

East Shore Unitarian Church Meeting of the Board of Trustees September 2023 Board Packet

Our East Shore Unitarian Church Board Covenant

We covenant to hold the Eight Principles of Unitarian Universalism, the Mission of ESUC, and the ESUC Right Relations Covenant as the touchstones for all actions and decisions we make as a Board. We recognize that how we hold and treat each other, and the congregation is the spiritual ground from which grow the actions and decisions that support the health and welfare of the church now and in the future. We aspire to lead by example, filled with good will for all present and the full congregation, and calling forth the best in all congregants and empowering their strengths and contributions. Support the entire congregation by contributing our best selves and our best gifts in trust for future generations.

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Agenda

East Shore Unitarian Church Board of Trustees Meeting

September 28th, 2023, 3:30pm - 5:30pm PT

Facilitator: Signe Lalish, President

Timekeeper: Keely Cofrin Allen

Process Observer: Geri Kennedy

Tech Helper: Nicole Duff

| Agenda | <u>Time</u> | <u>Facilitator</u> |
|--|--------------------|---------------------------|
| Chalice Lighting and Reading | (2 mins) | Rev. Maria Cristina |
| Check-in | (5 mins) | All Attendees |
| Consent Agenda <ol style="list-style-type: none">1. Approve the August 2023 BOT meeting minutes. (See Appendix A.)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. (See Appendix D)4. Approve revised version of Bylaw Article XI Section G "Officers and Board of Trustees – Budget and Finances" (see Appendix B) <p>The following COLA Policy was pulled from the consent agenda on 9/22 as we need to run a P&G review and a congregational notice period.</p> <p><i>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.</i></p> | (2 mins) | Signe Lalish |
| Discussion Item #1: Approve of P&G working on on-going ByLaw Revisions <ul style="list-style-type: none">• See Policy & Governance Committee Liaison Report• See Appendix C: ByLaw Project Update & Future Beyond June | (10 mins) | Grace Colton |

Discussion Item #2: Board Committee Discussion/Presentation (15 mins) David Langrock

- See Vice President’s Report – David Langrock

Discussion Item #3: ESUC Staff Equity Study (10 mins) David Langrock

- See Vice President’s Report – David Langrock

Discussion Item #4: Board approve temp bypass of Policy re: Financial Stewardship approving budget if necessary. (5 mins) Geri Kennedy

- The board may take this measure in recognition that the Financial Stewardship committee may be unable to adhere strictly to current policy in this budget cycle.
- **Here is current policy 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.

Announcements (8 mins) As Listed

- Status Update on Sanctuary Beam Repair (Rebecca)
- Eighth Principle Team still looking for a board member to participate in one meeting (Nicole)
- The Dates for the Budget Town Halls (Rebecca)

Process Reflection (5 mins) Geri Kennedy

Closing (2 mins) Rev. Maria Cristina

Dismissal Signe Lalish

Executive Session

September 2023 Consent Agenda Voting Items

1. Approve the August 2023 BOT meeting minutes. (See Appendix A.)
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. (See Appendix D.)

Pulled

The following COLA Policy was pulled from the consent agenda on 9/22 as we need to run a P&G review and a congregational notice period.

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

September 2023 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

September Board Meeting Discussion Item #2: Board Committee Discussion/Presentation

David Langrock will provide a brief presentation followed by a short discussion of next steps. The presentation will cover:

- What work the Board could do to hold itself and its current committees and task forces to higher accountability. Specifically relating to:
 - What each Committee/TF should start or continue working on
 - What each Committee/TF should stop working on
 - How the role of BOT liaison is responsible for driving the above conversation and ensuring Committees/Task Forces stay on track

Ideas for an approach to restructuring the Board Committees / Task Forces to ensure that all needed areas of ESUC governance are covered equitably and accountably.

September Board Meeting Discussion Item #3: ESUC Staff Equity Study

The Board requests the Personnel Committee conduct a ESUC Staff Equity Study. Study the UUA compensation guidelines towards incorporating them into procedure. Links and info about UUA guidelines are available in the August Board meeting packet.

The **ESUC Staff Equity Study** is a formal discernment of how ESUC should apply the new UUA Equitable Staff guidelines. This will take the work of the Board to set the 2024 Salaries and confirm, change, and/or extend their work.

