

East Shore Unitarian Church Meeting of the Board of Trustees July 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.

Table of Contents

Agenda	2
July Consent Agenda Voting Items.....	4
July Board Reports	4
Minister’s Report – Rev. Dr. María Cristina Vlassidis Burgoa	4
President’s Report – Signe Lalish	4
Vice President’s Report – David Langrock	4
Treasurer Report – Geri Kennedy	4
Director Of Finance and Operations Report – Rebecca Chatfield	5
Director of Religious Education’s Report – Amanda Alice Uluhan	10
Membership Director’s Report – Nicole Duff	12
Liaison Reports.....	15
Policy & Governance Committee – Grace Colton	15
Personnel Committee – Martin Cox.....	16
Right Relations Committee – Louise Wilkinson	17
APPENDICES	18
Appendix A: June 2023 Meeting Minutes.....	18
Appendix B: Revised Policy 2.10	20
Appendix C: Revised Policies 2.22 and 2.23.....	20

Agenda

East Shore Board of Trustees Meeting of July 27, 2023

<u>Item</u>	<u>Time</u>	<u>Facilitator</u>
Chalice Lighting and Reading	(2 mins)	Amanda Alice Uluhan
Check-in	(10 mins)	All Attendees
Consent Agenda	(2 mins)	Signe Lalish
<ol style="list-style-type: none">1. Approve the June 2023 BOT meeting minutes2. Approve the board budget cost of \$42 for the Intercultural Development Inventory (IDI) and invite Taya and Keely to take the IDI3. Approve the revised Policy 2.10 (See Appendix B)4. Approve the revised Policies 2.22 and 2.23 (See Appendix C)		
Discussion Item #1: How Board will pursue Anti-Oppression work	(15 mins)	Nicole Duff
<ul style="list-style-type: none">• The Eighth Principle Team has proposed the following motions. This discussion is to explore the anti-racism/anti-oppression area in general, and these two proposed motions in particular.• Move that the Eighth Principle Team be given 15 minutes per monthly Board of Trustees meeting for engaging Board members in topics of anti-racism and anti-oppression starting with the September, 2023, board meeting.• Move that the Eighth Principle Team be given board time of one and one half hours every other month in a non-business meeting to engage the board in deep discussion around topics of anti-racism and anti-oppression starting in October, 2023.		
Discussion Item #2: Nominating Committee Chair	(5 mins)	David Langrock
<ul style="list-style-type: none">• Discuss the need for the board to appoint a chair of the Nominating Committee (Nom Comm).• Beth Wilson has expressed willingness to chair of the Nominating Committee for the 2023-2024 board year.• The Nom Comm currently consists of 4 members elected on June 10, 2023: Beth Wilson, Elaine Cox, Mike Stunes, and Amanda Strombom.		

- Appointment of Beth Wilson as Chair will require back filling the members seat vacated by Beth Wilson.

Discussion Item #3: Personnel Committee Appointments (5 mins) Martin Cox

- Two long-serving members of the Personnel Committee (PC) will roll off this summer and need to be replaced by the board.
- Jerry Bushnell completed his 3-year term in June. Jerry previously served a 3-year term on the PC as board liaison.
- Sheridan Botts will complete her second 3-year term in August.
- On-going PC members include Deb Boehm-Davis (chair), Elaine Richlie, Karin Pierce, Martin Cox (board liaison), Rebecca Chatfield (staff liaison) and Rev. Maria Cristina.

Discussion Item #4: Right Relations Team’s Request for a voting board member liaison (10 mins) Amanda Alice Uluhan

- The Right Relations Team (RRT) seeks to establish deeper relationship between the RRT, the BOT and the SLT.
- The RRT would like to have a liaison who is an voting board member.
- The RRT has made additional requests and the board may discuss these in the August, 2023 board retreat.

Discussion Item #5: Composition of the Budget Committee (5 mins) Geri Kennedy

- Composition of the budget committee requires discussion.

Discussion Item #6: Budget Committee’s Communication to Ministry Teams re: fund raising (10 mins) Rebecca Chatfield

- The Budget Committee needs to communicate to ministry teams that all fund raising for outside organizations need to be handled through the “Share the Plate” ministry team.
- Refer to the board packet for specifics.

Announcements (5 mins) Facilitator TBD

Process Reflection (5 mins) David Langrock

Closing (2 mins) Amanda Alice Uluhan

Dismissal Signe Lalish

Executive Session (30 mins) Board Only

- Holly House (if needed)
- SLT reviews

July Consent Agenda Voting Items

1. Approve the June 2023 BOT meeting minutes (See Appendix A)
2. Approve the board budget cost of \$42 for the Intercultural Development Inventory (IDI) and invite Taya and Keely to take the IDI
3. Approve the revised Policy 2.10 (See Appendix B)
4. Approve the revised Policies 2.22 and 2.23 (See Appendix C)

July Board Reports

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

No Report Submitted

President's Report – Signe Lalish

No Report Submitted

Vice President's Report – David Langrock

No Report Submitted

Treasurer Report – Geri Kennedy

Treasurer's Report

July 2023

Preliminary work is in progress for the 2024 budget. Hopefully the budget committee will be able to begin meeting in August.

In spite of the loss of the Parking lot income (last check received in June), year to date income is exceeding year to date expenses by just over \$120,000. This is however, due in large part to the \$100,000 bequest received earlier this year.

