Approve the May Minutes from the Board Meeting (appendix A)
- Approve Draft Membership Policies
- Consent Agenda: Approve Sponsorship Agreement between ESUC and CKC (appendix E)

June Board Reports

Minister's Report – Rev. Dr. María Cristina Vlassidis Burgoa

No report at this time

President's Report – Signe Lalish

Congregational Meeting:

This Spring's Congregational meeting is over! There has been a lot of behind the scenes work to try to get the process to a point where more of the larger tasks are run with templates that can be slightly altered rather than starting from scratch every year. My hope is that we can leave it in a place that will be easier and easier for each President who follows. Not everyone has to follow the method laid before them, but the tools will be there if needed or called upon.

As always, there is still more room for improvement so we are processing the things we noticed and the comments that came in and are making adjustments for the December meeting. More detail about this will be in the Policy and Governance Report.

Board Retreat Working Group:

Nicole Duff, Martin Cox, David Langrock and Signe Lalish comprise this team.

We have secured a meeting with Julica Hermann De la Fuente, Signe Lalish and Reverend Maria Cristina on June 16th to begin a brief discussion around what the Board's and SLT's needs are, what can realistically be accomplished in 3 hours, and based on her specialties, what does she think the best direction to go is around on all the needs presented?

We are gathering input around agenda items for the rest of the meeting and will have more to report for you on this in the next meeting. If you have any items you want considered, send them to one of the team members. Thank you.

Other News:

General Assembly is here! It's a very re-energizing event. It is a time for optimism, growth and change. I look forward to hearing the buzz from those who are able to attend. Let's share what we learn with the wider group. Keep notes from anything that particularly stands out to you, you may be asked to speak to it or write about it later.

Respectfully Submitted,
Signe Lalish-Menagh

Vice President's Report – David Langrock

No report at this time

Treasurer's Report – Geri Kennedy

See DFO Report

Director Of Finance and Operations Report – Rebecca Chatfield

DFO's Report - Rebecca Chatfield

22 June 2023

2024 Budget Work starting already!

I have been meeting with Geri Kennedy to map out our Budget Committee work planned for this summer and fall. Some preliminary work is happening now to map out the baseline income and expenses for the 2024 budget. Our Budget Committee will ramp up formally in August, with budget drafts created in September and October. Town Halls for members will happen in October, and budget approval work with Financial Stewardship and the Board will be mid-November. The formal member vote on the proposed budget will happen at the Congregational meeting on December 10th.

Wage Equity Study for East Shore

As part of East Shore's commitment to equity and fairness towards all, expect a report from me in the upcoming weeks on best practices for staffing compensation. The UUA released a huge new study this February and I would like the Board to engage on this topic in the coming months. As I've advocated for in past budget cycles, as a first step I would like the Board to consider making COLA (Cost of Living Adjustments) an automatic feature of our overall financial planning. I would like to see COLA incorporated formally into our Policies & in our Employee Handbook. Each year I find myself needing to argue persuasively and repeatedly on behalf of staff to receive COLA – just to

ensure staff wages are keeping pace with inflation! That process never feels good nor does it seem consistent with stated UU values of respect and fairness. Staff compensation (including salaries, payroll taxes, health plan, retirement, SLT professional expenses) make up the largest expense at East Shore at 61% of our overall operating expenses so this topic will necessarily take some time over multiple Board meetings.

Education Building updates – Fund-a-Need

Kitchen refresh is complete with new appliances installed. Bathrooms are now being upgraded with new water-saving commercial grade fixtures (toilets and sinks) and new flooring. Final touches including some painting will happen later in the summer. The Fund-a-Need funds covered most of these renovations, with support from Facilities budgeted funds to invest in better quality fixtures that will last.

Extra Security for Pride Service/ Potluck June 4th

Staff identified the potential for protestors or other disruptions at the June 4th Pride service here at East Shore. There were multiple instances of strongly-worded negative comments on NextDoor in the two weeks prior to the service that concerned us. Staff worked together to put in place a few extra security measures on campus that day, including a mobile team walking around for perimeter site monitoring, extra zoom controls for virtual participants, and coordination with Bellevue City Police for quick response if needed. Fortunately, all was quiet and the Sunday service was wonderful! The protocols we worked on and practiced that day are being integrated into our overall safety planning for campus.

Green Team Task Force proposal

Earth Climate Action Ministry (ECAM) members are partnering with staff to create a new group to be hopefully approved by the Board, a Green Team Task Force. See the full proposal as an Appendix in the Board packet, which states: “The overall goal of the proposed Green Team taskforce is to foster an environmentally sustainable church campus. The immediate objective is to focus on energy efficiency improvements to the ESUC campus, with the intent of taking advantage of potential grant funding opportunities”.

Rentals and Sponsorship Agreements

Rental income has typically brought in 15-20% of our overall annual income. We rent our spaces using published rental rates and for tax purposes we restrict rentals to other non-profit organizations. We receive frequent requests from outside organizations asking for free or reduced-price space at East Shore for their meetings or events. Free space is not, of course, actually truly free space as there are impacts & costs for staff, to our campus resources, and for our overall insurance liability. Per our Policies (see section 2.16), there can be a formal Sponsorship arrangement (with a DFO-signed contract) with an outside nonprofit organization that spells out mutually-agreed upon benefits -- such as reduced rental costs for them and advertising exposure for us. The only Sponsorship Agreement that currently exists at East Shore is for 350Eastside (originated by ECAM in 2018) which has not been very active. Requests for new Sponsorship Agreements as explained clearly in our Policies would involve SLT discussion and be brought to the Board for formal approval. Then as DFO I sign the required Sponsorship Agreement and alert Dianne Upton to any future approved rent reductions for that outside organization. In general we stick closely to our published rental rates as a matter of overall fairness and we do not offer spaces on our campus for free use by other organizations.

A Successful Seabeck Weekend!

Seabeck weekend was a successful community event. Many thanks David Langrock for his extra diligence checking up on fees. Wrap-up financial reports show all costs and past deposits were covered.