This will include:

- 1) Assessing the current level of each staff role as it is defined today.
- 2) Assessing the congregation size category for ESUC.
- 3) Proposing ESUC guidelines for annual compensation adjustment including both an annual COLA in combination with some application of the UUA Ruler method.
- 4) Propose how the requirements for each job level as laid out in the rubric could be used as a guide to annual staff performance evaluation.
- 5) Other things that PC might discern that relate to how ESUC should create an equitable staffing environment

This study is a continuation of the quickly executed short study performed by the board in September. That study got us moving in the right direction, but this PC study should be more thorough. The PC should consult at minimum the UUA Comp team, the Board, and the SLT.

Treasurer Report – Geri Kennedy

Treasurer’s Report – September 2023

We are doing ok year to date per the August statement. Operating funds are a bit low so the third quarter budgeted endowment withdrawal has been made. The funds from endowment for the beam repair have also been transferred.

The budget committee is plugging away – at last count we were about \$45,000 short. We have not yet heard back from all of the various teams yet but hopefully those numbers will be available for or 8/25 budget meeting. It will not however be \$45,000. We may have to ask that some SLT requests are scaled back.

Financial Stewardship is making good progress on the update for the 5 year plan and hopes to have it to the board no later than the November meeting.

Betsy Gelb has agreed to join the Stewardship Committee, but I believe the board must confirm this. At the present, the chair duties are rotating. There was a quorum at the meeting on the 19th with Leroy, Craig and Marcy.

Please mark your calendars for budget town halls – tentative for October 22 after service and 23rd virtual in the evening and pretty well set for November 5 after service and Nov. 6 virtual in the evening.

I will be out of town from the 20th – 26th of September and not have wifi access on the 20th or 25th as I’ll be on a train. I’ll check in on e-mail but might not be super quick to answer.

I’ll also be out of town from October 10th to the 15th with no wifi on the 14th & 15th.

Respectfully submitted,

Geri Kennedy, Treasurer

Director Of Finance and Operations Report – Rebecca Chatfield

DFO’s Report - Rebecca Chatfield

28 September 2023

Fresh Energy in the Education Building from Renters

We welcomed the start of a new school year and new day-use rentals of a few upstairs Education building classrooms and the E101 office weekdays through next June. This is for a local homeschool enrichment program for high school age youth that follows Waldorf curriculum

(www.eastsidecommunityschool.org) with mission and values that align well with East Shore. School has begun with a wonderful group of teens and teachers who are so appreciative of our beautiful campus. So far everything is running smoothly thanks to good coordination between school officials and ESUC facilities staff. Thank you Dianne Upton for your excellent management of our rentals!

2024 Budget Work: Update

Budget Committee reached out to staff and leaders of various church groups to collect budget requests for 2024 for various church activities and has heard back from almost all stakeholders. This information is being continuously incorporated into our draft budget spreadsheet. Budget Committee continues meeting regularly to review and discuss the updated figures. Town Halls for members to learn about and give feedback for the budget work are scheduled for late October and early November. Budget approval from Board is mid-November proceeding to formal member vote on the proposed budget at the Congregational meeting on December 10th.

COLA - Board policy vote

At the August 24th Board meeting, the voting Board members agreed to vote on a new policy to incorporate an annual Cost of Living Adjustment (COLA) for staff wages. The COLA rate 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. For 2024 East Shore budgeting purposes, the COLA rate will be 3% and will apply to all staff wages. Many thanks to the Board for your commitment to ensuring that East Shore follows good practice in employment matters. Here is potential wording for a new policy, for Board vote at the September 28th meeting:

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.

Sanctuary Beam update – total cost estimated \$42,000

As previously reported, rotted-out beams on the outside South side of the Sanctuary need repair. There are three beam sections that are being replaced this fall in the most cost-effective manner possible. Structurally these are vital to the overall integrity of the building and if not repaired would fail or break completely within 2-5 years with unwanted consequences. I've been working with an engineering and construction team since March to assess and get bids to repair the building and also do the short-term interim emergency repairs. Initial repairs and permits to the city of Bellevue cost around \$7500, with an additional \$35,000 in upcoming costs to fully replace the largest beam plus install needed concrete footings and vertical supports. An authorized \$50,000 extra draw from Endowment received approval by Board vote on September 13 and those funds transferred to us so I could keep paying those bills.

