

# East Shore Unitarian Church Meeting of the Board of Trustees October 2023 Board Packet

## Our East Shore Unitarian Church Board Covenant

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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

October 26<sup>th</sup>, 2023, 3:30pm - 5:30pm PT

*Facilitator:* Signe Lalish, President  
*Time Keeper:* Martin Cox  
*Process Observer:* Keely Cofrin Allen  
*Tech Helper:* Nicole Duff

<b><u>Agenda</u></b>	<b><u>Time</u></b>	<b><u>Facilitator</u></b>
<b>Chalice Lighting and Reading</b>	(4 mins)	Rev. Maria Cristina
<b>Land or Labor acknowledgement</b> (see Appendix D)	(3 mins)	Facilitator
<b>Check-in</b>	(20 mins)	All Attendees
<b>Consent Agenda</b>	(3 mins)	Signe Lalish
<ol style="list-style-type: none"> <li>1. Approve the September 2023 BOT meeting minutes (See Appendix A).</li> <li>2. Approve the direction to Board liaisons to work with their committees to align on 2024 goals.</li> <li>3. Approve the wording of the Board request to the Personnel Committee to study the UUA guidelines and develop an equity model [Nicole and David].</li> <li>4. Approve changes to the SLT Evaluation Process and forms.</li> </ol>		
<b>Discussion Item #1: Report from the budget committee</b>	(10 mins)	Geri Kennedy and/or Rebecca Chatfield
<ul style="list-style-type: none"> <li>• Review feedback from first Budget Town Hall (Board vote will come in the November BOT meeting)</li> <li>• How to fund expenses short-term.</li> </ul>		

**Discussion Item #2: Discuss the recommendation from the Personnel Committee on the confidentiality of interactions between SLT and BOT members** (10 mins) Martin Cox

- The BOT asked the PC for recommendation on the confidentiality of interactions between SLT and BOT members.
- The PC responded with a recommendation (See Appendix B).
- The Board needs to accept, reject, or request modifications before it goes to P&G and eventually into the board policies or employee handbook.

**Discussion Item #3: Discuss the future of the Beloved Conversations Among (BC Among) Task force** (15 mins) Keely Cofrin Allen and Nicole Duff

- See Appendix C: Proposal for Beloved Conversations Among
- Merge 8<sup>th</sup> principle?
- Task force or ministry team?

**Discussion Item #4: Nominating Committee check point** (10 mins) Beth Wilson

- Several Board Committees are short on members (Personnel Committee and Financial Stewardship Committee)
- Board asked Nom Comm for help
- Brainstorming how Board and Nom Comm can collaborate.

**Announcements** (8 mins) As Listed

- Status Update on Mission Fund Drive (MFD) [Nicole]
- Status on Sanctuary beam repair (time permitting) [Rebecca]

**Process Reflection** (10 mins) Keely Cofrin Allen

**Closing** (2 mins) Rev. Maria Cristina

**Dismissal** Signe Lalish

**Executive Session**

• Holly House Update (5 mins) Craig Nelson

• Plan the SLT Model conversation; who can facilitate? (15 mins) Signe Lalish

## October 2023 Consent Agenda Voting Items

1. Approve the September 2023 BOT meeting minutes (See Appendix A).
2. Approve the direction to Board liaisons to work with their committees to align on 2024 goals:

### **Board Committees and Task Forces 2024 Goals Due by December 7, 2023**

**Motion:** The Board directs all Board Committees and Task Forces to partner with the Board via their Board and SLT Liaison(s) to develop a list of their goals for 2024. These goals are the same goals that will be listed in the 2024 Charters. The desired delivery date for the first draft of Committee and Task Force Goals is no later than December 7, 2023.

3. Approve the wording of the Board request to the Personnel Committee to study the UUA guidelines and develop an equity model.

### **Personnel Committee to make Equitable Salaries Process Recommendation by April, 2024**

**Motion:** The Board directs the Personnel Committee to begin work on a recommendation for an annual process that ensures a consistent and equitable application of the UUA Congregational Salary Program. The recommendation should elaborate on the BOT 2024 Equitable Salaries Study but not deviate from its core aims as described in that document. All work on this project must center staff needs for equitable compensation and must always include the SLT Liaison (or their designee) in addition to the Board Liaison. This project must include direct outside consultation with the UUA Comp Committee. This project should not contain staff-confidential information nor should it make recommendations relating to changes to existing staff or staff roles at East Shore. The desired delivery date for the first draft of the recommendation is no later than the end of April 2024.

4. Approve changes to the SLT Evaluation Process and forms.

The Personnel Committee (PC) made minor adjustments to details of the SLT evaluation process and requires Board approval. The information the Board needs for this is in the paragraph that follows.

All board members have been given access to a Google folder called "2024 Proposed Master SLT Evaluation Forms"

<https://drive.google.com/drive/folders/1Fe0A9qDSsHOEjQcBZnVYQyomgJPJi2TR>

That folder contains a number of files. File number 1 is a summary of the changes that the Personnel Committee is proposing making to either the evaluation process or to the forms themselves. These proposed changes are minor and are the result of conversations with the individuals who served on the SLT Evaluation Task Force this year and discussions with the Personnel Committee. The files labeled 2-6 are marked-up copies of the past year's forms. Files 2a-6a are "clean" copies where the changes have been accepted so that you can see what the final forms would look like assuming you accept all of our proposed changes. The remaining files are unchanged from last year and do not need review. All of the marked-up documents have direct links within this document.

**Motion:** The Board approves of the proposed changes to the SLT Evaluation Process and directs the Personnel Committee to implement those changes for the annual SLT evaluation process planned to start in January 2024.

## October 2023 Board Reports

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

#### Minister's Report

#### September-October 2023

#### September Worship Services:

9/3: Labor Day-Led by Rev. MC

9/10: In-Gathering & Water Communion-Led by Rev. MC

9/17: Home-Led by Rev. MC

9/24: Repentance & Repair (sermon + discussion)-Led by Rev. MC

#### October Worship Services:

10/1: Blessing of the Animals-Led by Rev. MC

10/8: Indigenous People's Day-Led by Rev. MC

10/15: Hope Grows Here!-Led by Rev. MC

10/22: Song of Our Parents-Led by E.L.B.

10/29: Days of the Dead/All Souls Day-Led by Rev. MC

#### September/October Meetings:

Budget Committee-As Needed

Bi-Monthly SLT

Monthly BOT  
Monthly Executive  
Weekly Staff  
Weekly Worship Planning  
Weekly Worship Rehearsal  
Monthly Committee on Ministry  
Monthly Lay Pastoral Ministry  
Monthly Personnel Committee  
Meet with DRE as needed  
Meet with ELB as needed  
Meet with Rebecca as needed  
Meet with Social Justice Ministry Teams as needed  
Fund Drive coordination with Nicole as needed  
Usher/Greeter Orientation session w/ Nicole: 10/1

**Committee & Ministry Team Work:** Ongoing Support of Individual Ministry Teams; Review of charters & financial requests; Encourage collaboration among teams.