Financial Statements – May 2023

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

- Expenses (\$101,785) exceeded Revenues (\$95,654) for May. Most of this can be attributed to the additional costs of the Education building remodel.
- Endowment Equities account balance is \$984,752. Market went down slightly.
- Endowment Fixed (operating reserve) balance is \$123,597. Went down slightly.
- The amount owed on the mortgage on the Education Building is \$368,989.
- One-time rentals are performing better than expected, thank you Dianne Upton!
- Seabeck income and expenses were busy in May. Final accounting shows a break-even event.
- Campus facilities expenses this month included roof cleaning, plumbing, fire/sprinkler repair, and bathroom upgrades.

Miscellaneous Finance, Bookkeeping and Banking Items

- Sent BECU cc statements to SLT members.
- Kicked off second (2023 Q2) Endowment draw of \$18,875 with GreeneWealth.
- Continued streamlining and documenting of all accounting tasks in Realm software.

Other DFO Work Projects

- Signed up for virtual registration for UUA General Assembly in June.
- Signed renewal contract for 2025 Women's Perspective retreat at Rainbow Lodge.
- Wage equity research project ongoing for Board.
- Continued work Ed Building renovations using Fund A Need funds, with Doug Strombom.
- Meetings with Dianne about upcoming facilities repairs and projects in Education building.
- Meetings: Staff, Board, Exec Committee, SLT, Finance Team, Financial Stewardship/Endowment, Facilities Team, Holly House Task Force, Policy and Governance, 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 saves money by handling small repairs and upgrades around campus.

- Celil and Dianne toured buildings and grounds and prepared an extensive list of future repairs and projects and to prep for junk removal. Rebecca and Dianne walk-through of Holly House.
- Celil trimmed blackberries, ivy, and other creeping plants intruding into parking and walkways.
- Cosco Fire Protection came in to install temporary compressor to replace broken unit and submitted bid to review for replacement.
- Celil continuing to troubleshoot and repair broken lawnmower.
- Worked with Jenny on key problems in education building.
- Researching with facilities team new acoustic panels on Spring Hall wall.
- Working with ACE for parking lot fisheye security camera update.
- Emails with Doug Strombom and Rebecca Chatfield DFO on fund-a-need renovation of Ed building restrooms. Coordination with Bellevue Plumbing on restroom fixtures.

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

- Celil prepped Sanctuary building for J Page memorial service June 17.
- Worked with Khasi Hills team regarding set-up for Welcome Home event on May 21.
- Coordinating with Danzberger family and caterer for violin recital and reception.
- Dianne and Celil acted as onsite staff for Danzberger recital and dinner.

- Connected with Signe about multi-platform BOT meeting.
 - Email to covenant circle about access to library on Fridays.
 - Coordinating set-up with Milly and Ralph and Craig Nelsen for July 8 party regarding food, tables/chairs and band on courtyard.
 - Coordinating with Evelyn and Leroy Smith about for 60th anniversary party.
 - Agreement and coordination with Polish School for June 7 graduation in Sanctuary.
 - Continued planning for J Page family June 17 memorial set-up.
 - Making arrangements for Linda Todd to pick up tree sculpture/completed.
 - Working with Amanda Alice on facilities needs for summer Art Camp and Camp Kindness events.
 - Coordinating with Indigenous Connections and 8th Principle team for dinner and meeting onsite.
 - Updated calendar entries for upcoming meetings and events.
 - Continued preparation for SMVA Trust onsite Amma rental event at end of June.
 - Working with Erica Sklar and Rev. Maria Cristina planning Fritz Roetman memorial on June 30.
 - Continuing coordination with Lenore Lyle's daughter around date for upcoming service.
 - Coordinating with Amanda Alice on plans for UUA Camp Blue Boat Counselor training in July and LREDA retreat in August, both in education building.
 - Preparing checklists for outside rental requirements and internal renter expectations.
-

Here are the monthly financial statements.

East Shore Unitarian Church
Statement of Financial Position

As of: May 31st 2023

Assets

Cash

1010 Checking - Chase	182,332.51
1025 Savings - BECU	36.33
1090 Petty Cash	200.00

Total Cash	182,568.84
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Investments

1130 Stock Donations - Schwab	80.99
1140 Endowment -Schwab 8692	123,597.06
1170 Endowment Schwab 7213	984,751.79

Total Investments	1,108,429.84
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Reserve Accounts

1370 Building Reserve Fund	24,000.00
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Total Reserve Accounts	24,000.00
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HH Sale Expense Receivable

1420 HH Sale Exp Rcvable - Legal/Eng	189,174.81
1421 HH Sale Exp Rcvable - Carrying Costs	1,751.31

Total HH Sale Expense Receivable	190,926.12
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Total Assets

\$ 1,505,924.80

Liabilities & Net Assets

Liabilities

Long Term Liability

2720 Damage Deposits - LT Rentals	2,750.00
2750 Building Loan	368,989.30

Total Long Term Liability	371,739.30
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Total Liabilities	371,739.30
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Net Assets

3100 Operating Fund Balance	1,736.65
3200 Building Reserve Fund Balance	24,000.00
3300 Endowment Fund Balance	1,108,448.85

Total Net Assets	1,134,185.50
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Total Liabilities & Net Assets