Diamond Parking Using Lower Gravel Lot Again

I am pleased to report renewed parking lot income from Diamond parking. There will be 20 cars and a shuttle service operating in the lower gravel lot Mondays-Fridays from September 2023 until end of May 2024. East Shore will receive \$2100 per month income for this arrangement. The new income will be reflected in the 2024 budget. There is also the possibility the deal could be extended past May 2024.

Financial Statements – August 2023

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

- Expenses (\$92,038) exceeded Revenues (\$78,622) by \$13,416. Common pattern for August.
- Endowment Equities account balance is \$1,013,402. Market had downward turn in August. Rebalancing of portfolio moved \$30K from equity account to fixed account.
- Endowment Fixed balance is \$116,086. We took the Q3 endowment allocation of \$18,875 and rebalanced portfolio with \$30K deposit in from equities.
- The amount owed on the mortgage on the Education Building is \$344,432. This loan will be paid off in November 2026 so we are looking at 3 more years of loan payments.
- Rental income up due lucrative summer rental activities and Waldorf school.
- Trinkets & Treasures brought in \$6529 destined as a donation to Khasi Hills teachers.

Miscellaneous Finance, Bookkeeping and Banking Items

- Sent BECU cc statements to SLT members.
- Ongoing fraud clean-up administrative work with BECU, related to Amanda Alice Uluhan's lost/stolen church credit card taken out of her car in August.
- Paid engineering fees related to investigation on easements by Holly House Task Force. There is approximately \$5800 left in the \$25K allotted by previous Board to Holly House Task Force for investigating issues on parcel.
- Facilities costs were higher than normal this month (\$8194) due to renovation projects. We had fees related to engineering and construction firms for initial work on the rotten Sanctuary beams, final upgrades to bathrooms, and sound abatement panel installation in Spring Hall.
- I am pleased to report that I have successfully automated most of East Shore bill payments, greatly reducing overhead cost and mail theft risk vs the older manual mailed check process.
- 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

- Worked on narrative and spreadsheet for 5 year strategic financial plan with Financial Stewardship Committee with input from Holly House Task Force members.
- Provided Board of Trustees detailed staff wage and salary research data related to updated UUA guidelines on staff compensation. Responded to subsequent Board requests for more data.
- Ongoing work and oversight of Sanctuary beam repair.
- Acoustic panel installation in Spring Hall with volunteer installation help from Facilities.
- Green Task Force is investigating potential City of Bellevue resources (help, advice, funds) for energy efficient campus renovations. Kristi Weir is spearheading these efforts.
- I sent Nicole Duff a long list of website edits needed. Some areas with messaging on donations will need input from Finance Team and coordination with the Mission Fund Drive team.
- Attended MinistrySmart annual free online trainings – approximately 15 hours - to refresh and update my knowledge of our Realm accounting and membership management software.

- 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.
- Took a much-needed week-long vacation in September.

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.

- Five Star Mechanical did HVAC inspection and maintenance and looked at education building rooms to see if mini-splits would be a good fit to provide heating and cooling.
- Celil Cakmak, Ralph Lutz, and Doug Strombom installed sound abatement panels on walls of Spring Hall. Thank you Facilities Team for work on this project!
- Celil repaired broken wheels on chair carts.
- Provided first aid kits and combination cable locks for Eastside Community School renters.
- Cosco Fire Protection to fix alarm issues, test alarms and also sprinklers for maintenance, in addition to hood inspection in North Room kitchen.
- Celil reset clocks in education building for exact same time, per an ESC (Waldorf) request.
- Contacted police about parking lot theft and damage of Ryther vans.
- Got vendor bid on cleaning during Celil's vacation and also a bid to clean bathrooms and kitchen area in education building for ECS.
- Ordered four new carts to hold chairs. Old ones are difficult to use.
- Contacted locksmith in install locks on balcony to protect equipment.