I am hoping to work with Rebecca and Nicole and perhaps the Stewardship folks to ramp up messaging for congregants to include ESUC in their wills and trusts. While it may sound extremely crass, looking at our age demographics, there may be significant losses of congregants over the next 5-10 years and it would be wonderful if we could encourage all of us to consider the longevity of the congregation by providing funds from their will or trust. I believe it would be preferable for folks to avoid designating said funds for a particular use, but to allow staff and the board to sort out the best use of those funds.

A draft of the requirements to fund the new Minister Reserve account is being sent to Rev. Maria Cristina for her thoughts. The fund will include periodic search, interns, minister sabbatical coverage and dismissal costs. Rather than having these cost hit the operating accounts unexpectedly as happened in the past, this fund will be available to cover the costs and avoid impacting the operating budget for that particular year or years as has happened in the past.

Similarly work is being done on the draft for at least the first 5 years, eventually out 30 years for the new building reserve. Because there is over \$400K in deferred maintenance on top of items that will be coming up in the near future, this is a daunting task. These are expenses such as roofing, exterior painting and flooring (have you taken a good look at the North Room floors lately?). Again, the purpose

of the building reserve is to smooth out these long term expenditures avoiding if possible numerous capital campaigns or tapping into the endowment funds when they are needed. It will also help keep work on schedule, rather than deferring (of course, if the roofer says we have a bit more time, that is great) and possibly incurring added costs to repair damages due to poor maintenance.

A generous donation of \$24,000 to kick start this fund has been received. We will need to raise a \$200k - \$300k in start-up funds if the deferred and scheduled items are to be accomplished. So, options are a special capital campaign to set a minimum starting amount, borrow from the endowment fund, wait for a resolution to Holly House or continuing to defer. My preference would be to run a campaign. In the meantime, should a large project become urgent, there won't be too many choices. The better the initial funding of the building reserve is, the smaller the annual additions from the operating budget can be. Once the RE Building loan has been repaid some of those funds could possibly be allocated to the building reserve, \$113,650 per year.

In the meantime, the staff is doing a great job of keeping to the budget. In addition, staff has been able to renegotiate several contracts, including the copier (savings of about \$2,000 a year); contacting prior short term renters which had dropped during Covid and is now back up (\$12,555 ytd on a 7K budget; a new accounting system which has reduced the time to "keep" the books, so replacement of the separate bookkeeping position is not as urgent (saving about \$24K). The staff has been great in keeping at or below their allocated expenses too. As an added bonus, our annual insurance premium was almost half of what it had been in the past (saving about \$6k). The fund-a-need from the last auction paid for almost all of the cost to renovate the kitchen and bathroom in the RE building.

On the flip side, Holly House expenses are pushing toward \$200,000 and the loss of the income for rental of the building adds about \$800/mo for utilities. (There are sewer charges even if no one is using the building along with heat to keep things from freezing.)

So, the budget committee will be looking at all of this to arrive at the best numbers for 2024.

Overall though we are doing pretty good, considering the large, unbudgeted expenses for the past few years (Holly House legal fees and ministerial transition costs) – the endowment fund has not dropped below its \$900,000 minimum floor and we have been able to continue to pay our bills, including staff salaries on time.

Director Of Finance and Operations Report – Rebecca Chatfield

DFO's Report - Rebecca Chatfield

27 July 2023

Income from increased rentals

I am negotiating a deal to bring in new income from day-use rentals of a few upstairs Education building classrooms during the week September through next June. Also under consideration is a year-round rental of E101 office space on the first floor for the same group. This is a local homeschool enrichment program for high school age youth that follows Waldorf curriculum with mission and values that align well with East Shore. The entire staff has been looped from the start on this possibility, and SLT members have weighed in on specifics to be included in the rental agreement. I'm so pleased to report this will bring in approximately \$73,000 of new income between August and next June. While the agreements are not yet officially signed, the prospects are bright. This is good news!

2024 Budget Work: Schedule

I continue meeting with Geri Kennedy about 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.

2024 Budget Work: COLA

The plan is to include 3% Cost of Living Adjustment (COLA) for staff wages in the 2024 budget. The COLA rate used by Budget Committee mirrors the proposed rate increases to Social Security recipients and is linked to publication of the Labor Bureau's Consumer Price Index for Urban Wage Earners.

2024 Budget Work: Consolidated Fundraising for Outside Organizations

As part of the budgeting process starting in August, the Budget Committee will be contacting leaders in church groups. One proposal is better coordination of fundraising efforts for outside organizations by making them church-wide efforts. This reduces/eliminates the fundraising currently done by multiple individual ministry teams. At times a worthy outside organization will be identified and East Shore as a whole collects donations and sends a check. The goal is deeper and richer connections with a curated list of organizations that support our mission and values.

The bigger-picture issue for Board consideration is how we are choosing to allocate church resources in money AND time to best enact our mission. Some ministry team fundraising becomes an intensive use of staff time and facilities. Also and importantly this type of ministry team fundraising is a strain on the overall "donation bandwidth" of church members.

Education Building updates – Fund-a-Need

Bathrooms were upgraded with new water-saving commercial grade fixtures (toilets and sinks) and new flooring. Final touches including some final painting will happen later in the summer. The Fund-a-Need covered renovations, with Facilities budgeted funds investing in better quality fixtures that will last.

Financial Statements – June 2023

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

- Expenses (\$146,452) exceeded Revenues (\$80,939) for June. Seabeck costs are the main reason.
- Endowment Equities account balance is \$1,041,610. Market went up nicely this month.
- Endowment Fixed (operating reserve) balance is \$104,187. Went down slightly.
- The amount owed on the mortgage on the Education Building is \$360,847.
- The Seabeck Conference Center bill was \$43K. Final accounting shows a break-even event.
- Campus facilities expenses this month included bathroom upgrades and plumbing.