- Creation of Social Justice Ministry Teams Council-First Gathering scheduled for November 6, 2023
- Right Relations: Attended October meeting and will continue to meet as needed to offer support and opportunities to collaborate.
- Indigenous Connections: Met with Carrie Bowman to discuss future events and encourage clear communication with staff.
- Porchlight: Volunteered to be host on October 14 & 16.
- ECAM: Meeting Scheduled for October 24
- Women's Perspective/Clara Barton: Coordinated service for February 4, 2024 followed by Margaret Fuller Tea.
- Welcoming Congregation Team: On Saturday, October 7 & 8, together with David Langrock, represented ESUC at PFLAG Bellevue/Eastside booth during Issaquah Salmon Days.
- Collaborated with/attended events offered by Khasi Hills, PPatch, and Outdoors Group.

**New Programs/Events:**

- **Ministry Teams Council Gathering:** All Ministry Teams are invited to gather on a quarterly basis for a simple meal, to share updates, and initiate collaborations. November 6, 2023, 6:00-8:00 P.M.
- **Multicultural Potluck with RE Families:** January 7, following the service. We'll gather to share delicious dishes and have an opportunity to hear from various families about their cultural heritage.
- **Adult Faith Formation: Aging to Saging**

In collaboration with the Lay Pastoral Ministry Team and guided by the books "Aging to Saging" by Reb Zalman, and "The Gift of Aging" by Houle & Eckstrom, we will explore how shifting our perspective on aging can reveal a spectrum of rich experiences and invaluable insights. We'll reflect on how we can harness the power of a positive mindset to cultivate resilience, mental well-being, and a deeper sense of life satisfaction and purpose.

Sundays following the service: January 14, 21, & 28.

- **Evensong:** Small group ministry program designed to help congregation members make lasting connections with one another. Weekly contemplative services including singing, readings, sharing joys & sorrows, and silent meditation. Beginning in the New Year on Wednesdays 7:00-8:00 P.M.
- **Sacred Stitches:** A space for congregants and staff to gather and create art/crafts while providing opportunities for community building. We will begin by stitching together the fabric squares that were blessed during Sunday service. Everyone is welcome and invited to bring their own projects. Dates and times TBD.
- **Transgender Day of Remembrance:** An evening vigil on November 20 that will honor the memory of the transgender people whose lives were lost in acts of anti-transgender violence. Will reach out to local community organizations.

#### UUA Volunteer Work:

- Mentor Rev. Alison Cole to complete first MFC renewal. Meet once a month for an hour.
- MFC Fall Retreat & Meetings: September 21-24
- TRUUST Retreat Chaplain Nov. 13-16

#### President's Report – Signe Lalish

No Report Submitted.

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

No Report Submitted.

## Treasurer Report – Geri Kennedy

### Treasurer’s Report – October 2023

Sadly, expenses are catching up and exceeding income month to month at this point. Fortunately, year-to-date is still in the black, but only due to the bequest received earlier this year.

East Shore has been paying for building repairs, Holly House expenses and ministerial transition costs for the past 5 or 6 years. The operating fund which should have at a bare minimum 2 months’ worth of expenses, or at least \$200,000 has only \$58,000 as of September 30. The final quarter’s budgeted Endowment draw was done in October - \$18,875 for the total 2023 budgeted amount of \$75,500.

**I will be making a motion that building repair expenses over \$5,000 will come from endowment funds until the new building reserve is better funded. In addition, the Holly House attorney fees for September were \$10,000 and we have not yet seen the October billing. I will be making a second motion that any further Holly House expenses will also come from endowment and will be reimbursed when (and if) a sale is concluded.** The intent of the motions will be to avoid having to come to the board every month to authorize expenses that should not be coming from operating funds in the first place.

The total to transfer in October will be \$20,000 for fire suppression equipment required as a result of the Fire Inspector’s report, \$5,000 for a special, required, weight test for the elevator and \$10,000 for the Holly House attorney fees for a total of \$35,000.

During the upcoming Town Hall I will cover these points in general to help folks understand the need for both the Minister and Building Reserve funds. The Minister Reserve Fund annual addition (\$8,000) is being wrapped into the 2024 budget. The \$160,000 needed to cover 2024 expenses and get the reserve fund going will have to be done through a Capital Campaign. I am hoping for a “kick start” during the Auction as the Go Fund Me project – will need to convince the Auction folks.

Financial Stewardship does not yet have a formal chair, although Leroy is putting together an agenda and leading the meeting. Not clear if he wants the title or not. Betsy Gelb, the newest member will be a great addition – she asks good questions and has great ideas. She had great experience with the church in Houston (including assisting in working on their endowment fund).

Nicole and Rebecca will be contacting folks who have not yet fulfilled their 2023 pledges with a kindly reminder letter to go out in early November. This will represent up to \$60,000. As you know the start of the 2024 pledge drive letters have already gone out.

I am hoping for a positive response to the proposed budget on Sunday. The board will need to approve at the November 16 meeting so it can be included in the packet for the December Congregational meeting.

Geri Kennedy

## Director Of Finance and Operations Report – Rebecca Chatfield

DFO’s Report - Rebecca Chatfield

26 October 2023

### 2024 Budget Work: October Update



Budget Committee has reached a draft balanced budget. Town Halls for members to learn about and give feedback for the budget work are October 22 and 23 and then again November 5 and 6. Budget approval from Board is November 16<sup>th</sup> proceeding to formal member vote on the proposed budget at the Congregational meeting on December 10<sup>th</sup>.

### **Diamond Parking is Back**

Diamond Parking returned and is using our lower gravel lot again – there are 20 spaces marked in yellow. I am working on an even better deal with them increasing fees they pay us (currently \$2100/month) by agreeing that a refrigerated food-storage cargo trailer can use a space. This is for a grocery delivery service so there will be delivery drivers accessing the parking lot for that purpose.

### **Sanctuary Beam repair update**

Repair on the Sanctuary beam is proceeding. The concrete footings are poured. We are waiting on the installation of the 18-20' replacement beam in the coming weeks. The total cost will be over \$40,000. We've paid engineering fees already and half-down deposit (\$12,600) for materials and installation.

### **Upcoming Facilities Repairs**

On our large campus we have four commercial buildings with all many mechanical and electrical systems. Our fire suppression system involves miles of pipes, smoke detectors, extensive wiring, and giant noisy alarm panels. The Bellevue Fire Department is quite particular, and rightfully so, in ensuring that our systems are maintained, repaired, modernized, and always working 100% perfectly. Unfortunately our not-so-new-anymore fire suppression system has recently had a series of serious malfunctions, leaking pipes, and twitchy alarms. We received a long list of "deficiencies" from the Fire Marshall that need immediate attention. The total cost for all repairs is inching upwards and currently is about \$20,000. Our elevator in the Education building also needs \$5000 in safety testing and repairs.