\$ 1,505,924.80

East Shore Unitarian Church
Statement of Activities - Summary

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

Accounts	Actual May 01, 2023 - May 31, 2023	Budget May 01, 2023 - May 31, 2023	Actual This Year Year to Date	Budget This Year Year to Date	Annual Budget May 01, 2023 - May 31, 2023
Revenues					
Income - Donations	54,238.88	53,366.67	438,273.36	345,225.35	799,500.00
Income - Facilities Rentals	10,590.00	18,916.66	66,765.00	94,583.30	227,000.00
Income - Events & Pgms	30,086.00	12,100.00	70,585.50	90,000.00	104,700.00
Income - Other	689.02	50.00	20,226.36	19,125.00	76,100.00
Income - Fundraising	50.00	0.00	50,389.00	47,500.00	47,500.00
3-Designated Revenue	0.00	0.00	100.00	0.00	0.00
Total Revenues	\$ 95,653.90	\$ 84,433.33	\$ 646,339.22	\$ 596,433.65	\$ 1,254,800.00
Expenses					
Wages	45,927.64	48,863.17	232,159.46	244,315.85	586,358.00
Payroll Employer Portion	12,096.99	12,604.92	61,494.35	63,024.60	151,259.00
Professional Expenses	6,380.28	2,191.01	10,448.80	10,955.05	26,292.00
Contract Workers	450.00	1,189.58	2,870.57	5,947.90	14,275.00
Program Expense	2,905.08	2,972.51	24,088.96	26,362.55	115,570.00
Utilities	2,352.97	1,941.67	17,326.43	14,708.35	39,000.00
Facilities Expense	9,105.48	5,591.65	23,639.90	34,458.25	79,600.00
Business Expense	3,084.81	3,580.35	19,101.85	20,601.75	76,400.00
Office Expense	1,182.07	3,208.34	10,065.60	16,041.70	39,500.00
Fundraising Expense	8,828.93	2,500.00	11,521.79	4,100.00	12,900.00
Building Loan Expense	9,470.45	9,470.50	47,352.25	47,352.50	113,646.00
Total Expenses	\$ 101,784.70	\$ 94,113.70	\$ 460,069.96	\$ 487,868.50	\$ 1,254,800.00
Net Total	(\$ 6,130.80)	(\$ 9,680.37)	\$ 186,269.26	\$ 108,565.15	\$ 0.00

Director of Religious Education’s Report – Amanda Alice Uluhan

June 2023 Report to the Board of Trustees

“Our congregations have a great opportunity to center a multigenerational approach to worship that includes offering community events and working as advocates for social justice. Right now families are hungry for spaces where they can heal and reconnect. That is where many of our communities need to start.” [Religious Education and the Future of Faith Formation](#)

This article published in the UU World Spring 2023 edition is a grounding framework for the congregation to emerge from the pandemic and has solid reasoning on how to move forward guided by values. The authors touch on a variety of issues regarding congregational life, leadership, community outreach and engagement, families, children and youth, anti-oppression, and decision making.



Family Ministry Programs

Family ministry programs at East Shore provide weekly Religious Education classes, small groups for children and youth ages 0-18, support for multigenerational activities, family programs, community outreach, pastoral care, and faith formation grounded in our mission statement. Small groups with kids range in topic, providing curriculum to convey Unitarian Universalist values, identity, and traditions. Programs run for approximately 40 Sundays a year, using a quarterly schedule guiding volunteer management, registration, and curriculum.

Our focus this year was to decide and discern more about what we wanted to bring back after the pandemic. Conversations with families, youth, volunteers, members, and staff all wove together to help answer some of these reflective questions and prepare us for decision making and next steps: what works? why did we do it? is it valuable? We continue as religious educators and congregations to approach collectively how we might offer meaningful, engaging, community building programs that people are interested in. We won't always get it right. It may not stick. Or it might start to, and we need to keep building, keep working at what we're doing, and keep going back to the foundational aspect of congregational life: relationships.

In the 2022-23 school year, we averaged 50-55% of RE's pre-pandemic attendance numbers. 65 students registered, with an average of 50 students on site for RE Sundays. We had 24 classroom volunteers, volunteering on average 1 hour a week. I worked with four volunteers on a semi-weekly basis to help with basic administrative duties. I worked with additional volunteers to help with organize supplies and classrooms, and even more for special holiday events.

Summer Quarter

Our summer quarter begins now and goes through the end of August. We host a one room schoolhouse for all ages who want to have movement, crafts, and play during the Sanctuary worship. [Volunteers can sign up here.](#)

Worship

- RE Bridging celebration - end of the year celebration. We had just under half of the RE volunteers and families attend. It is good to continue building this annual tradition. Thank you for all your support and participation.

Special Events *RE support and leadership*

Past

- Family Covenant Circle
- Garden Club
- Seabeck Weekend Retreat
- Congregational Meeting Childcare
- Youth Counselor Training
- Summer Party for Youth

Upcoming

- Camp Kindness Counts Family Service Programs
- Art and Community Camp
- Camp Blue Boat UUA PWR Staff Training
- [Teens in Public Service](#) (TIPS) intern: The teen will work closely with the RE department, including two summer camps, for a total of 160 hours between June, July, and August. This will be our first summer hosting our own intern.

Program and Congregational Development

In early June, I sent out a [Mini-Survey](#) to families and volunteers to complete. Early next month, I will close the survey and review the data with volunteers.

Later this month, I begin meeting with a new group of congregants to discuss re-chartering an **RE Team** for East Shore. I will report to the SLT, and the Board, exactly the scope and function of that group.

Our comprehensive programs administer safety and abuse prevention policies, volunteer management, background checks, attendance, registration, event management, curriculum development, and more. The administration procedures and data regarding the RE Programs are always available to the Board.

Staff Leadership Team

In addition to my role as DRE at East Shore, I also serve as part of the staff leadership team. We meet biweekly for discussion and decision-making regarding issues of congregational development and change. Topics include policy, budget, ministry, rental, membership, fundraising, staffing, shared leadership, covenant, right relations, anti-racism/anti-oppression, and more. We discuss resources from the UUA, stay current with our respective professional associations, support and encourage the staff team, and work to collaboratively with one another.

Professional Development

I am serving as a **delegate to the UUA General Assembly**, participating and voting in matters of the association remotely.

Liberal Religious Educators Association (LREDA) is the professional organization of UU religious educators of which I am a credentialed member. I serve East Shore congregation on behalf of this larger faith movement. Members of LREDA covenant to uphold our [Code of Professional Practices](#), online and off. I am proud to be a part of such a collaborative, imaginative, and skilled colleagues.