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

- Continuing ACS scheduler updates with events for this church year.
- Porchlight (formerly Congregations for the Homeless) preparation for October. Toured Sanctuary building and had planning meeting with Porchlight manager and ESUC ministry team lead Peggy Philips. Provided move-in and daily instructions and logistics for the PorchLight for their use of Sanctuary building and Education building.
- Celil and Dianne were onsite staff during Ryther summer camp. Prepared rental agreement for Ryther's fall programming. Prepared agreements for Ryther Fall Friday evening and Saturday afternoon groups.
- Celil spent a couple hours with Indigenous Connections team teaching them how to use the portable sound system and how to set up the canopy in preparation totem pole visit event.
- Celil cleaned up E-205 and E-206 in preparation for new renters.
- Celil set up tables in chairs in courtyard for the Smith's 60th anniversary celebration.
- Significant time to set up for ECAM's PCA Bellevue Candidate Forum. Celil prepared for providing portable sound system, tables for snacks, and signs in for the team to use in Sanctuary. Dianne coordinated with police department about potential disruptions. Email to Marilyn Mayers Kristi Weir about use of ACE crew for PCA event. Acted as onsite staff.
- Eastside Community School began completed move-in and began classes after Labor Day. Working frequently with ECS regarding logistics and settling in process.
- Working with RE on fall quarter logistics. Working with Amanda/RE regarding Sunday set-ups.
- Geri Kennedy received Trusted Keyholder training. Thank you Geri for volunteering!
- Provided Zoom link and screen sharing instructions for Indigenous Connections Team.

- Worked with Martin Cox on monthly family covenant circle’s space and technology needs.
- Provided Guy Nelson with rental agreement information per his request.
- Onsite visit from Sri Sathya International (SSIO) in preparation their Labor Day Celebration and completed agreement for additional space. Dianne and Celil were onsite staff for 100 guests.

Here are the monthly financial statements.

East Shore Unitarian Church
Statement of Financial Position

As of: Aug 31st 2023

Assets

Cash

| | |
|-----------------------|-----------|
| 1010 Checking - Chase | 74,880.36 |
| 1025 Savings - BECU | 70.96 |
| 1090 Petty Cash | 200.00 |

| | |
|------------|-----------|
| Total Cash | 75,151.32 |
|------------|-----------|

Investments

| | |
|-------------------------------|--------------|
| 1130 Stock Donations - Schwab | 80.99 |
| 1140 Endowment - Schwab 8692 | 116,086.99 |
| 1170 Endowment Schwab 7213 | 1,013,402.18 |

| | |
|-------------------|--------------|
| Total Investments | 1,129,570.16 |
|-------------------|--------------|

Reserve Accounts

| | |
|----------------------------------|-----------|
| 1370 Building Reserve Fund- BECU | 24,000.00 |
|----------------------------------|-----------|

| | |
|------------------------|-----------|
| Total Reserve Accounts | 24,000.00 |
|------------------------|-----------|

HH Sale Expense Receivable

| | |
|---|------------|
| 1420 HH Sale Exp Rcvable - Legal/Eng | 197,019.62 |
| 1421 HH Sale Exp Rcvable - Carrying Costs | 2,147.22 |

| | |
|----------------------------------|------------|
| Total HH Sale Expense Receivable | 199,166.84 |
|----------------------------------|------------|

Prepaid Expenses

| | |
|------------------------------|----------|
| 1531 Seabeck Prepaid Deposit | 6,000.00 |
|------------------------------|----------|

| | |
|------------------------|----------|
| Total Prepaid Expenses | 6,000.00 |
|------------------------|----------|

Total Assets

\$ 1,433,888.32

Liabilities & Net Assets

Liabilities

Long Term Liability

| | |
|-----------------------------------|------------|
| 2720 Damage Deposits - LT Rentals | 2,750.00 |
| 2750 Building Loan | 344,432.35 |

| | |
|---------------------------|------------|
| Total Long Term Liability | 347,182.35 |
|---------------------------|------------|

| | |
|-------------------|------------|
| Total Liabilities | 347,182.35 |
|-------------------|------------|

Net Assets

| | |
|------------------------------------|--------------|
| 3100 Operating Fund Balance | (66,783.20) |
| 3200 Building Reserve Fund Balance | 24,000.00 |
| 3300 Endowment Fund Balance | 1,129,489.17 |

| | |
|------------------|--------------|
| Total Net Assets | 1,086,705.97 |
|------------------|--------------|