Miscellaneous Finance, Bookkeeping and Banking Items

- Sent BECU cc statements to SLT members.

- Received second (2023 Q2) Endowment draw of \$18,875 with GreeneWealth.
- Continued streamlining and documenting of all accounting tasks in Realm software.
- Coordinating payment details with Julica Hermann de la Fuente for Board Retreat.

Other DFO Work Projects

- Attended 11 events through virtual registration for UUA General Assembly in June.
- Sent updated version of DFO's Financial Reference paper to this year's Board, Finance Team, staff, and Financial Stewardship. This paper is a substantial overview of East Shore's current financial picture and is available upon request by anyone.
- Wage equity research project ongoing for Board.
- Demographic mapping of ESUC member population, shared with Nicole and Board.
- Responded to question from Board member about ESUC nonprofit annual report.
- Finished Ed Building renovations using Fund-A-Need funds, with Doug Strombom.
- Meetings with Dianne about upcoming facilities repairs and projects in Education building.
- Reviewed upcoming building use with Dianne to assess workload on current staff.
- Welcome emails to new Board members. Attended on-boarding session for new Board member on policy and governance topics.
- Setting meeting for Green Team to investigate grants for energy-efficient renovations.
- 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.

- Electrician came in to review the installation location for the new compressor in the Sanctuary.
- Education building bathroom renovation completed.
- Plumbing repair for leaking sinks in North Room kitchen.
- Ed Borroff and team completed removing brackets and painting wall in Spring Hall in preparation for new sound abatement panels.
- Celil spent many extra hours cleaning and resetting after the large Amma Sri Karunamayi event on June 23/24.
- Continuing research with facilities team new acoustic panels on Spring Hall wall.
- Continuing working with ACE for parking lot fisheye security camera update.

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

- Coordinated with DFO for potential education building space rental.
- Celil and Dianne were onsite staff for all-day Amma Sri Karunamayi Sanctuary building rental, included three days of long hours for set-up and tear down and event. Very successful event.
- Celil acted as onsite staff during Milly Mullarky birthday party.
- Handled logistics for Camp Blue Boat Training and came in to assist with settling in and moving some activities to Sanctuary building due to heat.
- Celil and/or Dianne onsite staff for Ryther Aspiring Youth summer camp all month.
- Working on extending Zoom links/calendar entries/space rentals for internal groups through June of 2024.

- Coordinating with Sri Sathya Sai International Organization for Labor Day weekend event and prepared rental agreement.
- Coordinated with Aspiring Youth Director for morning access to education building and also for play area/grounds access.
- Created rental agreements for Roetman Memorial Service, and SSSIO-USA Labor Day Retreat, and updated Ryther Summer Camp.
- Finalizing rental and preparing agreement for Fritz Roetman memorial service on June 30. Dianne acted as onsite staff during Roetman memorial service.
- In discussions with ECAM to plan for a candidate forum in September.
- Email discussions with preschool interested in renting part of education building.
- Continuing discussions of logistics for Trinkets and Treasures.
- Multiple discussions and planning with DFO regarding obtaining insurance for all events to include UUA and member events.
- Preparing checklists for outside rental requirements and internal renter expectations.
- Completed agreement for Hood Canal Co-op rental for October.
- Provided information to Goldsmith Industries for rental request.
- Worked with Khasi Hills team regarding set-up for Welcome Home event on May 21.
- Continued coordination about set-up with Milly and Ralph and Craig Nelsen/Tom Ball for July 8 party regarding food, tables/chairs and band on courtyard.
- Continuing prep of checklists for outside rental requirements and internal renter expectations
- Responded to Faith Action Network about rental of space for meeting.

Here are the monthly financial statements.

East Shore Unitarian Church
Statement of Financial Position

As of: Jun 30th 2023

Assets

Cash

1010 Checking - Chase	106,286.05
1025 Savings - BECU	49.71
1090 Petty Cash	200.00

Total Cash 106,535.76

Investments

1130 Stock Donations - Schwab	80.99
1140 Endowment - Schwab 8692	104,187.25
1170 Endowment Schwab 7213	1,041,609.97

Total Investments 1,145,878.21

Reserve Accounts

1370 Building Reserve Fund- BECU	24,000.00
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Total Reserve Accounts 24,000.00

HH Sale Expense Receivable

1420 HH Sale Exp Rcvable - Legal/Eng	193,409.81
1421 HH Sale Exp Rcvable - Carrying Costs	1,936.20

Total HH Sale Expense Receivable 195,346.01

Prepaid Expenses

1531 Seabeck Prepaid Deposit	6,000.00
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Total Prepaid Expenses 6,000.00

Total Assets

\$ 1,477,759.98

Liabilities & Net Assets

Liabilities

Long Term Liability

2720 Damage Deposits - LT Rentals	2,750.00
2750 Building Loan	360,847.01

Total Long Term Liability 363,597.01

Total Liabilities 363,597.01

Net Assets

3100 Operating Fund Balance	(55,734.25)
3200 Building Reserve Fund Balance	24,000.00
3300 Endowment Fund Balance	1,145,897.22