LeAnne and I attend online meetings with local LREDA members and in August, we plan to host a **professional retreat at East Shore with religious educators and leaders [CB Beal](#) and [JeKaren Olaoya](#).**

During the next several months, I will also be working with colleagues in the [UU Mental Health Network](#) to develop a “Mental Health Toolkit for Children and Youth in UU Congregations.” Through this toolkit, we hope to empower congregations to better serve families with love and care. This program is especially relevant for religious educators who often provide direct care and support to families and youth in crisis.

Respectfully submitted,

Amanda Alice Uluhan (she/they)

Credentialed, Director of Religious Education for Children and Youth

May 20, 2023 – June 14, 2023

Membership Director’s Report – Nicole Duff

Report from Director of Membership Development

June 2023

Worship Numbers

2023 *

- May 7: 131
- May 14: 104
- May 21: 120
- May 28: 60

2022 *

- May 1: 195 (vote for minister)
- May 8: 70
- May 15: 131
- May 23: 97
- May 29: 75

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

Visitor Attendance:

- May 7: 15
- May 14: 7
- May 21: 30
- May 28: 9

Membership

Current Membership: 336

- Joined: Jennifer Foster (6/5/23)
- Passed Away: Lyndon & Marilyn Watts

Pledging Friends: 39

On Pathway: 24

Membership Teams & Responsibilities

I want to start by thanking the Bylaws Task Force for working on the changes to the Membership Bylaws and for helping the congregation to support. I am thrilled to know the vote was so successful and I truly believe this will help build East Shore up in many ways. Thank you.

Beloved Conversations Among Task Force

The group met with Rev. Elka earlier this month. They continue to discuss next steps.

The 8th Principle

The team is excited for General Assembly and has ensured all our delegates are well informed and eager to represent East Shore. The group is discussing their next book group and how they will support the incoming Board in topics of White Supremacy Culture. They will have a suggestion for the Board at the July meeting.

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 new banner for Camp is up on the corner! We also made a smaller banner for teams to use at demonstrations. The Women's Perspective group used it at their Roe Rally. The team is also working on t-shirts, possibly with three different sayings "my faith is love," "my faith is community," and "my faith is justice." Details are still being worked out.

Seabeck

David Langrock wrote a great wrap up article with photos on Seabeck. In all, 165 people participated. You can read that article here: <https://esuc.org/seabeck-2023-a-success/>

Welcoming Congregations

We have completed all the steps necessary to fill out our application for Welcoming Congregations. I plan to submit that this week. The group is now discussing what they would like to do going forward.

Women's Perspective

The group participated in the Rally for Roe with other UU churches. They had a nice turnout and will continue to find events to support women's rights.

Communications & Social Media Metrics

Yelp for May 2023

20 Yelp Visits
3 User Leads
1 Website Visit
2 Directions
300 Impressions

Google My Business Report for May 2023

1,874 Profile Views
283 Asked for Directions
180 Visited Our Site
16 Called us

Google Search Console for May 2023

601 Clicks from Google
Top Performing Pages

- www.esuc.org (144)
- esuc.org (108)
- <https://esuc.org/event/seabeck-2023-something-for-everyone/> (28)

ESUC.org Analytics for May 2023

1,393 Users
1,251 New Users
1,876 Sessions
3,876 Page Views
1:37 Average Session
37.73% use mobile, 1.94% use tablet
User Acquisition

- 53.1% Direct
- 39.2% Organic
- 7.5% Other

Facebook: 977 Followers
Instagram: 275 Followers
Twitter: 61 Followers

UUAMP Work

In my work with the UU Association of Membership Professionals (UUAMP), on June 20, I will be attending our ProDay. The focus is on how to prepare our congregations for Article II. During the business meeting, I will also (likely) be voted in as President of UUAMP. This is a two year term.

Respectfully Submitted by Nicole Duff, Director of Membership Development

Liaison Reports

Policy & Governance Committee – Signe Lalish

Policy and Governance Board Report

June 2023

Policy 2.10 report from policy 2.10 group

The policy 2.10 work group is: Lori Saccardi, Mary Anderson, Grace Colton, and Signe Lalish. The report was forwarded to the whole Board on June 8th to give additional time to process and is here in the Board packet. The report includes a summary, a revised Budget Committee Charter, a revised Policy 2.10 and a summary of themes about the budgeting process that came from two rounds of questionnaires sent to different groups. The report provides links to details of how the project was conducted and the results.

Please be aware that the Policy & Governance Committee (P&G) is asking for you to decide the following, listed in priority order due to when the Budget Committee convenes. The entire policy 2.10 report linked in the first email of this email thread.

Actions the Board is being asked to make:

1-Approve the revised Policy 2.10 in time for Budget Committee startup which I understand to be August. The current policy 2.10 is out of date. Approval of policies is a 3-step process described in Board Policy 7.0 (Policies: Updated March 2023) .

It's a good time to understand the policy making procedure because the Board will be receiving more proposed policies from P&G related to the recently approved Membership bylaws in time for its July meeting.

Timeline for any policy change:

Board Review at a meeting --> minimum of 10 days, Congregational Input period --> Board receives feedback, considers changes and approves final version.

Timeline for policy 2.10 approval

Board reviews at June 2023 mtg. ---> P&G solicits congregational feedback over 2 weeks ---> Board receives feedback, considers changes to the proposed policy 2.10 and approves a final version at July 2023 mtg.

2-Approve the new Budget Committee Charter in time for the Budget Committee startup which I understand to be August. All Charters can be found at ESUC Team Charters . Charters are the only source for knowing what our committees and teams are responsible for, their lines of authority, and other details of how they operate.

3-Approve P&G's Recommendation that it review the budget process annually to monitor progress towards full implementation of policy based governance. We anticipate doing another questionnaire to the same stakeholders to evaluate the process.

4-Review Themes and Potential Actions.

https://docs.google.com/document/d/1vg1r3Rggju-QIs9sn4Io5N85pgIWzh_QR7TVxkZu4E/edit?usp=sharing

It should be accessible to anyone who has this link and the links in the document. If you have trouble accessing the links, please let me know.