So we are looking at about \$25,000 in unexpected facilities repairs in the next month. In the future we will be able to pay for these larger unexpected repairs and replacements out of the Board-approved Building Reserve Fund. Plans are afoot for a Capital Campaign to start building up that very necessary resource for the church.

### **Upcoming Holly House Attorney Fees**

The Holly House Task Force has been working closely with our attorney to resolve some tricky easement issues with the neighbors. Since July of 2022, the Board approved a total of \$30,000 for this project and those funds have been used. We have a \$10,664 bill due right now. Altogether in the past six years Holly House costs total over \$200,000 including attorney fees, engineering, and also utilities for the old house that was occupied until 2022.

### **Cash Balances are Too Low**

Good practice for organizations like ours is to have 3 months of reserve in hand for operating expenses. Right now we have less than one month reserve in liquid funds in our checking account. I've alerted Finance Team and Financial Stewardship already to this situation and this topic is on the Board agenda.

### **Financial Statements – September 2023**

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

- Expenses (\$124,177) exceeded Revenues (\$107,718) by \$16,459.
- Endowment Equities account balance is \$965,374. Market had downward turn in September.
- Endowment Fixed balance is \$65,952. Lower balance due to extra endowment draw of \$50,000 taken in October to cover Sanctuary beam repairs.
- The amount owed on the mortgage on the Education Building is \$336,202. This loan will be paid off in November 2026 so we are looking at 3 more years of loan payments.
- Rental income returning to more expected levels due to new income from Waldorf school.
- Higher Facilities Expense : repairs Sanctuary beam, fire suppression system. Also tree removal.

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

- Sent BECU credit card statements to SLT members.
- More fraud clean-up administrative work with BECU, related to Amanda Alice Uluhan's lost/stolen church credit card. \$1000 fraudulent charges on that card refunded in October.
- Reminders to staff about UUA health plan open enrollment dates.
- Review of PTO balances for all staff prior to end of year. Discussion about paid holidays.
- Wrote \$9700 check to UUA on behalf of Khasi Hills ministry team for funding schools in Khasi. Funds came from Trinkets & Treasures sale in August and also additional fundraising by team.
- Adjustment to church Amazon account and updating credit cards on file.
- Initiated Q4 Endowment allocation draw of \$18,875 and received in October.
- Multiple discussions with Geri about upcoming big facilities expenses and how to proceed.
- Still carefully monitoring our Chase checking account balances which have gotten lower than I prefer. Good practice is that we have at least 3 months of operating expenses readily available and we typically have only one month at most.

### **Other DFO Work Projects**

- Reviewed proposed Bylaws changes *on Article X Section G Budget and Finances* and provided feedback. Answered other questions posed to me by Bylaws Task Force.
- Confirming that implementing new COLA policy is in process with Board and P&G.
- Multiple meetings with Holly House Task Force about easement proceedings and significant time reviewing draft legal documents. Communication with Board about ongoing attorney costs.
- Discussion with staff about upcoming UUA communication on ministerial misconduct.
- Thorough reviews of 2023 pledges paid and uncollected. Multiple discussion with Nicole on tracking and monitoring through end of year and into 2024 pledge year.
- Reviewing work invoices for elevator, fire suppression system, beam, dead tree removal.

- Sent Nicole a list of website edits around financial topics.
- Inquiry to another local church on energy efficiency projects and resources from Bellevue.
- Revised contract for upcoming Princess Guy concert that will be a fundraiser for East Shore.
- Meetings: Staff, Board, Exec Committee, SLT, Finance Team, Financial Stewardship/Endowment, Facilities Team, Holly House Task Force, Policy and Governance, Green Task Force, UUA Large Church DFOs.

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

Dianne Upton, Facilities Manager, reports that the following work done on campus. Ongoing gratitude for Celil Cakmak who saves us money by handling small repairs and upgrades around campus.

- Reviewing maintenance and repair invoices to calculate yearly costs.
- Locksmith installed locks on balcony doors to protect ACE equipment.
- Coordinated with Cosco Fire Protection to repair the false alarm issue in Spring Hall.
- Celil repaired broken coffeemaker in North Room and broken lock on Sanctuary front door.
- Celil reset lighting timers everywhere and heat timers for Education and Sanctuary buildings.
- Five Star Mechanical repaired broken refrigerator in North Room kitchen.
- Cosco Fire Protection did annual inspections of alarms, sprinkler system, emergency lighting on property, and also did hood maintenance in North Room kitchen.
- Coordinating with Bellevue Fire Marshal and Cosco Fire Protection to arrange repairs to correct deficiencies found during recent inspection. Cosco will test alarms and sprinklers.
- Made arrangements for Five Star Mechanical to do one of the thrice yearly maintenance visits.
- Ordered additional 6' tables for Spring Hall and event use.
- Relayed bathroom and kitchen cleaning bids to ESC/ Waldorf school.
- Damaged/dying cherry tree removed that was leaning over north property line.
- Took down vandalized banner at street corner and gave it to Nicole for replacement.

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

- **Porchlight** (formerly Congregations for the Homeless) arrangements for their month in residence for October. Wrote rules and requirements document for PorchLight staff/guests. Gave overview and tour of Sanctuary and Education buildings for PorchLight staff members. Sent ESUC staff an overview of program procedures. Coordinated with Peggy Phillips for PorchLight move-in. Working with members to coordinate kitchen use for cooking for PorchLight staff and guests. Covering three nights a week during October as onsite staff for PorchLight access to buildings.
- Booked a Wednesday morning meditation group in Sanctuary.
- Celil provided set-up assistance and stayed on-site during Hood Canal Co-op all day meeting.
- Booked Oct 8 event for ESC in Spring Hall and prepared agreement.
- Booked Oct 20 birthday celebration in Spring Hall. Prepared agreement.
- Booked Oct 20 small wedding ceremony in the Sanctuary. Prepared agreement.
- Coordinating with ESC to set up Dia de los Muertos altars in Sanctuary and Education building.
- Provided trusted keyholder training to Carrie Bowman.
- Working with ELB and Princess Guy regarding their performance/fundraiser on November 11.
- Coordinated and acted as onsite staff for Women's Perspective movie night on 10/06.

- Set up recurring Zoom for Right Relations team.
- Arranged memorial service for Laurie Anne Lalish and completed agreement.
- Polish School began classes (recurring renter) on September 27 through end of year.
- Ryther began classes (recurring renter) on September 29 through end of year.
- Onsite staff evenings during Polish School and Ryther classes.
- Investigated report of suspicious person loitering on campus but found nothing.

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Here are the monthly financial statements.