Total Net Assets 1,114,162.97

Total Liabilities & Net Assets

\$ 1,477,759.98

East Shore Unitarian Church
Statement of Activities - Summary

Date Range: Jun 1st 2023 - Jun 30th 2023 | Filtered by: Fund

Accounts	Actual	Budget	Actual	Budget	Annual
	Jun 01, 2023 - Jun 30, 2023	Jun 01, 2023 - Jun 30, 2023	This Year Year to Date	This Year Year to Date	Budget Jan 01, 2023 - Dec 31, 2023
Revenues					
Income - Donations	44,395.94	53,366.67	482,669.30	398,592.02	799,500.00
Income - Facilities Rentals	13,820.00	18,916.66	80,585.00	113,499.96	227,000.00
Income - Events & Pgms	3,634.00	2,100.00	74,219.50	92,100.00	104,700.00
Income - Other	19,088.79	18,925.00	39,315.15	38,050.00	76,100.00
Income - Fundraising	0.00	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	\$ 80,938.73	\$ 93,308.33	\$ 727,277.95	\$ 689,741.98	\$ 1,254,800.00
Expenses					
Wages	46,206.92	48,863.17	278,366.38	293,179.02	586,358.00
Payroll Employer Portion	12,992.41	12,604.92	74,486.76	75,629.52	151,259.00
Professional Expenses	2,235.76	2,191.01	12,750.60	13,146.06	26,292.00
Contract Workers	770.00	1,189.58	3,640.57	7,137.48	14,275.00
Program Expense	49,149.96	66,472.51	73,240.91	92,835.06	115,570.00
Utilities	4,081.97	4,441.67	21,408.40	19,150.02	39,000.00
Facilities Expense	8,806.12	5,591.65	32,462.51	40,049.90	79,600.00
Business Expense	10,312.68	12,380.35	29,414.53	32,982.10	76,400.00
Office Expense	2,425.75	3,208.34	12,520.11	19,250.04	39,500.00
Fundraising Expense	0.00	0.00	11,521.79	4,100.00	12,900.00
Building Loan Expense	9,470.45	9,470.50	56,822.70	56,823.00	113,646.00
Total Expenses	\$ 146,452.02	\$ 166,413.70	\$ 606,635.26	\$ 654,282.20	\$ 1,254,800.00
Net Total	(\$ 65,513.29)	(\$ 73,105.37)	\$ 120,642.69	\$ 35,459.78	\$ 0.00

Director of Religious Education’s Report – Amanda Alice Uluhan

Director of Religious Education Report to the Board of Trustees

June 15-July 20, 2023

Art and Community RE Camp

In late June, East Shore completed a successful second year of summer camp, Art and Community RE Camp from June 26-30.

Camp participants were East Shore families (50%) and visiting families (50%). Nicole Duff was able to get a banner on the street for the program and this, along with yard signs, encouraged even more neighbors to join. Both RE Staff (LeAnne Struble and myself) worked the whole camp, along with six East Shore member volunteers. We also worked with 5 youth counselors to encourage leadership development. As with so many of our RE programs, members are engaged and committed and we couldn’t be more proud of the role volunteers play in all the RE programs. Because we prioritize shared leadership and collaboration, members can shine and really step into their roles with excellence and ownership, grateful for the opportunity. Camp is really a chance to meet with our regular members and encourage their ongoing participation in our programs through these opportunities for deeper learning. As with much of our ministry, excellent administration, and management, aided by the use of technology, is needed and with this being our second year, things went somewhat more smoothly and as expected. This camp brought in \$6,000 of revenue. Though a modest amount, it does speak to the possibility of encouraging sales and donations to families, and the necessity of providing excellent programming to get there. Previous camps at East Shore were volunteer-run and free, often hosting 10 students with no

revenue. Overall, the camp last year and this year has exceeded my expectations and proven to be a successful, albeit time-consuming, RE program.



Camp Blue Boat

In mid-July, for the second year, East Shore hosted 15 [Camp Blue Boat \(CBB\) Staff](#) for a training weekend. This training deploys the safety and curriculum methodology and the staff then go the following week to Camp Blue Boat with, this year, 60+/- of our local UU youth.

We encourage all of our families to prioritize participation in these excellent offerings. Additionally, through rigorous and warm outreach, advertising, and word of mouth, these opportunities are made available to newcomers. East Shore RE programs such as these provide opportunities for bonding, leadership and faith development, and essential UU identity formation.

Partnership work

The Sponsorship Agreement between East Shore Unitarian Church and Camp Kindness Counts has been completed. This agreement runs through the end of 2023 and is expected to renew in January for the 2024 year.

Summer Quarter

Our summer quarter is ongoing 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. The [summer RE TIPS intern](#) is leading the sessions, and we have one adult volunteer per week with an average of 10 students.

[Volunteers can sign up here.](#)

Mini-Survey

Results of the RE mini-survey are being analyzed by the RE staff and team, and are available upon request.

RE Team

The RE Team is re-forming with several engaged and committed congregants: Martin Cox, Dave Myers, Carrie Coelho, and Barbara Stevenson. They are working on updating the charter and reviewing the RE 2024 Budget.

RE Handbook & Procedures

Like many aspects of our congregation, I am deep in administrative work cleaning out procedures for safety and abuse prevention policies, volunteer management, background checks, attendance, registration, event management, curriculum development, insurance expectations, and more.

Staff Leadership Team

We continue to address issues of the congregation at large. This past month, that included supporting Rebecca Chatfield in her negotiations with a potential renter for some of the Education building classrooms next year, as well as preparing for fall reopening procedures.

Professional Development

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](#).

I continue, with colleagues in the [UU Mental Health Network](#), to develop a “UU Mental Health Toolkit for Children and Youth.”.