Total Liabilities & Net Assets

\$ 1,433,888.32

East Shore Unitarian Church
Statement of Activities - Summary

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

| Accounts | Actual | Budget | Actual | Budget | Annual |
|-----------------------------|--------------------------------|--------------------------------|---------------------------|---------------------------|--------------------------------|
| | Aug 01, 2023 - Aug 31, 2023 | Aug 01, 2023 - Aug 31, 2023 | This Year Year to Date | This Year Year to Date | Jan 01, 2023 - Dec 31, 2023 |
| Revenues | | | | | |
| Income - Donations | 43,867.34 | 53,366.67 | 574,672.39 | 505,325.36 | 799,500.00 |
| Income - Facilities Rentals | 9,062.00 | 10,761.66 | 113,087.00 | 183,953.28 | 227,000.00 |
| Income - Events & Pgms | 6,682.47 | 2,100.00 | 81,650.97 | 96,300.00 | 104,700.00 |
| Income - Other | 19,110.29 | 18,925.00 | 58,553.39 | 57,025.00 | 76,100.00 |
| Income - Fundraising | 0.00 | 0.00 | 50,449.00 | 47,500.00 | 47,500.00 |
| 3-Designated Revenue | (100.00) | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Revenues | \$ 78,622.10 | \$ 85,153.33 | \$ 878,412.75 | \$ 890,103.64 | \$ 1,254,800.00 |
| Expenses | | | | | |
| Wages | 48,348.68 | 48,863.17 | 373,772.20 | 390,905.36 | 586,358.00 |
| Payroll Employer Portion | 12,925.58 | 12,604.92 | 100,322.41 | 100,839.36 | 151,259.00 |
| Professional Expenses | (664.87) | 2,191.01 | 12,496.90 | 17,528.08 | 26,292.00 |
| Contract Workers | 330.00 | 1,189.58 | 4,880.57 | 9,516.64 | 14,275.00 |
| Program Expense | 2,564.49 | 2,972.51 | 78,983.25 | 98,780.08 | 115,570.00 |
| Utilities | 4,012.74 | 4,441.67 | 26,993.97 | 25,533.36 | 39,000.00 |
| Facilities Expense | 8,443.96 | 8,591.65 | 42,016.00 | 57,233.20 | 79,600.00 |
| Business Expense | 4,226.79 | 4,802.34 | 39,673.52 | 44,586.82 | 76,400.00 |
| Office Expense | 2,380.41 | 4,208.34 | 16,856.50 | 26,666.72 | 39,500.00 |
| Fundraising Expense | 0.00 | 0.00 | 13,596.00 | 12,600.00 | 12,900.00 |
| Building Loan Expense | 9,470.45 | 9,470.50 | 75,763.60 | 75,764.00 | 113,646.00 |
| Total Expenses | \$ 92,038.23 | \$ 99,335.69 | \$ 785,354.92 | \$ 859,953.62 | \$ 1,254,800.00 |
| Net Total | (\$ 13,416.13) | (\$ 14,182.36) | \$ 93,057.83 | \$ 30,150.02 | \$ 0.00 |