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

As of: Sep 30th 2023

**Assets**

<b>Cash</b>	
1010 Checking - Chase	57,892.57
1025 Savings - BECU	81.28
1090 Petty Cash	200.00
<b>Total Cash</b>	<b>58,173.85</b>
<b>Investments</b>	
1130 Stock Donations - Schwab	80.99
1140 Endowment - Schwab 8692	65,951.90
1170 Endowment Schwab 7213	965,374.37
<b>Total Investments</b>	<b>1,031,407.26</b>
<b>Reserve Accounts</b>	
1370 Building Reserve Fund- BECU	24,000.00
<b>Total Reserve Accounts</b>	<b>24,000.00</b>
<b>HH Sale Expense Receivable</b>	
1420 HH Sale Exp Rcvable - Legal/Eng	197,432.12
1421 HH Sale Exp Rcvable - Carrying Costs	2,226.28
<b>Total HH Sale Expense Receivable</b>	<b>199,658.40</b>
<b>Prepaid Expenses</b>	
1531 Seabeck Prepaid Deposit	6,000.00
<b>Total Prepaid Expenses</b>	<b>6,000.00</b>
<b>Total Assets</b>	<b>\$ 1,319,239.51</b>

**Liabilities & Net Assets**

<b>Liabilities</b>	
<b>Long Term Liability</b>	
2720 Damage Deposits - LT Rentals	2,750.00
2750 Building Loan	336,201.66
<b>Total Long Term Liability</b>	<b>338,951.66</b>
<b>Total Liabilities</b>	<b>338,951.66</b>
<b>Net Assets</b>	
3100 Operating Fund Balance	( 75,038.42)
3200 Building Reserve Fund Balance	24,000.00
3300 Endowment Fund Balance	1,031,326.27
<b>Total Net Assets</b>	<b>980,287.85</b>
<b>Total Liabilities &amp; Net Assets</b>	<b>\$ 1,319,239.51</b>

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

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

Accounts	Actual Sep 01, 2023 - Sep 30, 2023	Budget Sep 01, 2023 - Sep 30, 2023	Actual This Year Year to Date	Budget This Year Year to Date	Annual Budget Jan 01, 2023 - Dec 31, 2023
<b>Revenues</b>					
Income - Donations	41,630.34	53,366.67	616,302.73	558,692.03	799,500.00
Income - Facilities Rentals	11,450.00	10,761.66	124,537.00	194,714.94	227,000.00
Income - Events & Pgms	4,558.00	2,100.00	86,208.97	98,400.00	104,700.00
Income - Other	50,079.99	50.00	108,633.38	57,075.00	76,100.00
Income - Fundraising	0.00	0.00	50,449.00	47,500.00	47,500.00
<b>Total Revenues</b>	<b>\$ 107,718.33</b>	<b>\$ 66,278.33</b>	<b>\$ 986,131.08</b>	<b>\$ 956,381.97</b>	<b>\$ 1,254,800.00</b>
<b>Expenses</b>					
Wages	48,585.63	48,863.17	422,357.83	439,768.53	586,358.00
Payroll Employer Portion	13,055.24	12,604.92	113,377.65	113,444.28	151,259.00
Professional Expenses	971.09	2,191.01	13,467.99	19,719.09	26,292.00
Contract Workers	500.00	1,189.58	5,380.57	10,706.22	14,275.00
Program Expense	13,333.48	2,972.51	92,354.27	101,752.59	115,570.00
Utilities	1,912.81	1,941.67	28,906.78	27,475.03	39,000.00
Facilities Expense	27,226.26	5,591.65	69,242.26	62,824.85	79,600.00
Business Expense	5,843.06	4,802.34	45,516.58	49,389.16	76,400.00
Office Expense	3,279.00	3,208.34	20,135.50	29,875.06	39,500.00
Fundraising Expense	0.00	300.00	13,596.00	12,900.00	12,900.00
Building Loan Expense	9,470.45	9,470.50	85,234.05	85,234.50	113,646.00
<b>Total Expenses</b>	<b>\$ 124,177.02</b>	<b>\$ 93,135.69</b>	<b>\$ 909,569.48</b>	<b>\$ 953,089.31</b>	<b>\$ 1,254,800.00</b>
<b>Net Total</b>	<b>( \$ 16,458.69 )</b>	<b>( \$ 26,857.36 )</b>	<b>\$ 76,561.60</b>	<b>\$ 3,292.66</b>	<b>\$ 0.00</b>

**Director of Religious Education’s Report – Amanda Alice Uluhan**

DRE’s Report - Amanda Alice Uluhan

26 October 2023



*Multigenerational Family Hike in Issaquah, October 2023*

**Weavers of One Story – by Leah Ongiri**

Here we are together, each facing our different human tasks or maybe the same central one:  
to embrace the lessons life delivers

to discern and respond as we grow  
to refuse harm and cherish flourishing

May we know ourselves as vessels of infinite possibility  
Holders of each other's heartaches and tales of joy alike  
Weavers of one story in which we each have our part.

Here is some about the role of the Religious Education Department, the fabric we carry and weave into the larger tapestry of East Shore UU.

**Past Achievements:** The Religious Education Ministry Team has held four productive meetings, fostering strong connections within the team. Our focus is on enabling collaborative work across departments to seamlessly integrate children, youth, and families into the fabric of our congregation. This integration extends to leadership roles and program development.

**Program Highlights:** The Library project is an excellent example of interdisciplinary cooperation, promoting the sharing of resources and ideas across various departments and ministries. We have proactively reached out to multiple ministry groups to foster discussions on learning resources and materials. This initiative aims to empower East Shore members to provide a more comprehensive educational experience and encourage meaningful discussions on our campus. I continue to reach out to other departments in this same vein.

**Family Outreach:** We are successfully attracting visiting families to East Shore, with a particular focus on families with children below middle school age. This demographic presents a significant growth opportunity, and we are working on strategies to further engage and connect them within our community. The Family Covenant Circle continues to be a monthly source of connection and support for families and is an example of tool for engagement and growth.

**Volunteer Engagement:** Our volunteer teachers have expressed appreciation for our training, organization, and curriculum. Their positive feedback reflects our commitment to supporting and equipping them. We have expanded our training to include safety protocols, neurodiversity awareness, and soon CPR/AED training. This comprehensive approach ensures our volunteers are well-prepared for any situation. In addition to our teachers, other volunteers are actively contributing to the ministry's success, both in administrative roles and special events.

**Administration:** While Realm church management software may not be the ideal solution for the R.E. department, we are dedicated to optimizing its use. Our commitment to streamlining administrative processes and maximizing its potential is an ongoing effort that will bring greater efficiency and organization.

**Board:** We are adapting a curriculum for children and youth education using the UUA Common Read, "Repentance and Repair." This initiative is vital for promoting UU identity and fostering a collective culture within our community.

**Professional Development:** My weeklong training with LREDA national colleagues has enriched my knowledge and skills, particularly in sensory engagement, anti-racism, storytelling, and lifelong faith development. These learnings will directly benefit our ministry. In addition, my ongoing work with a spiritual director in training, through the UU Seminary in Chicago, is an invaluable resource. This program, which is cost-free for me due to my role as supervisor, continues to enhance my abilities and is an asset to our ministry.