Respectfully submitted,
Amanda Alice Uluhan (she/they)
Credentialed, Director of Religious Education for Children and Youth

Membership Director’s Report – Nicole Duff

Report from Director of Membership Development

July 2023

Worship Numbers

2023 *

- June 4: 172
- June 11: 137
- June 18: 85
- June 25: No in person service

2022 *

- June 5: 132
- June 12: 142
- June 19: 135
- June 26: No in person service

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

Visitor Attendance:

- June 4: 20
- June 11: 18
- June 18: 6 (Nicole out of town so not an accurate number)
- June 25: No in person service

Membership

Current Membership: 333

- Passed Away: Jack Reid (6/25/23)
- Resigned: Steve & Nancy Bissell (7/16/23 – lack of connection)

Pledging Friends: 38

On Pathway: 28 (9 of those are also Pledging Friends)

Membership Teams & Responsibilities

Beloved Conversations Among Task Force

The group is still waiting to hear from Meadville about options for going forward.

The 8th Principle

General Assembly was a great week. The team has collected thoughts from many of those who attended. You can read about them in the June Beacon article here: <https://esuc.org/general-assembly-2023/> There will also be a service about General Assembly on September 17.

The group has put an item on the discussion agenda, but after further discussion, we feel it would be better to have this discussion after our Board Retreat.

Auction

The team has asked us to consider the first week in April for the Auction in 2024.

Membership & Coffee Hour & Technology

I have started plans for the Salmon Bake on September 10! Please sign up to help: <https://www.signupgenius.com/go/4090f4aa9a72fa0fc1-ingatheringsalmon>

I'm scheduling trainings for members who want to get more active. I'm still finalizing the schedule but I believe it will be:

- August 6 –Coffee Hour Training
- August 20 –Realm Training
- September 24 –Usher/Greeter Training

I am also working on building the Membership Development Team. This came out of work with the Beloved Conversations Among Task Force. You can see the rough outline here:

https://docs.google.com/document/d/1pzt-8wlbExQl4JeJuNlcQncqOEJYNu_CtkT9eCqt7fE/edit?usp=sharing

As always, we can always use help 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 finalizing the new East Shore T-Shirts! I hope to have designs to share with you soon. We are working with Katherine Fugitt, an ESUC Member, who works at [Buttonsmith](#). This local, union owned, eco-conscious, fair pay shop may make the prices of the shirts a touch high, but we feel it shows how we are living our values. We are also going to work on getting a bulk order to reduce the cost. The t-shirts will be navy and will come in children and adult sizes. The slogans on the front will be “My Faith is Love”

“My Faith is Community” and “My Faith is Justice” giving members a choice of shirt (or they can get all 3!).

Seabeck

The deposit for 2024 has been sent and dates are confirmed! Hope to see you all next year!

Welcoming Congregations

No word yet on our certification. The group is discussing what they would like to do going forward. We hope to welcome two new members to the team.

Women’s Perspective

The group had a lovely end of year potluck at Kirstie Lewis’ home where they made plans for the coming year. Keep your eyes open for opportunities!

Communications & Social Media Metrics

Yelp for June 2023

10 Yelp Visits
3 User Leads
3 Website Visit
318 Impressions

Google My Business Report for June 2023

1,829 Profile Views
306 Asked for Directions
198 Visited Our Site
8 Called us

Google Search Console for June 2023

554 Clicks from Google
Top Performing Pages

- www.esuc.org (137)
- esuc.org (97)
- <https://esuc.org/about-us/staff/> (22)

ESUC.org Analytics for June 2023

* Google recently changed the way they capture analytics. Please bear with me while I learn this new system.

1,370 Users
1,061 New Users
1,836 Sessions
?? Page Views
1:25 Average Session
Tech

- 664 desktop
- 561 mobile
- 29 tablet

User Acquisition

- 878 Direct

- 711 Organic Search
- 183 Organic Social
- 64 Other

Top Viewed Pages

- ESUC.org home: 851
- Art in Community Summer Camp: 201
- Member Portal: 138
- Worship: 131
- Annual Pride Service: 117

Facebook: 983 Followers

Instagram: 276 Followers

Twitter: 61 Followers

Threads: 30 Followers

UUAMP Work

In my work with the UU Association of Membership Professionals (UUAMP), on June 20 I attended our ProDay. The focus was on how to prepare our congregations for Article II. I brought back a lot of information that I am excited to help share and I feel better prepared to speak about Article II both to current members and visitors. During the business meeting, I was elected President of UUAMP. This is a two-year term.

Respectfully Submitted by Nicole Duff, Director of Membership Development

Liaison Reports

Policy & Governance Committee – Grace Colton

P&G COMMITTEE JULY 2023 BOARD REPORT

Policy Review Period Comments for policy 2.10 and new Membership policies

As per our process for new policy approval, the congregation was notified of their 10 day review period of revised Policy 2.10 and new policies 2.22 and 2.23 Membership. The comment period ended July 16th. Two comments were received. One from Amanda Strombom and one from Mary Lou Lewis (attends remotely). You may read the details below. If you do not want to make any changes to the policies just approve them via the consent agenda. If you do want to make changes, please ask for the specific polic(ies) to be pulled from the consent agenda for discussion.

From Amanda Strombom: “The only comment I have is with regard to the length of time a resigning member has before needing to go through the new membership process again. I could see a situation where a member gets upset about something and resigns in a snit. While I understand that exceptions can be made on a case by case basis, 6 months seems a very short period for someone who may have been a longtime active member but got upset and felt the need to take a break for a while.”