Report on Status of Big Open Question #2 to Board of Trustees

BIG OPEN QUESTIONS are crucial issues that need to be explored for the congregation to thrive and move forward. The Board creates and determines which open question(s) they will initiate year long discussions with the congregation about and do research to explore the question(s). This process may or may not lead to a goal for the following year. Like church goals, 1-3 questions are recommended in keeping with the time available for the Board to explore them during the year.

The following questions were generated at the September Board retreat.

- 1. How can we best promote healing and rebuild trust throughout East Shore?**
- 2. How do we support our minister of color, who is at the beginning of her ministry, with shared ministry?**

As members of the Committee on Shared Ministry (COSM), David Langrock and Grace Colton met with Rev Maria Cristina on May 8, 2023 to discuss how the COSM can help in developing answers to the question: "How do we support our minister of color, who is at the beginning of her ministry, with shared ministry?" Shared ministry means people are working together to support ministries of the congregation along with the minister in a covenantal and collaborative relationship.

The COSM is appropriate for helping to develop answers to Question #2 because it focuses on shared ministry. It is developing slowly, in part because 'shared ministry' is a new concept to East Shore.

The COSM could take on as its first project, discerning the state of shared ministry at East Shore. This could include looking at how to manage all the ministry teams at East Shore, exploring the possibility of a ministry council, and supporting and identifying systemic change within shared ministry. It may also involve collaborating with other ministry teams.

The Committee on Shared Ministry is willing to develop answers to Question #2. How to address Question #1 is currently on the Board's list of pending meeting topics. Martin Cox is shepherding the question through Board discussion.

The Policy & Governance Committee is available to the Board for further assistance with the two Big Open Questions of 2023.

June 11 Congregational Meeting Planning - Grace lead

Details around the Actual Meeting? Was there any feedback received other than from ourselves online or otherwise?

Respectfully Submitted,

The Policy & Governance Committee

Grace Colton, Kirstie Lewis, Mary Anderson, Dave Myers, Ann Fletcher, Lori Saccardi, Rebecca Chatfield, Cathy Perry

Personnel Committee – Martin Cox

June 2023

Martin Cox, Board Liaison to the Personnel Committee

After the board meeting of May 23rd, 2023, members of the board reviewed the completed evaluations of three SLT members: Nicole, Amanda, and Rebecca. The board discussed the findings of the evaluations and took several agenda items for future board consideration.

Between the May and June board meetings, members of the board reviewed and commented on the SMARTIE goals for 2023 written by each SLT member. SLT members will be reviewed in part on their performance relative to these goals in next year's review cycle.

On Tuesday, June 6, 2023, the Personnel Committee met to discuss improvements to the Evaluation Task Force (ETF) process to recommend to the board of trustees for next year's review cycle. The chair of the Personnel committee, Deb Boehm-Davis, will document these adjustments to the ETF process and propose these changes to the board of trustees in the fall of 2023.

The Personnel Committee also started to explore the following question of confidentiality: if and when an SLT member discuss a concern with an individual member of the Board "in confidence," does the board member have an obligation to inform other members of the board? Or would that violate the "confidentiality?" On the flip side, when an SLT member raises an issue to a board member, does that make the board member responsible for raising the issue to the rest of the board? Personnel committee members are researching appropriate policies and may bring a recommendation to the board of trustees at a future date.

Finally, the board of trustees is responsible for naming (appointing) replacements to the Personnel Committee when the terms expire for members of the committee. Two long-serving members of the personnel committee will roll off this summer and need to be replaced by the board:

1. Jerry Bushnell's term has ended as of June 2023. His position needs to be replaced.
2. Sheridan Botts' term on the Personnel Committee will end in August, 2023. Her position also will need to be replaced.

APPENDICES

Appendix A: Board Meeting Minutes 5/23/2023

East Shore Unitarian Church

Board of Trustees

May 23, 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, Louise Wilkinson, Geri Kennedy, Martin Cox, amanda alicia uluhan, Nicole Duff, Rebecca Chatfield and Rev. Dr. Maria Cristina Vlassidis, and Maury Edwards.

Board Members absent: Evelyn Smith

Visitors present: Grace Colton.

Meeting commenced at 7:04 pm PDT

Geri Kennedy gave us an opening reading from *The Little Prince* and lit the chalice.

We had a brief check-in.

The Rev. Dr. Maria Cristina read the land acknowledgment.

CONSENT AGENDA

- Approve: Martin Cox, David Langrock, Nicole Duff and Signe Lalish as Board Retreat Working Group to complete planning for our facilitator, arrange the agenda, any speakers and notify the Board prior to the July Board meeting if not sooner.
- Approve all of the following Board meetings for the 2023-2024 year.

All the Board of Trustees meetings run from 3:30 PM – 5:30 PM PT.

All dates below are the Fourth Thursday of the month except November 16 (to avoid Thanksgiving) and December 21 (to avoid staff winter break):

- June 22, 2023
- July 27, 2023
- August 24, 2023
- September 28, 2023
- October 26, 2023
- November 16, 2023 – avoids Thanksgiving Day.
- December 21, 2023 – avoids staff winter break.
- January 25, 2024
- February 22, 2024
- March 28, 2024
- April 25, 2024
- May 23, 2024
- Approve the Endowment Fund Purpose and Policy Statement
- Approve April 2023 Board of Trustees Meeting Minutes
- Approve sending email notice of the June 11th Congregational Meeting to the approximately 270 households that prefer email; and, sending a hard copy through the mail to the approximately 70 households that prefer that method.

Maury Edwards moved to approve the Consent Agenda as written. Martin Cox seconded.

The motion passed unanimously,

BUDGET FOR DELEGATE TO GA REQUESTING ASSISTANCE

Discussion led by Louise and Nicole. The Eighth Principle Ministry Committee has requested assistance for a General Assembly East Shore delegate wanting to personally attend in Pittsburg, PA. That committee volunteered to pay out of its own budget up to \$500.00 if the Board did not approve.