In closing, I want to express my heartfelt gratitude to the Board of Trustees, including and perhaps most especially, my colleagues in the Staff Leadership Team, for your unwavering support and dedication to

our Religious Education Ministry. As we continue to embark on this journey together, your guidance and encouragement provide the foundation upon which we build a vibrant and inclusive faith community. Your trust in our initiatives empowers us to reach new heights and expand our horizons. Together, we are making a difference in the lives of our congregation members, young and old, fostering a sense of belonging and spiritual growth that embodies the very essence of Unitarian Universalism.

I am filled with gratitude every day that I get to do my chosen work, serving the UU faith in this capacity as a Director of Religious Education. Thank you for this opportunity, East Shore.

In faith,

Amanda Alice Uluhan Director of Religious Education Credentialed Religious Educator  
[education@esuc.org](mailto:education@esuc.org)

## Membership Director's Report – Nicole Duff

**DMD's Report - Nicole Duff**

**26 October 2023**

**Report from Director of Membership Development**

**Worship Numbers**

2023 \*

- September 3: 111
- September 10: 164
- September 17: 122
- September 24: 136

2022 \*

- September 4: 101
- September 11: 209 (Rev. María Cristina's first service)
- September 18: 151
- September 25: 130

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

Visitor Attendance:

- September 3: 10
- September 10: 30
- September 17: 8 online (Nicole not in person to count)
- September 24: 29

### Membership

Current Membership: 305

- Removed from Roles due to non-communication based on bylaws Article IV, Section E, 1.d 9/29/23: Bo Barker, Lindsey Baumann, Uzma Butte, Lina Cho & Dave Faassen, Sonya Elder & Jonathan Kurz, Linda Freeburg, Nan Geer, Seth Hamilton, Annelise Holverstott, David Korthals, Sarah Martinez, Sudhir Ralhan, Alisa & Dan Reeb, Shirley Reithel
- Resigned: Gregg & Jenny Selby (10/12/23 – moved)



Pledging Friends: 34  
# On Pathway: 33 (10 of those are also Pledging Friends)

### **Membership Teams & Responsibilities**

#### **Beloved Conversations Among Task Force**

Please see addendum regarding discussion topic.

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

Please see addendum regarding discussion topic.

#### **Auction**

The auction has proposed March 16, 2024 as the date for the next Auction!

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

The new Membership Development Team has met and we are beginning to meet regularly. At our last meeting we welcomed in a newer visitor to hear about their experiences. We also are listening to other newer members about their experiences and how we can do better. We are working on volunteer coordination and leadership development as well.

I led a successful Usher/Greeter training on October 1. I am still working on updating instructions with feedback from participants and with new an innovative experi-learning with Rev. Maria Cristina. We are always in need of great ushers and greeters and the Board members are especially encouraged to greet! Realm has finally made some much needed changes to allow people to sign up for their preferred days, however there is a learning curve for members, which is part of the follow up I am working on.

There was a great Millennial Meetup on October 8. Great conversations were shared amongst myself and 3 newer visitors, plus a longer term member who hasn't been back to ESUC since the pandemic. We have seen an increase in under 40 new visitors and many have asked to be on the mailing list for Millennial Meetups. To help with consistency, we will meet the 3<sup>rd</sup> Sunday of each month. The next meeting will be on November 19, the same as the Thanksgiving Potluck. We will reserve a table for this group.

Speaking of the Thanksgiving Potluck, please mark your calendars for Sunday, November 19! We need volunteers to help make this a success. You can sign up here:

[https://www.signupgenius.com/go/4090F4AA9A72FA0FC1-45393520-thanksgiving#/  
/](https://www.signupgenius.com/go/4090F4AA9A72FA0FC1-45393520-thanksgiving#/)

We will have an East Shore and You class on Sunday, November 12 to make space for new visitors to get to know more about East Shore as well as meet myself and Rev. Maria Cristina. I have already heard from several they will be able to make it. I also have several meeting scheduled with visitors who want to learn about and begin the Pathway to Membership!

#### **Mission Fund Drive**

Letters for the Mission Fund Drive went out on October 9. Thank you for Rev. Maria Cristina for a wonderful sermon on October 15, which I encourage you all to listen to, as well as the testimonial from Lassie Jordan. Thanks also to Amanda Strombom, Signe Lalish, and Doug Strombom who also gave testimonials.

As we start to track, I think it's important to note that 60 members pay by ACH and another 11 by recurring CC payments. At this point, those number have not been added in as I like to leave opportunity for them to update their amount before putting it into my reports. I will add those numbers in after the October 31 deadline. I did include the 8 households that are set up as sustainable members meaning their amount automatically increases by a designed amount. Currently the numbers stand at:

- Possible: 237 households
- Yes: 22, For a total of \$106,177.50
  - This includes 2 new pledges, and of the 20 others an average increase of 11.66%
  - That's a total of \$1400 in new pledges and \$10,547.49 in increased pledges
- Legacy: 4 (not asked to pledge)

### **Outreach & Website**

We sold 48 tshirts! They will hopefully be in before the Drag Queen story hour we hope all can attend. This is a great opportunity to get our name out there in ways that live our values. The group will also be working to replace the damaged LGBTQiA+ banner. We will also replace the banner on the side of the administration building to change it from "Standing on the side of Love" (ableist language) to "Side with Love." We will also be designing a new winter holidays banner with input from Rev. Maria Cristina.

### **Seabeck**

Nothing new to report.

### **Welcoming Congregations**

We want to encourage all to come to the Trans Day of Remembrance vigil the team is planning on Monday, November 20.

### **Women's Perspective**

The group continues to plan walks together to build community. They also are collecting items for the Abortion Care kits which they will be putting together soon.

### **Communications & Social Media Metrics**

#### **Yelp for September 2023**

11 Yelp Visits  
7 User Leads  
2 Website Visit  
2 Directions  
1 Check-in  
2 Bookmarks  
525 Impressions

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

1,904 Profile Views  
318 Asked for Directions  
228 Visited Our Site  
12 Called us

### **Google Search Console for September 2023**

539 Clicks from Google

Top Performing Pages

- [www.esuc.org](http://www.esuc.org) (164)
- [esuc.org](http://esuc.org) (87)
- <https://esuc.org/the-stonewall-riots-of-1969/> (15)

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

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

1,151 Users

1,043 New Users

1,795 Sessions

3,547 Page Views

4:10 Average Session

Tech

- 55.3% desktop
- 41.7% mobile
- 3.0% tablet

User Acquisition

- 51.4% Direct
- 45.2% Organic Search
- 1.9% Referral
- .9% Organic Social
- .3% Other

Top Viewed Pages

- ESUC.org home: 850
- Worship: 132
- Member Portal: 125
- New East Shore T-Shirts Coming: 112
- Staff: 112
- Religious Education: 95
- Upcoming Services: 87

Facebook: 984 Followers

Instagram: 279 Followers

X (Twitter): 61 Followers

Threads: 32 Followers

### **UUAMP Work**

In my work with the UU Association of Membership Professionals (UUAMP), we are currently working on adding more options for professional development as well as revamping our certification process. Both would be beneficial to UUA congregations nationwide. I have also been in contact with UUAMP members in this area including the new Membership Coordinator in Portland.