Grace Colton's reply: “When we discussed a six month time period we drew on the typical cases in the past of previous members wanting to return and recognized that the pace of change at ESUC and in Unitarian Universalism has increased. Someone who resigned in a snit, a year or more ago, would benefit from going through the pathway to membership again to get reoriented to church life. It should be easy for them to go through the process quickly.”

Nicole's reply: "Also, if a person just needs a break, they can do that without resigning (and many do!). If they even just stop coming for a bit they would still be members unless they tell me they are resigning. A lot of times those who are mad leave without a word, so they would keep their membership until the full removal process, which wouldn't happen for more than a year after they left and would include the letter that would let them know they have a choice. Also, I work with each person on the Pathway and I would work with someone for any past work they may have done (assuming it's recent).

AND, I think we can all acknowledge how much work the members have done these past 7 years since I've been here! So much work on right relations, building out the mission, circles, conversations, classes, etc... we are NOT the same community we were when I started and I love what we are continuing to grow into. I think it's important for anyone who officially resigns gets to know the new community!"

From Mary Lou Lewis (remote member): Who are considered staff? What are their respective duties and responsibilities? To whom are they accountable?

Grace Colton's reply: The word "staff" in the materials refers to paid employees of East Shore. You might have also seen "SLT" or "Staff Leadership Team". SLT has changed over time. Positions on SLT are defined by the Board. Now it is Director of Finance and Operations Rebecca Chatfield, Director of Membership & Development Nicole Duff, Director of RE Amanda Alice Uluhan, and Minister Rev. Doctor Maria Cristina.

Rebecca, Nicole, Amanda, and Rev Maria Cristina have people reporting to them for the functions they are responsible for (their titles are a good indicator). There are about 8 full time equivalent employees including the SLT. Each person's duties and responsibilities are in a job description. You can get a general description at <https://esuc.org/about-us/staff/> . If you want to see the job descriptions, contact Rebecca at facilities@esuc.org.

Mary Lou's reply: "Thank you for your prompt reply. I wanted to see if there was overlap in responsibilities and I see there are. Maybe this can be corrected or other responsibilities added."

Personnel Committee – Martin Cox

Personnel Committee Appointments

The July 2023 board meeting includes Discussion Item #3: Personnel Committee Appointments. The Board of Trustees is responsible for appointing replacements to the Personnel Committee when the terms expire for members of the committee. Two long-serving members of the personnel committee roll off this summer and need to be replaced by the board:

1. Jerry Bushnell's term has ended as of June 2023.
2. Sheridan Botts' term on the Personnel Committee will end in August 2023.

It is recommended that the Board of Trustees engage with the following resources to identify qualified candidates within the East Shore congregation to serve on the Personnel Committee:

- a. Ask current and past Personnel Committee members for suggestions
- b. Ask the Nominating Committee for suggestions
- c. Ask Nicole Duff for suggestions
- d. Consider members of the congregation known to members of the board of trustees

Development of SharePoint SLT Member Evaluation Process

On Monday, July 17, 2023, Martin Cox, Rebecca Chatfield, and Deb Boehm-Davis met and started a project to develop a SharePoint site to manage and automate the SLT member evaluation process.

The SLT member evaluation process is performed each spring by the Evaluation Task Force (ETF) of the Personnel Committee. The SLT member evaluation process requires multiple documents, multiple folders, and complex permission settings.

Previously, the chair of the Personnel committee, Deb Boehm-Davis, managed the SLT member evaluation process with a complex set of folders and permissions in Google Docs. The reasons to develop a SharePoint site to manage this process include:

1. To keep all the documents produced by the SLT member evaluation process in the custody of East Shore.
2. To streamline the steps required to set up the SLT member evaluation process each year.

Martin Cox, Rebecca Chatfield and Deb Boehm-Davis will work with Jenny Newell to develop a SharePoint site to manage the SLT member evaluation process between August and December of 2023 with the goal of having the process complete and ready for use by the Spring of 2024.

Right Relations Committee – Louise Wilkinson

Report:

- Many of us on Right Relations are learning profound lessons from our UUA Right Relations Training. We are exploring how to share this.
- We continue to improve and refine the community guidelines for our circles. These are important for vulnerability and accountability.
- We have suspended Community Circles for the summer, and are focusing on exploring how to move forward in the fall.
- We are holding 4 discussion sessions for RR team members on the UUA Common Read, “On Repentance and Repair: Making Amends in an Unapologetic World” by Danya Ruttenberg during July and August to be ready to support congregational book discussions in the fall.
- We are hoping in the fall to hold powerful listening circles that provide learning and commitment to deep listening at ES and prepare people for involvement in conflict resolution. We want to focus on topics that engage the whole community, possibly based on Rev. Maria Cristina’s sermons, and possibly in person on Sundays after service, or multiple circles spaced out during a month to enable maximum participation.
- We are also talking about how to invite ES committees, task forces and teams into collaboration with right relations, what healing looks like to them, and what covenant we need for this community.
- We are looking at how to engage wider involvement in circles and in the right relations team, and how to shift our leadership model.

Our Request to the BOT/SLT:

The Right Relations Team is carefully considering how to support healing in the ES community. We seek to understand what role we can play, and what we need to do to prepare for this work. We therefore want to establish a deeper relationship with the Board and SLT. With this in mind, we ask for an RRC liaison on the Board who would stay in close contact with us, and possibly attend meetings. We commit to having members attend BOT/SLT meetings, and to providing monthly reports of our activities.

We would like time on your retreat agenda to:

- a. Understand how you are using right relations guidelines/covenants in your own interactions and how it’s working.