It was decided to allow the Eighth Principle Committee to pay \$500.00 from its budget as we are experiencing a dramatic decrease in income and there will be a need to pay for a facilitator for the Board retreat.

Geri made a note to investigate full participation scholarships for next year's GA which will be Zoom only. There was no motion presented.

DISCUSSION OF PROPOSED BYLAW CHANGES TO ARTICLE XI, SECTION G

Grace Colton led a discussion of changes proposed by our Policy and Governance Committee that more accurately reflect what we do. Here is the chart explaining those changes:

Bylaw Change Proposal for Article XI Section G Budget and Finances for Board

Original ByLaw (wording to be changed underlined)	Proposed ByLaw Revisions (Delete = crossout; Addition = italics)
ARTICLE XI. OFFICERS AND BOARD OF TRUSTEES	ARTICLE XI. OFFICERS AND BOARD OF TRUSTEES
Chapter 1 SECTION A. COMPOSITION	No Change
Chapter 2 SECTION B. RESPONSIBILITIES	No Change
Chapter 3 SECTION C. RESIGNATION AND REMOVAL	No Change
Chapter 4 SECTION D. MEETINGS	No Change
Chapter 5 SECTION E. QUORUM	No Change
Chapter 6 SECTION F. EXECUTIVE COMMITTEE	No Change

<p>Chapter 7 SECTION G: BUDGET AND FINANCES</p> <p>The Board of Trustees <u>shall</u> have general charge of the finances of the church and <u>shall</u> maintain accountability for the expenditure of all funds. The Board <u>shall</u> authorize and submit for approval at the Annual Congregational Business Meeting a budget for the ensuing year. <u>The Board of Trustees may, in its administration, vary the amounts to be expended under individual headings of the budget, but may not exceed the total amount of the approved expense budget or the anticipated income, whichever is greater, without approval of the congregation.</u> The Board <u>shall</u> establish and enforce a <u>policy</u> to assure regular periodic review of financial transactions and contributions to be sure that all such transactions are proper and documented appropriately and that adequate internal control procedures are in place. (2016)</p>	<p>Chapter 8 SECTION G: BUDGET AND FINANCES</p> <p>The Board of Trustees <i>will</i> have general charge of the finances of the church and <i>will</i> maintain accountability for the expenditure of all funds. The Board <i>will cause to be prepared, and then</i> authorize and submit for approval at the Annual Congregational Business Meeting, a budget for the ensuing year.</p> <p><i>The budget will be based on anticipated availability of funds and relative priority and importance of Church programs and financial needs. After the adoption of the budget, the Board in office during the fiscal year covered by the budget will have the responsibility of seeing that the budget is adjusted to conform as nearly as possible to the funds actually received.</i></p> <p><i>The Board will establish and enforce collaborative methods in its policies for determining relative budget priorities. These priorities will reflect ESUC's values and covenants.</i></p> <p>The Board <i>will</i> establish and enforce <i>policies</i> to assure regular periodic review of financial transactions and contributions to be sure that all such transactions are proper and documented appropriately and that adequate internal control procedures are in place.</p> <p><u>Rationale:</u> Reflects current practice more accurately.</p>
<p>Chapter 9 SECTION H. OPEN MEETINGS</p>	<p>No Change</p>
<p>Chapter 10 SECTION I. RESTRICTED AND IN-KIND GIFTS</p>	<p>No Change</p>

There was a reticence to change the congregationally approved budget as written in the changes. It was decided to request the Policy and Governance Committee to ask for help from the Finance Committee for language and re-present the changes.

There was no motion presented.

WHITE SUPREMACY SHARING

Louise presented the Board an overview of our IDI process and reasons why the IDI was so important. The spread of our results across the IDI spectrum was reviewed. We then went into pairs to discuss what we perceived to be the key intercultural development challenges for our congregation:

- What are the learning edges for this group?
- How do we support each other?
- What commitments and practices can we honor going forward

ANNOUNCEMENTS

Louise and Maury were thanked for their service this last Board year as this is their last Board meeting as members of the Board.

PROCESS OBSERVER REPORT

Martin led a discussion of any repair needed. The discussion about GA delegate scholarships was revisited and repair was made.

CLOSING READING AND ADJOURNMENT

Louise had a closing reading for us.

We adjourned at 8:13 pm PDT

Minutes compiled by Maury Edwards

Acting Secretary, Board of Trustees

East Shore Unitarian Church

Bellevue, WA

May 23, 2023

Appendix B: Proposal for ESUC Green Team Task Force

Proposal for ESUC Green Team Task Force

The overall goal of the proposed Green Team taskforce is to foster an environmentally sustainable church campus. The immediate objective is to focus on energy efficiency improvements to the ESUC campus, with the intent of taking advantage of potential grant funding opportunities. Actions in support of this objective include:

- Exploring grant funding opportunities for energy efficiency assessment, planning, and improvements
- Coordinating a professionally conducted energy efficiency improvement assessment
- Developing an energy efficiency improvement project plan in coordination with Facilities and Finance teams, building on and refining previously prepared capital improvement planning efforts
- Monitoring implementation of energy efficiency improvement projects
- Monitoring overall campus energy efficiency improvement trends over time
- Reporting on grant funded activities

Funding for energy efficiency improvement assessment, project planning, and implementation will come from the Building Reserve Fund. Grant funding reimbursements will flow through the Building Reserve Fund.

A long range goal is to achieve UUA certification as a Green Sanctuary. This would extend the Green Team’s focus from energy efficiency improvements to a broader range of environmental sustainability objectives in areas such as materials procurement, food services, and transportation.

Formation of the Green Team taskforce is being organized by the Earth and Climate Action Ministry (ECAM) in consultation with the Director of Finance and Operations. The knowledge needed to effectively pursue the task force objectives requires participation from across ESUC members and staff in several ministry teams. Members will be drawn from ECAM, the Facilities Team, the Finance Team and staff. At this time the following potential participants have been identified, pending Board of Trustees’ approval of the task force:

- Kristi Weir, ECAM
- Gregg Selby, ECAM
- Rebecca Chatfield, Director of Finance and Operations
- Ryam Hill, Finance Team and Facilities Team
- Diane Upton, Facilities Manager

Additional participants may be recruited upon Board of Trustee approval of the task force.