Respectfully Submitted by Nicole Duff, Director of Membership Development

## Liaison Reports

### Personnel Committee Liaison Report

October 2023

Martin Cox, Board Liaison to the Personnel Committee

#### **Recommendation on the Confidentiality of Interactions Between SLT and BOT**

The Board of Trustees (BOT) asked the Personnel Committee (PC) for a recommendation on the confidentiality of interactions between SLT and BOT members.

The PC studied and researched the question and responded with a recommendation. The full text of the recommendation is Appendix B in the Board packet for October 2023 and the original resides in in this Google document: <https://docs.google.com/document/d/1ebl9OU4jmvfIE0RwgYvZ7OwG9Ei3-sqVrKnbbP6yZdo/edit> .

The Board will discuss this recommendation in the October 26, 2023 board meetings. The BOT needs to accept, reject, or request modifications before it goes to the Policy and Governance Committee (P&G) for eventual inclusion into the board policies or employee handbook.

If the recommendation needs to become a policy change, the BOT needs to provide the information described in Policy 7.0 Amending Board Policy to P&G.

#### **Changes to the SLT Evaluation Process**

The SLT Evaluation process is the annual process by which the church evaluates the performance of the members of the Staff Leadership Team (SLT) and delivers feedback. The SLT Evaluation process typically takes place between January and April.

The PC made minor adjustments to details of the SLT evaluation process and requires Board approval. The information the Board needs for this is in the paragraph that follows.

The board will vote to approve these changes as consent agenda item #4 in the Board of Trustees meeting of October 26, 2023.

All board members have been given access to a Google folder called “2024 Proposed Master SLT Evaluation Forms” (<https://drive.google.com/drive/folders/1Fe0A9qDSsHOEjQcBZnVYQyomgjPjI2TR>)

That folder contains a number of files. File number 1 is a summary of the changes that the Personnel Committee is proposing making to either the evaluation process or to the forms themselves. These proposed changes are minor and are the result of conversations with the individuals who served on the SLT Evaluation Task Force this year and discussions with the Personnel Committee. The files labeled 2-6 are marked-up copies of the past year’s forms. Files 2a-6a are “clean” copies where the changes have been accepted so that you can see what the final forms would look like assuming you accept all of our proposed changes. The remaining files are unchanged from last year and do not need review. All of the marked-up documents have direct links within this document.

### Policy & Governance Committee Liaison Report

October 2023

David Langrock, Board Liaison to the Policy and Governance Committee

I am newly appointed to be Liaison to the Policy and Governance Committee. The Committee worked on the policy for annually adjusting all staff salaries with a Cost of Living Adjustment (COLA). Wording similar to *“Each year an annual Cost of Living Adjustment (COLA) for staff wages, tied to inflation and similar to published yearly rates released by the Social Security Administration, will be applied to staff wages during the annual budgeting process.”* will be used. I submitted to the P&G as well as Nicole the opening sentences for a communication that will be shared with the congregation at least 10 days in advance of the November 17 board meeting.

## Policy & Governance Committee Report

October 2023

Grace Colton, Chair

1. At the September Board meeting, this timeline for the Bylaw Task Force’s remaining work was reviewed. The Board did not receive a copy at that time. Here is a link to it: [BTF Est. Timeline \(as of 9.23\).docx](#)
2. P&G Committee is working on final preparations for sending out an email asking all **charters to be reviewed** and updated per established Board process. P&G will do the first pass of submitted charters before forwarding them to the Board. They will be forwarded as they are ready for better pacing of the review process. This reduces the number of charters needing to be reviewed when board members receive their packet.
3. P&G has postponed planning **information/orientation sessions on Policy Based Governance at East Shore**. Details, including timing and format, are still being worked out.
4. Two Beacon articles have been submitted to Nicole. One explaining congregational meetings and one giving an update on the Bylaws Task Force.

## Right Relations Committee Report

October 2023

Susan McDonald, Chair

### Right Relations Committee Board Report October 2023

#### Fall Start Up

Rev. Maria Cristina and all

- RR Committee has not held monthly meetings or circles during the summer AND we have been busy with UUA RR Training (5 members) and Repentance and Repair book study. We were excited to have the opportunity to hear from Rev. Maria Cristina about the plans for this year and how we can support/align our activities.

#### Rev. Maria Cristina - opening comments included:

- Appreciates the RR pause and moving slowly

- Repentance and Repair book provides a “guiding light” and helps lay out plan for the year
- Opportunity for RR to help (? Quarterly) with important chapter topics
- Collaborate and develop plans – wanted to hear from RR Committee

**RR Committee Comments included:**

- Listening circles are important; where we have seen people really listening to each other
- Collaboration is important and is a growth opportunity; would like to make sure that collaboration includes RE
- We all need to recognize that we have a role in conflicts, do some inner work to determine what that role is, and acknowledge it.
- UUA RR training brings everything together
- Covenants – is it time to review what is said during Sunday worship?
- Goal of RR being part of the East Shore culture with entire congregation acquiring skills around reflective listening in circle or other settings

- Rev Maria Cristina

**Circle Thoughts**

Learning circles about R and R book and UUA training

We do not want to rehash topics that have caused past conflict

Share new learning and intentional about language so we are on same page

**Other format – perhaps post sermon discussions**

Quarterly to align with monthly worship themes

**Next Steps**

Review worship themes ahead of Nov. 6 meeting with Rev Maria Cristina and East Shore groups collaboration .

Circle – do we hold circle on Oct 28 and focus on UUA training and sharing language and learning? (Milly and Mark will review UUA training for possible topic); Meeting 10/19.

**Bylaws Task Force Report**

October 2023

David Langrock, Board Liaison to the Bylaws Task Force

I am newly appointed to be Liaison to the Bylaws Task Force. I have attended two of their weekly meetings. We have been going through the current draft of the complete list of intended revisions to the Bylaws which the Task Force is committed to completing (including bringing to a congregational vote) by the end of 2024. The Task force asks every Board and SLT member to collaborate with the Bylaws Task Force with timely responses to their inquiries and to remind and encourage the committees and task forces that they liaise with to do the same.

# APPENDICES

## Appendix A: Minutes of September 2023 Board Meeting

(corrected) DRAFT Minutes

East Shore Unitarian Church

Board of Trustees Meeting

September 28, 2023

Board Members Present: Taya Montgomery, Geri Kennedy, Amanda Alice Uluhan, Signe Lalish, David Langrock, Rebecca Chatfield, Nicole Duff, Keely Cofrin Allen, Evelyn Smith, Martin Cox.