- b. Explore what you would like from the Right Relations Committee/Team – what healing needs to happen and what you see our role to be.
- c. Share our activities and ideas for the future.
- d. Do a practice session on reflective listening.

Submitted by Louise Wilkinson

Right Relations Committee: Carrie Bowman, Mark Norelius, Louise Wilkinson

Right Relations Team: Committee plus Nancy Barnes, Maury Edwards, Susan McDonald, Milly Millarky

APPENDICES

Appendix A: June 2023 Meeting Minutes

Board Members Present: Evelyn Smith, Signe Lalish, David Langrock, Geri Kennedy, Martin Cox, Taya Montgomery, Keely Cofrin, Rebecca Chatfield, Amanda Uluhan, Rev. Dr. Maria Cristina Vlassidis Burgoa

Board Members absent: Nicole Duff

Visitors present: Grace Colton, Kristi Weir, Ryam Hill, Ann Fletcher

Meeting commenced at 3:30 PM PDT

Geri Kennedy opened with a chalice lighting and reading the poem, Ode to the Present by Pablo Neruda.

We had a brief check-in.

CONSENT AGENDA

The Sponsorship Agreement between ESUC and CKC was removed from the consent agenda and moved to the discussion agenda.

The remaining items on the consent agenda were:

- Approve the May 23, 2023, Board Meeting Minutes
- Approve Draft Membership Policies

David Langrock moved to approve the above two consent agenda items. Evelyn Smith seconded the motion. The motion passed unanimously.

Discussion Item #1: Green Team Task force discussion

Rebecca Chatfield introduced the Green Team Task force. Kristi Weir gave an overview of the opportunity. Kristi noted that new legislation may reduce the cost of energy projects. The new legislation applies to non-profits. Kristi asked the BOT to approve of the formation of the Green Team task force and (eventually) to name the members. The Green Team task force currently has Kristi Weir, Greg Selby, Diane Upton, Rebecca Chatfield, and Ryam Hill so far. Geri would like the task force charter (when it is written) to should shift as much of the work as possible to the volunteers and minimize the amount of time of the staff. RMC noted that it would not hurt to include a reminder in the charter a reminder to leverage the volunteers as much as possible.

Martin moved to authorize the establishment of a Green Team task force. The motion was seconded by David. The motion passed unanimously.

Discussion Item #2: Proposed New Policy 2.10

Grace Colton shared the latest version of the revised Policy 2.10. There are 4 things the Policy and Governance committee wants board approval of:

1. Approving the draft policy
2. Approving the charter of the budget committee
3. Reviewing the results of the questionnaire
4. Reviewing the recommendations for responding to the questionnaire

David L. moved to approve #1 and Geri Seconded.

Some discussion ensued. A possible amendment to the motion was suggested to make the six members a minimum, allowing flexibility for the budget committee to be more than six if needed.

David amended his motion to add that the composition is changed from 6 members to a minimum of six members.

The motion passed with 6 in favor and 1 opposed.

We postponed discussions of 2, 3, and 4.

Discussion Item #3: Board Retreat Update

David Langrock reported on the progress of the Board Retreat team which consists of Signe, David, and Martin. Signe and Rev. Maria Cristina met with Julica. Signe reported that Julica will most likely focus on healing and centering on healing for the staff.

Next steps are Signe will share notes from that meeting with Julica for the 3 hour session when Julica is facilitating. Then the Board Retreat team will bring a proposed agenda to the board for discussion.

Discussion Item #4: Approve Sponsorship Agreement between ESUC and CKC (appendix E)

Amanda Uluhan discussed the sponsorship agreement between ESUC and Camp Kindness Counts (CKC). Recently it was suggested that we have a sponsorship agreement that will help with next year's planning. Concerns were voiced about the urgency with which this was raised. It was requested that things like this not be rushed and not be added to board consent agendas after the Executive committee has already set the agenda of the board meeting. The rush was acknowledged. Gratitude was expressed for the SLTs collaborative work to bring together the current draft 2.

Martin Cox moved and David Langrock seconded that the board approve of the sponsorship agreement between ESUC and the CKC, allowing ESUC staff to make minor changes to the written agreement as required so long as the changes don't materially change the terms of the agreement. Motion passed unanimously.

Process Reflection

Amanda shared her observations of the process.

CLOSING

Geri closed the meeting with Pablo Neruda's poem, [Ode to the Future](#).

Regular Board meeting adjourned at 5:04 PM PDT

Minutes compiled by Martin Cox
Secretary, Board of Trustees
East Shore Unitarian Church
Bellevue, WA

June 23, 2023

Appendix B: Revised Policy 2.10

2.10 Financial Planning and Budgeting

The annual budget for each fiscal year will be created through a collaborative and iterative process beginning no later than September of the fiscal year prior to presentation to the congregation for approval at the annual meeting in November or December with prior approval of the Financial Stewardship Committee and full Board of Trustees. At the Board's discretion, the Budget Committee may be convened at any time during the year as a need arises.

A minimum of 6 member Budget Committee, approved by the Board, will be composed of the Minister, Director of Finance & Operations, Board Treasurer, Financial Stewardship Chair, a member of the Board who represents the Board on budget matters, and an at-large member who can represent the big picture of ministry objectively. The purpose of this committee composition is to have representation from the Staff Leadership Team, the Board, from within the financial function of the church, and from the lay ministry of the church. The preferred member of the Board is the President and the at-large member is preferred to be from the Committee on Shared Ministry who is neither a BOT or SLT member.