Appendix C: Vote Tally Sheet – 6/11/23 Congregational Meeting

VOTE COUNT TABLE 6-11-23 (Includes final count for absentees)				
Quorum:				

Source	Number (34 minimum needed)			
Absentees by Proxy ARE counted in the quorum	9			
In Person	45			
Zoom Online	31			
Total	85			
Motion 1: To approve the minutes of the December 4, 2022 Annual Congregational Meeting (as sent in the official notice of the June 11, 2023 Meeting) by unanimous consent.				
Voting Method	YES	NO	TOTAL	Needs No Objection to pass
Absentee	9	0		
In Person	45	0		
Zoom Round 1	31	0		
Zoom-Round 2	na	0		
Total	85	0		0
Motion 2: To approve the bylaw changes to Article V (as sent in the official notice of the June 11 Annual Meeting.)				
Voting Method	YES	NO	TOTAL	Needs at least 2/3 of those who vote on the motion to pass
Absentee	9	0		
In Person	28	6		
Zoom-Round 1	22	4		
Zoom-Round 2	na	na		
Total	59	10	69	46
MOTION 3: To approve Board of Trustees candidates (as appear in the official notice of the June 11, 2023 Congregational Meeting)				
Voting Method	YES	NO	TOTAL	Needs over 50% of those who vote on the motion to pass
Absentee	9	0		
In Person	34	0		
Zoom-Round 1	24	0		
Zoom-Round 2	na	na		
Total	67	0	67	34

Appendix D: Executive Summary of Policy & Governance Committee

Executive Summary of Policy & Governance Committee

Policy 2.10 Review Project (Jan - May 2023)

In response to the church's change in fiscal year and the difficult and awkward budget process in 2022, the Policy and Governance Committee recommended an interim budget process to produce the 2023 budget. Once the interim budget process was over, Policy & Governance was to review it with stakeholders, come to conclusions, and make recommendations to the Board for amending Policy 2.10. Policy 2.10 describes how the Budget process is to be conducted. P&G appreciates having the opportunity to try out an interim process before rewriting a Board Policy as important as this one.

The current Policy 2.10 ([link](#)) was temporarily suspended by the Board and an interim process was used for creation of the 2023 budget. It was understood that this interim process and the Budget Committee charter would be fully evaluated early in 2023 and policy 2.10 amended to reflect best practices.

This document presents a revised Policy 2.10 ([Attachment 1](#)), a revised Budget Committee Charter ([Attachment 2](#)) and a summary of themes ([link](#)) that emerged from each of two questionnaires of stakeholders in the budget process. Responders' comments were aggregated and are without names attached. The second questionnaire was done in response to P&G being contacted by multiple lay leader's wanting to have input.

Policy & Governance Committee (P&G) Recommendations

-P&G is recommending full implementation of the interim budget process as reflected in the proposed Budget Committee charter and proposed revised policy 2.10 (see above links). All who sat on the Interim Budget Committee have evaluated the process and found it workable.

-P&G recommends it reviews the budget process annually to monitor progress towards full implementation of policy based governance. We and all Interim Budget Committee members agree that the budget group should be a Board Committee at this time. However, Hotchkiss recommends Budget creation be done by a staff team, because in policy based governance, they are charged with creating a budget grounded in Board plans, established goals, and objectives for SLT. This approach creates space for the Board to discuss policy and planning. ESUC Board is working towards that grounding but it is not yet in place.

-We offer a summary of themes that came out in two questionnaires we did, A and B. Concerns remain regarding SLT and lay leadership's understanding of aspects, and participation in the budgeting process. These concerns are beyond what Policy & Governance is chartered to do. In keeping with our responsibility to inform the Board, we offer a summary with reflections and potential actions for the Board's consideration.

P&G's policy 2.10 group's assumptions in conducting the 2.10 policy review:

-The budget would be a mission/vision centered effort with all realms of the church community represented on an Interim Budget Committee of the Board. Not only financial interests would be represented at the table. The Interim Budget Committee would be made up of a cross section of the church community including representation from a Committee on Shared Ministries (COSM - a committee of the board representing various church ministries) or an at-large member who can represent the big picture of ministry objectively.

-2023 Interim Budget Committee representation was to be: Board Treasurer, Financial Stewardship Chair, Director of Finance & Operations, Minister, additional Board of Trustees representative, and a Committee on Shared Ministry representative or an at-large member who could represent the big picture of ministry objectively. At that time, the COSM was still in its pre-planning phase and the Board decided to wait for it to develop rather than fill the seat.

-While recognizing that long-term planning has not been instituted throughout the congregation, P&G wished to stress the importance of planning into the future **prior** to the budget process.

-Creation of our church's budget is sacred work worthy of the time commitment this task requires.

-Conflicts of interest, and the imperative of maintaining what is good for East Shore as a whole are difficult, if budget decisions need to be made that impact a Budget Committee member or their constituency.

P&G's Observations of the Budget process (Issues not in the scope of revising policy 2.10)

and Potential Actions

- Another voice for the church's mission and vision, in addition to the Minister, Board and financial voices, is vital in the budgeting process. Representation by a Committee on Shared Ministry (COSM) member on the Interim Budget Committee, or a secondary representative of the broad ministry of ESUC, did not happen. This resulted in a vacancy on the Interim Budget Committee. COSM's future role within the congregation is in development. **Potential Action:** Further development of a COSM and a type of social justice council could contribute to creating member voices that represent mission ministry in the budget process.
- The Policy 2.10 group predicated much of its perspective on the implementation of long-term planning within all realms of the church outside the budget process. In short, longer than one year visions and plans would be created within various realms of the church. Each year's budget submissions would fund the upcoming one-year "bite" from those visions. To date Board goals have been set and Big Open Questions have been created. The Financial Stewardship Committee has begun updating a 5 year plan. **Potential Action:** Board continues developing the structure and capacity for longer term planning.