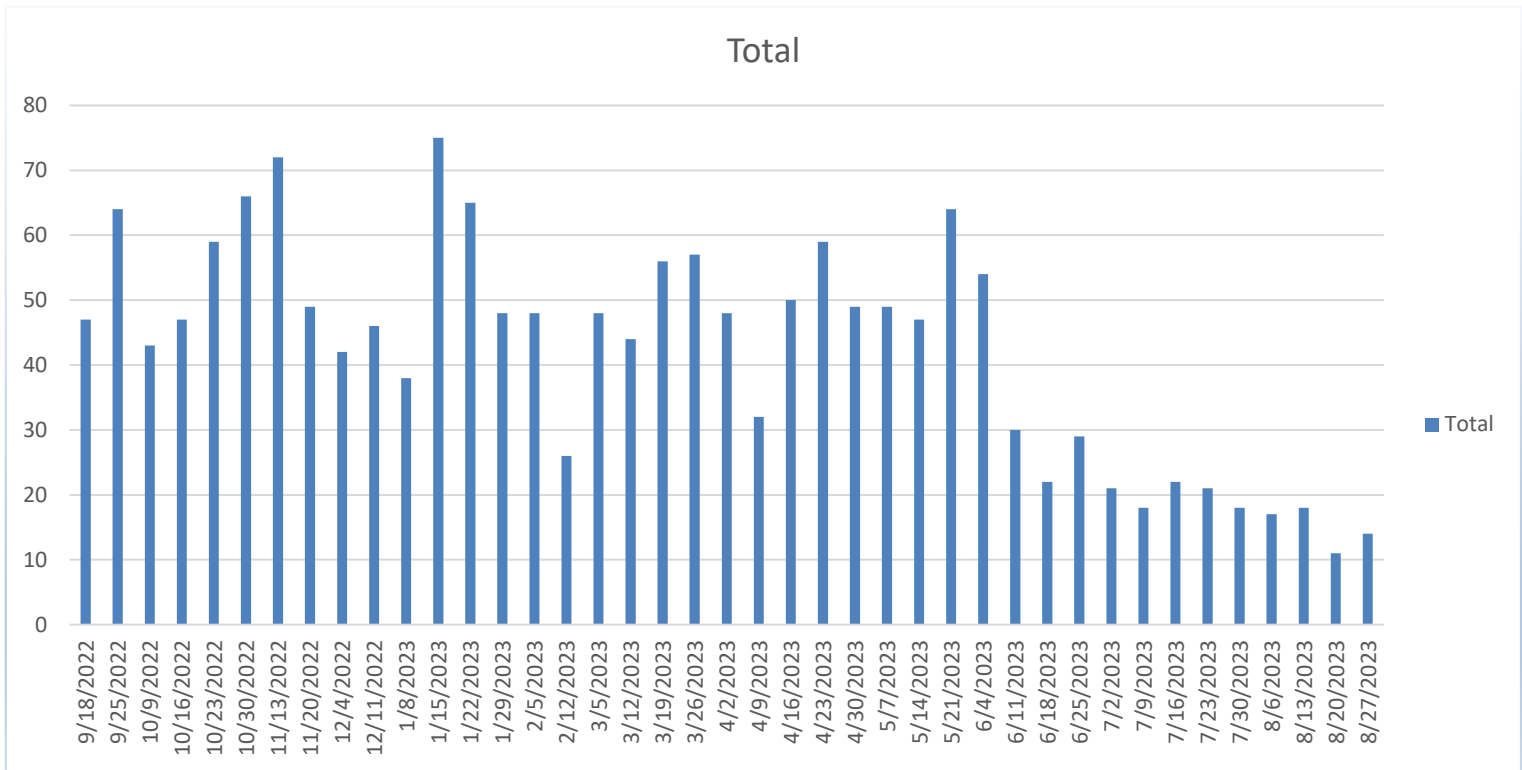
Director of Religious Education’s Report – Amanda Alice Uluhan

I'm grateful for the opportunity to share the latest from our Religious Education (RE) ministry—a collective endeavor to nurture relationships amongst generations. Our commitment to developing emerging RE programs has resulted in notable achievements which I’ve highlighted some of below.

In addition, [I want to share with you the exciting annual Fahs Lecture](#). Please watch this encouraging panel discussing UU faith development.

1. Past Achievements:

- Recent survey of 32 families revealed valuable insights, guiding our path as we continue to shape emergent programs. Specific improvements are being rolled out in 23-24 programming. [The full report is uploaded to the Board Teams Drive](#) A summary can be found at the end of this report.
- Completed Digital Catalogue of 2000+ Books, developing learning resources for families and teams. www.librarycat.org/lib/EastShoreUnitarian
- Annual Program Attendance Data Sept. '22-Aug '23 is complete and summarized in the graph below. [The full report is uploaded to the Board Teams Drive](#)



2. Program Highlights for 2023-2024:

- Programs foster the RE community and help to achieve the congregation's vision.
- Providing a strong emphasis on routine and consistency, especially beneficial for neurodiverse children.
- Implementing mentorship opportunities, fostering a sense of identity and community among our young members.
- 2nd Sunday All Church worship highlights a deeper sense of community and understanding of UU values.
- 4th Sunday "Kids Corner," RE Assemblies further enrich community engagement, featuring engaging guest speakers and activities to enhance learning and understanding.