The Budget Committee will gain input from the heads of each Department (Religious Education, Membership, Ministry, and Operations) with details from individual Staff and Ministry teams. The Committee Charter should provide more detail about the workings of the Budget Committee. The elected Chair of the Budget Committee ensures that reports are regularly made to the Board and ensures regular communication with the congregation.

Financial planning for any fiscal year will align with East Shore's Bylaws, Mission & Vision, and the Church Goals, will avoid fiscal jeopardy, and will be derived from a multi-year plan. The Staff Leadership Team may not jeopardize either programmatic or fiscal integrity of the Church organization.

Accordingly, the Staff Leadership Team will provide or allow budgeting or fiscal projections that:

1. Contain enough detail to enable credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions;
2. Are conservatively projected to be received;
3. Present a separate plan for capital expenditures and the means to pay for them;
4. Align with Church Goals and policies including the Mission and Vision of the church, and;
5. Consider Church Goals and policies in allocating resources among competing fiscal needs.

(September 20, 2005) (September 20, 2016) (June 2023)

Appendix C: Revised Policies 2.22 and 2.23

Policy 2.22 Membership

1. Definition of Membership: Only Members & Legacy Members may vote at congregational meetings. Categories of membership are as follows:

- a. Member: as defined in bylaws
- b. Legacy Member: as defined in bylaws
- c. Friend: active participant who has contributed to the community with their time,

talent, or treasure. Not eligible to vote or hold positions on the Board, Board Committees or those teams designated for members in their charter, and other privileges as described in East Shore's Bylaws.

d. Non-Member: those new to East Shore or are no longer a prospect for membership.

2. Membership Qualifications: The Director of Membership Development in collaboration with the SLT will create a prescribed orientation program to encourage and prepare people for membership in East Shore. All prospective members must complete a program to be accepted as a member.

- a. Physically remote congregants must have a pathway to membership available to them.
- b. Youth will be invited to become members when they are 14 years or older.
- c. The SLT will provide an appropriate way to invite new members to mark their entry into membership.

3. Responsibilities of Membership: Members are expected to show commitment and contribute to the church community in ways that are consistent with UU values and the mission / vision of East Shore. Showing commitment and contributing to the church community can be by:

- a. Giving time to volunteering for the church and/or participating in church events;
- b. Donating or gifting to the church resources, physical and/or financial,
- c. Participating in church money raising events such as the auction and annual fund drive, capital campaigns, and endowment contributions;
- d. Voting in congregational meetings.

4. Financial contributions:

- a. An annual statement of all financial donations made will be issued to donors.

5. Limits on Membership

- a. Certain committee and team meetings are only open to their current members. For example, the Committee on Ministry, the Personnel Committee, the Nominating Committee, and Ministerial Search Committee, other meetings that are closed as provided in committee charters approved by the Board of Trustees, and executive sessions of the Board and of other committees and teams.

6. Removal from Membership: The Director of Membership Development in collaboration with the SLT will create written annual procedures consistent with ESUC's Bylaws to confirm a congregant's membership status.

Procedures for Membership (informational; established by staff)

Becoming a Member

Those interested in becoming a member will show commitment by following the Pathway to Membership. The Pathway includes an understanding of each pillar of our mission statement to Practice Love, Explore Spirituality, Build Community and Promote Justice. The Pathway will include options for those with varying abilities and access, including options for remote membership. All members will meet with the Director of Membership Development and the minister before signing the membership book which will also be available virtually.

Returning members must go through the process for becoming a Member if they resigned more than 6 months ago. Exceptions can be made on a case by case basis by SLT.

Removal of Member

Once a year, the Director of Membership Development will review the membership lists. Those

members who have contributed with their time, talent or treasure will remain. All those in question will be sent a letter with a request to respond in 30 days. If there is no response, members will be moved to non-member status. At that time, another letter will be sent informing the member of this change. If the member responds to either letter they will remain a member. After another 30 days if no response has been made they will be made inactive.

Someone who has resigned or been removed as a Member per Bylaw Article V.E.1 or 2 and rescinded their resignation within 30 days may remain a Member. Exceptions can be made on a case by case basis by SLT.

Policy 2.23 Records

Policy 2.23 Records Access and Retention

Records retention and access is governed in detail by RCW 24.03A.215, or its successor

- a. Records of the church, other than pledge or personnel records, are open and available in the church office to any member during regular business hours and with at least 5 days of written notice beforehand. The Board of Trustees, by written policy, may regulate and limit access to records of pending financial transactions. Records of the church include but aren't limited to: minutes of the Board of Trustees and congregational meetings including unanimous consent decisions; the church's current articles of incorporation, bylaws, policies, record of financial statements and other communications to members, the current annual report required by WA state, accounting records, and a list of members.
- b. These records may be withheld from member viewing by SLT: portions of records that contain information protected by the attorney-client privilege or related work product; the address of any member who is known to the church to be a participant in an address confidentiality program established by law; those portions of records, which, if disclosed, would be reasonably likely to result in harm to the church or a third party, such as disciplinary actions involving members, identities of job applicants, discussions of real estate transactions, records that are required to be kept confidential under obligations to a third party, etc.; or any information that a nonprofit organization is required to keep confidential under any other law.
- c. A member may inspect and copy the records only if the:
 - (1) Member's demand is made in good faith and for a proper purpose.
 - (2) Member describes with reasonable particularity the purpose and the records the member desires to inspect; The records requested must be directly connected with this purpose.
 - (3) Member agrees in the form of a record to reasonable restrictions required by the board on the use or distribution of the records.
- d. The right of inspection can not be abolished or limited by East Shore's articles or bylaws.