- The Policy 2.10 group assumed that those sitting on the Interim Budget Committee represented budgetary needs from various realms within the congregation – e.g., the Financial Stewardship Chair represented the interests under its auspices, the SLT representatives represented the budgetary interests of all SLT members, thus all staff, etc. Most members of the Interim Budget Committee seemed to feel they were able to represent their constituency and hold the overall financial health of the church, but many of those outside of the Interim Budget Committee did not feel represented. **Potential Action:** Budget Committee can increase communication with their constituencies who are not part of the Budget Committee as well as the whole congregation. The Board can provide guidance to the Budget Committee regarding the budget and communications.
- Concerns were raised about how individual SLT members are represented in the budget process. SLT members may not see themselves as one entity with one voice in aspects of the budget process. The Board, and by extension the congregation, sees the SLT as one entity with one voice. Our policies require a collaborative and trusting relationship among SLT, among Board, and between Board and SLT. Any misalignment amongst SLT, amongst Board, and between SLT & Board impacts the budget process. **Potential Action:** Resolution in the area of trust and collaboration continues to be a high priority.
- In Balancing mission center budgeting and financial centered budgeting, conflicts of interest may arise. Whether personal or professional, conflicts of interest are difficult for Committee members if budget decisions need to be made that impact them or their constituency. The draft Charter for the Budget Committee says those members who have a conflict of interest, must recuse themselves from any votes taken but can participate in discussion or consensus building. **Potential Action:** The Board can provide guidance on how to handle conflicts of interest or the Budget Committee itself can discuss how to handle potential conflicts of interest beyond what is stated in their Charter. Developing a conflict of interest policy is on the Bylaws Task Force agenda for the future.

Attachment 1: Proposed revised Policy 2.10 Per policy, once reviewed by the Board, the Board or its designee, needs to give the congregation notice of policy revisions, with comment options, through appropriate church communications ten days before the meeting in which the Board plans to vote on it. Within a month of Board approval, policies will be communicated to the congregation and included on the East Shore website and in the Administrative Handbook, by the Board secretary or their designee, working with appropriate staff. **Reviewing the revised policy 2.10 at the Board’s July meeting and giving final approval at the Board’s August meeting would have a new policy 2.10 in place in time for a September convening of the Budget Committee.**

Attachment 2: Proposed revised Budget Committee Charter. **Board approval required.**

Attachment 3: Templates of questionnaires sent. [Survey A](#) was to the Interim Budget Committee members. There were 5 members and 1 vacancy; 4 written responses were received plus one in a

meeting. [Survey B](#) went to the remaining Trustee members and Staff Leadership Team plus team leaders who were budget requestors for 2023. 11 out of 26 total responded. 3 Trustees did not; all SLT did; 5 team leads did. **This is Informational for the Board.**

Submitted by Policy & Governance Committee to ESUC Board of Trustees, June 2023.

Appendix E: Sponsorship Agreement Between ESUC & CKC

While the Staff Leadership Team will be responsible to coordinate and manage the formal relationship of “sponsorship” between ESUC and third-party non-profit organizations to the benefit of ESUC and the communities the Church serves, Board approval is required for all Sponsorship Agreements.

via Policies of the Board 2.16

https://esuc.org/wp-content/uploads/2023/04/Policies-of-the-Board-2023_22_03.pdf

Brief History of CKC and ESUC Partnership:

In 2019, our partnership started because there was an East Shore Unitarian Church family involved with Camp Kindness Counts (CKC) and made these connections for us, introducing one another programs and staff. The program paused during the pandemic and reemerged in late 2021. Please see more about this debut of [partnership to the congregation in December of 2021](#). The collaboration has continued since that time. As Director of Religious Education, I work primarily with their founder and Executive Director Dhaarmika Coelho, a tireless advocate of kindness, generosity, and community building. This partnership expands East Shore’s abilities, benefits the congregation providing community service opportunities to families, and lifts the congregation up in the community by strengthening our community service arm. [CKC’s work includes many of the organizations with whom East Shore also enjoys longstanding relationships.](#)

Partnership Programs – *except where noted, CKC coordinates logistics and curriculum planning for all listed onsite events.*

2019 – curriculum night (1)

2020 – no programming (pandemic)

2021 – family service projects (1)

2022 – family service projects (5)

 Support for East Shore’s June summer camp (1)

 July camp (1)

2023 – family service projects (1)

 Support for East Shore’s June summer camp (1)

 July camp (1)

Sponsorship Agreement Proposal

SLT is seeking to formalize this collaboration into a sponsorship agreement between CKC and East Shore Unitarian Church. The sponsorship agreement could limit the agreement for annual renewal. Rebecca Chatfield is preparing a draft document that both organizations would then sign.

East Shore Unitarian Church:

- East Shore Unitarian Church agrees to provide campus space in kind to Camp Kindness Counts who coordinate events on-site including camps, parenting workshops, and family service projects.
- East Shore agrees to promote on-site CKC community service events to its members.

Camp Kindness Counts agrees to:

- encourage East Shore Unitarian Church to share and promote these events to members and families and include them in programming.
- CKC agrees to promote East Shore Summer Camps on their website, social media, and newsletter.
- Camp Kindness Counts displays the East Shore Unitarian Church logo on their partner organization website.
- CKC will provide free support for East Shore Unitarian Church families who want to use their character-building curriculum, organize a kindness club, or organize a family service project.
- CKC agrees to support East Shore Unitarian Church values of inclusion and diversity in selecting community service projects.

Paperwork regarding partnership: *provided to SLT*

- insurance retainer from CKC
- non-profit status of CKC
- [CKC website promotion of ESUC summer camp](#)
- [ESUC logo displayed on CKC partner page](#)
- sample sponsorship agreement that East Shore RE had with a homeschool