Board Members absent: Rev. Maria Cristina Vlassidis Burgoa.

Visitors present: Marcia Sill, Ryam Hill, Craig Nelson, Ann Fletcher, Patricia Hunter, Grace Colton.

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<i>Facilitator:</i>	Signe Lalish, President
<i>Timekeeper:</i>	Keely Cofrin Allen
<i>Process Observer:</i>	Geri Kennedy
<i>Tech Helper:</i>	Nicole Duff

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**Meeting commenced at 3:30 PDT.**

### Chalice Lighting and Reading

Keely Cofrin Allen read from a Langston Hughes poem.

### Check-in

Members shared one word about how they are entering into this meeting and one word about how they hope to come out.

### Consent Agenda

1. Approve the August 2023 BOT meeting minutes.
2. Acknowledge the 9/13/2023 approval of the withdraw of \$50K from endowment for Sanctuary beam repairs and return of any unneeded funds to the endowment.
3. Approval of the Budget Committee Charter.
4. Approve revised version of ByLaws Article XI Section G "Officers and Board of Trustees – Budget and Finances."

Evelyn noted an omission in the August 2023 BOT meeting minutes. We amended the consent agenda to include the corrected August meeting minutes.

With that correction, Geri moved to approve the consent agenda. Evelyn seconded the motion. The motion passed unanimously.

### **Discussion Item #1: Approve of P&G working on on-going ByLaw Revisions**

Grace asked that the Bylaw Task Force have the Board's approval to proceed with the project of revising the bylaws. The project commenced two years ago, and the task force needs confirmation that the board still has the desire and energy to receive another round of changes in the coming year.

Since the project started, the task force has simplified areas of the bylaws, modernized language, and in a few cases made substantive changes, for example to the membership requirements (passed last year.)

Grace displayed a high-level timeline of the anticipated ByLaw Revision project for the coming year.

The board clarified our intent to assign a board liaison to the ByLaw Task Force and that will be David.

Martin asked when the board will need to attend to proposed and drafted changes to bylaws. The effort will have a period of iterative rounds in the Jan-March time frame.

There was no motion or vote, but the board consented that the Board supports the work of the Bylaw Task Force, appreciates the work the Bylaw Task Force has done over the past 2 years, and requests that the task force continue with the project and aim to complete by December 2024.

### **Discussion Item #2: Board Committee Discussion/Presentation**

David delivered a presentation that is an abbreviated version of a presentation originally planned for the August 2023 board retreat.

David said the purpose of the presentation is to start a conversation about *Improving accountability for ESUC governance*.

The overall objective is to build a process to ensure that the church has the right people on the right committees and task forces doing the right governance work transparently, accountably, efficiently and lovingly. A core assumption is that ESUC does not have a process in place today to ensure the church has these things.

David presented two approaches to achieve this objective: Approach 1 (Top Down) and Approach 2 (Bottom Up.)

The "bottom up" approach is preferred. The "bottom up" approach requires the board to gather all the projects the committees are working on, review and "green light" the projects we want, defer/deprioritize projects that the board feels are not a priority, and potentially create, merge, or dissolve committees and task forces to improve alignment with Church Goals and long-term plans.

There was no motion or vote.

### **Discussion Item #3: ESUC Staff Equity Study**

The board is asking for the Personnel Committee to study the UUA guidelines for staff compensation and bring more fullness, richness, and time to the report that the Board has worked on since Rebecca brought this issue to the board at the August 2023 meeting.



The goal of the board is to integrate the UUA guidelines – adapted to our ESUC specific situation -- into a consistent process to set staff compensation every year and budget cycle. Adapting the UUA guidelines for our situation at ESUC is complex and warrants getting help from the Personnel Committee. We want the PC to reassess the various factors in the UUA guidelines especially the job levels of staff and the “ruler” method for computing compensation.

The board discussed these goals and heard concerns about this effort.

We developed the following draft motion and decided not to finalize the wording or take a vote so that the board has time to refine the wording and get it right.

**DRAFT MOTION [NOT MOVED – NOT VOTED]**

The Board requests for the Personnel Committee to conduct a ESUC Staff Equity Study. This would include a study of the UUA Equitable Staff guidelines, to interpret those guidelines in the context of ESUC, and to develop a process to incorporate those guidelines into on-going compensation plans. To clarify this study will not include any plans to change staffing levels; it is strictly to plan the compensation of the current staff.

**Discussion Item #4: Board approve temp bypass of Policy re: Financial Stewardship approving budget if necessary.**

Geri Kennedy asked the board to approve bypassing the budget process step where the Financial Stewardship committee approves the draft budget before it goes to the board for approval. This bypass would only occur under the contingency that the Financial Stewardship committee is unable to achieve quorum.

The board discussed guidance from policy-based governance and some history of the process.

The board acknowledged this bypass may occur and approved it if necessary. No motion was moved, and no vote was taken.

**Announcements**

- Sanctuary Repairs [Rebecca]: We have an engineering team in place to repair the beam in the sanctuary. We've paid the 50% deposit. The work will occur on workdays but is not yet scheduled.
- Budget town halls [Rebecca]: the budget committee has agreed to have 2 sets of Budget Town Halls, one on Sunday (Oct 22) multi-platform after service and Oct 23rd zoom only. Also repeated on November 5 (multi-platform) and November 6 (zoom only) for a more finalized version.
- Liaison to 8<sup>th</sup> Principle Team [Nicole]: Keely will serve as board liaison to the 8th Principle Ministry Team.
- Banner defacement [Nicole]: the welcome banner was defaced. The SLT is putting a statement out. Nicole will have it replaced. The event will be reported as a hate crime.

**Closing**

Keely read an excerpt from The Hill We Climb By Amanda Gorman.

The Board Meeting closed at 5:45 PM.

Minutes compiled by Martin Cox  
Secretary, Board of Trustees

September 28, 2023

## Appendix B: Recommendation on Confidentiality

### SLT-BOT Discussions

The following is the recommendation from the Personnel Committee (PC) to the Board in response to the Board's request for a recommendation on the confidentiality of interactions between SLT and BOT members.

The BOT has asked that the PC make a recommendation regarding the confidentiality associated with discussions between individual SLT members and individual BOT members. The issue was raised as some SLT members have confided information to an individual BOT member, but asked that it not be disclosed to BOT members at large. This can create an issue when one BOT member is aware of information regarding a situation, but is unable to share it with other BOT members, who jointly serve as the manager of each SLT member.

A review of the ESUC Policies and policies adopted by several local organizations suggests situations in which individuals are required to report on a given situation. This includes unsafe, discriminatory, or harassing behavior, improper or fraudulent financial reporting, theft, improper use of ESUC resources or violations of ESUC policy & procedures or any state or federal laws. In these instances, an SLT member is required to report this information to the Board of Trustees, preferably in writing, outlining the alleged violation. The BOT is required to investigate any such reports and report back to the member who made the allegation.