3. Family Outreach:

- Publication of family letters create a welcome folder to share with for current and visiting families. These packets communicate program goals, membership and leadership opportunities, and pledging details. They will be updated by the Director annually. [View Family Letters online.](#)

4. Volunteer Engagement:

- August volunteer campaign was a success, growing a [team of 24 diverse individuals](#), each bringing a growing connection to membership and the Unitarian Universalist faith.
- Nurturing youth involvement is a priority.
- Training sessions ensure our volunteers are not only prepared but inspired to contribute meaningfully, including specialized segments on neurodiversity, faith development, and safety.

The impact was that volunteers cultivated a sense of community amongst themselves as adult mentors and were given the opportunity to hear about my vision and direction of the program.

- Actively working on establishing an RE Core Team to enhance leadership.

5. Safe Congregations Development:

- New safety measures, including Realm Check-in Kiosks and Ministry Safe online training, contribute to a safer environment for children and volunteers.
- RE Volunteer Handbook, a testament to our community's vision, has earned national recognition among religious professionals. [View the Handbook Online.](#)

6. Budgeting for 2024:

- A thorough review and reevaluation of our budget for the upcoming year has been conducted to ensure optimal resource allocation and alignment with our evolving programmatic needs.
 - To best support the RE ministry's growth and objectives, we're proposing adjustments to RE staff compensation, aligning it with both the local market standards and UUA salary recommendations."
 - Efforts are underway to strategically allocate unused RE budget monies into existing programs, focusing on essential areas such as RE Assembly Guest Speakers and Paid Teachers, to enhance their impact and engagement.
 - Addressing inflation trends is a priority in our budget considerations, guaranteeing that our funding remains robust and aligned with the cost of living and operational needs.
- Collaboration with the Budget Committee is ongoing to ensure the proposed budget adjustments align with the evolving stewardship drive numbers and our financial realities, as well as with opportunities for direct input on priorities and adjustments, fostering a more informed decision-making process.
- Our intent is to actively engage families and leadership during the stewardship drive, seeking their valuable input and involvement to ensure our financial strategies resonate with our community's values and aspirations.

This journey is a collaborative one. Your steadfast support and partnership with the RE ministry are instrumental in shaping a vibrant and inclusive community.

In faith,

Amanda Alice Uluhan

Director of Religious Education

Credentialed Religious Educator

education@esuc.org



2023 RE COMMUNITY SURVEY

The East Shore Unitarian Church's RE ministry program fosters community and connection among families within the congregation. The vision is to create an engaging environment where families are contributing to the mission and values of the East Shore Unitarian Church (ESUC) and where they can develop a Unitarian Universalist faith. The goal is to provide faith development experiences for children and their families.

PROGRAM EVALUATION AND AREAS FOR IMPROVEMENT

1. **Connection to Mission and Congregation:** The survey results indicate that a majority of respondents feel connected or very connected to ESUC's mission. The focus should be on further engaging and connecting with neutral respondents in membership opportunities.
2. **Programs Beneficial for Families:** Classes, particularly Religious Education (RE) and Our Whole Lives (OWL), were identified as highly beneficial for families. Congregational engagement and support were also noted as essential. The program should continue to prioritize and expand these aspects.
3. **Worship Services with Kids:** Worship services were identified as an area where children felt least engaged. It's essential to reevaluate and modify worship services to make them more engaging and meaningful for children. It's also essential to support grown-ups in worship with children so they can learn skills for intergenerational community ritual.
4. **Empowering Children:** Encouraging kids' ownership of events is highlighted as an aspect of the program that resonates well with children. The program should continue to create platforms for kids to actively participate and collaborate.
5. **Enhanced Religious Education:** Respondents emphasized the importance of more in-depth and diverse religious education, integrating various faiths and perspectives. The program should expand such offerings and blend them with interactive and fun activities.
6. **Promoting Diversity and Multicultural Understanding:** There is a strong call for increasing diversity and promoting multicultural understanding within the program. Incorporating diverse perspectives, guest speakers, and educational experiences can help.
7. **Communication and Engagement:** Communication through email and text was identified as the most effective outreach method. Utilizing multiple channels for communication, including both email and text, can enhance engagement with families.
8. **Volunteer Engagement and Support:** Volunteers value curriculum support and social connections within the program. Increasing resources and addressing specific challenges they face with learning opportunities are key areas for improvement.
9. **Fostering a Supportive Community:** Building a supportive community where parents and volunteers collaborate and share ideas is vital. Encouraging idea sharing, providing better communication, and exploring new activities can further strengthen the community.