ESUC policies say the following about BOT-SLT member communications:

"The Board will speak with one voice, solely through its adopted policies:

- a. In interacting with the Staff Leadership Team or with staff, the Board member must recognize the lack of authority vested in individual members or subgroups of trustees, including committee, task force, or ministry teams, except when explicitly authorized by the Board of Trustees;...

...Trustees will respect confidentiality appropriate to issues of any sensitive nature."

However, this statement does not provide clear guidance about issues that do not fall under the mandatory reporting categories outlined above. The question that has been asked by the BOT is unique to ESUC given that SLT members report not to an individual manager, but to the BOT as a whole.

The PC has discussed this, and recommends that no board member agree to receive confidential information about professional issues unless the individual sharing that information is aware that the board member may share that information with the entire board. In a situation where an SLT member approaches an individual BOT member and asks to share confidential information, the Board member should state:

"As a member of the BOT, I am unable to keep the information you intend to share from the voting board members. If you are not comfortable with this information being shared with other board members (the individuals to whom SLT members report), you should not share this information with

me. If you choose to share confidential information, it will be kept confidential outside of the voting members of the BOT.”

This will allow the SLT member the choice of whether to share their information with the Board member. If the SLT member is not comfortable sharing the information with the Board member, the Board member can suggest alternative outlets, including the Right Relations Committee or the Personnel Committee. To the language provided above, they can add “If you are not comfortable sharing your information with me given that it may be shared with the entire board, I would suggest that you take your concern to either the Right Relations Committee or to the Personnel Committee. Each of them have processes for handling confidential information.”

**Approved by the Personnel Committee:** October 3, 2023

## **Appendix C: Proposal for Beloved Conversations Among**

Proposal for Beloved Conversations Among Task Force & 8th Principle Ministry Team to Combine

### HISTORY

The 8th Principle Ministry Team was created in 2020 to prepare the congregation so they could be informed voters in adoption of the 8th Principle at East Shore. Since the passage in 2021, the group has worked on ensuring East Shore lives into the adoption they voted in. They also have been working to help inform the congregation about Article II of the UUA bylaws so the congregation will be prepared if/when the UUA bylaws change in June 2023.

Beloved Conversations Among was started in 2020 and was charged with making systemic changes to East Shore. The first year, the group worked on their covenant so they knew how to work together. The group also learned ways to help make meetings more inclusive, such as playing music at the beginning to not stress about starting on time, but to allow for people to be late. The 2nd Year the group worked more on their areas: Membership & Welcoming and Policy & Governance. Several people were on the Board, Nominating Committee and Policy & Governance. Changes they had a hand in includes getting younger people on the Board and changing the ESUC bylaws to remove the financial requirement.

### PLAN

At this point, the Among Task Force has only 2 members not on the 8th Principle team, and the 8th Principle team only has 2 people not on the task force. Because their goals and priorities align, it makes sense to “join forces” and work together. This should help streamline and enhance their effectiveness.

Nicole believes the best thing would be to keep Among a Task Force (their name may change as the teams combine) so they continue to be accountable to the Board and so it’s clear their work is

supported by the Board. For them to have any chance of making real systemic change at East Shore, it needs to be clear this the the direction the Board wants the congregation to move towards.

DECISION TO BE MADE: Should Among remain a Task Force. Are there any parameters the Board would like to set in place.

Some suggestions for parameters would be to set a timeline and/or charge the task force to create and implement small but powerful systemic changes at East Shore. The group can/will have goals to submit to the Board soon.

MOTION: Approve Grace Colton & Paul Buehrens to join the Among Task Force

Grace and Paul were founding members of the 8th Principle Ministry Team. They are both Beloved Conversations Within Graduates. To fully merge the teams, these two individuals would need to be added on to the team officially.

Paul: I served three years on the Board coincident with the anti-racism teach-in that followed the UUA President resignation and interim triumvirate, and the trauma around racism involving Aisha Hauser, Jason Puracal, and the "Collaboration Builder" episode, learned more about it from the Fahs Lecture at GA 2019 from Paula Cole Jones, from readings suggested by Aisha Hauser, including White Fragility, Salsa, Soul, and Spirit, Breathe, and many others. I subsequently joined both our own 8th Principle Ministry Team to get it passed, then shifted to explaining Article II to the congregation, and now to supporting Among, and the Board and the minister in work on Repentance and Repair, so that the congregation can move beyond pain and trauma towards a forward looking focus on creating the Beloved Community envisioned by the UUA and "Widening the Circle." I enjoy the people committed to this work, and it is my main connection to this congregation, which I continue to feel connected to despite moving to Anacortes.

Grace: I wish to be on the Among Task Force as a current member of the 8th Principle Ministry Team and to participate in bringing about systemic change to East Shore that addresses racism, specifically, and oppression, more generally. I see it as a long term effort that requires experimenting and learning from the experiments. This type of change isn't done quickly and isn't easy. I have:

- attended two sessions of Beloved Conversations Within. Once with an ESUC group and once as an individual.
- attended Paula Cole Jones' Jubilee 3 Class
- Part of a group of 5 congregants' book discussion group about UUA's common On Repentance and Repair (only one has occurred to date)
- been a member of 8th Principle Ministry Team since it began.
- been a co-leader of the Mistakes and Miracles book discussion with Maury Edwards.

- Created curriculum, delivered, and made videos of the Widening the Circle of Concern Report on Institutional Change. Three of the five units have been offered to the congregation.
- Applied my knowledge and experience in anti racism and anti oppression and applied it to the Bylaws Task Force work when revising our current bylaws. (see changes that addressed ableism and being more welcoming)
- Applied my knowledge and experience in anti racism and anti oppression at the Outreach Team.
- Participated in bringing awareness of Article 2 to ESUC and participated in educating East Shore about Article 2.
- Been an ESUC delegate to GA for the past 2 years. GA's have had a focus on Institutional Change.
- I am following UUA resources and courses available for congregational work on becoming more anti racist and anti oppression.
- Long term member of about 15 years.

## Appendix D: Land or Labor acknowledgement

### Labor acknowledgment

“We, the members of East Shore Unitarian Church, mourn the loss of life and liberty of the millions of enslaved and exploited people whose labor has contributed to the great wealth of this nation. We acknowledge the long-lasting impact on Black communities to this day of that enslavement and the racism that continues to ignore and exploit their contributions. We commit ourselves to the work of justice for our colleagues, friends, and fellow citizens.”

OR

### Land Acknowledgment

“We, at East Shore Unitarian Church, acknowledge that this land is the traditional territory of Coast Salish peoples. We recognize the impact of settler colonialism and pledge to nurture our relationship with our indigenous neighbors. Their ways and understanding will guide us as we work to restore and sustain their homelands upon which we all depend.”