In summary, the RE ministry program at East Shore Unitarian Church is focused on creating an engaging environment for families, fostering spiritual growth, and promoting multifaith and multicultural relationships. Ongoing efforts of the congregation have the opportunity to focus on fostering a strong RE community to develop and evolve membership in the next 10-20 years.

Prepared By: East Shore Member Janet Covin and Director of Religious Education Amanda Uluhan

Membership Director's Report – Nicole Duff

Report from Director of Membership Development

September 2023

Worship Numbers

2023 *

- August 6: 108
- August 13: 101
- August 20: 78
- August 27: 113

2022 *

- August 7: 67
- August 14: 103
- August 21: 102
- August 28: 81

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

Visitor Attendance:

- August 6: 21
- August 13: 17
- August 20: 11
- August 27: 13

Membership

Current Membership: 326

- Passed Away: Joe Wesley (8/29/23)
- Resigned: Steve & Nancy Bissell (8/1/23 – no connection); Justin & Rachel Lowe (8/22/23 – divorce); Sally & Samantha Moore (8/27/23 – moved away)

Pledging Friends: 33

On Pathway: 29 (9 of those are also Pledging Friends)

Membership Teams & Responsibilities

Beloved Conversations Among Task Force

I am tracking which members wish to continue and at what level. A decision will be made soon.

The 8th Principle

The team continues to meet weekly and is working on their budget as well as working on the proposal to the Board. At this time, no Board member has responded to the team's request for someone to participate.

Auction

Amanda Strombom will co-chair the Auction with Rachel Herbert in 2024! Rachel has worked on the auction the past few years and will be a wonderful chair. Thank you to Amanda Strombom for her years of service and for helping to lead a smooth transition.

Membership & Coffee Hour & Technology

THANK YOU to all who made Ingathering (Salmon Bake) a success! It was a beautiful day and members and friends alike were engaged. We did have some extra salmon, but members were excited to take

some home and made donations. There was also a table designated for the Millennial Meetup with great success. Our next meetup is October 8.

The new Membership Development Team has met and we are beginning to meet regularly.

I did two Realm App trainings for a total of 4 members. On October 1, Rev. Maria Cristina and I will lead an usher greeter training. All those who wish to help on future Sundays are encouraged to attend.

Lastly, I have been reaching out to members to update our photo directory, both for in the Realm App, and also a printed version. I am looking forward to getting this updated document out!

Mission Fund Drive

I have met with Rev. Maria Cristina to discuss the plans for the Mission Fund Drive. She has been very helpful in encouraging people to do testimonials and I am working on the pledge documents. The service on October 15 will be our big kickoff.

Outreach & Website

The new T-shirts are up for sale! We have samples in the foyer, but online sales are going great at 25 shirts sold. You can get yours here:

<https://onrealm.org/esuc/PublicRegistrations/Event?linkString=YzQ5ZGUxNTEtNzkwMS00ZjhkLWJhZjAtYjA2MDAxNmUyNzg1>

Seabeck

Nothing new to report.

Welcoming Congregations

The team met in September with Rev. Maria Cristina who talked about opportunities for the group to participate in worship services. The group is hoping to help with a Trans Day of Remembrance vigil. The group is also looking for opportunities to lift up the recertification. Other potential services Trans Day of Visibility and We Create Loving Families with all the ways families are made in our community.

Women's Perspective

Welcome new co-chairs Marcia Sill and Erin Horner! The group is starting off the fall with a movie night and a walk through Kubota gardens.

Communications & Social Media Metrics

Yelp for August 2023

6 Yelp Visits
3 User Leads
2 Website Visit
1 Directions
560 Impressions

Google My Business Report for August 2023

1,935 Profile Views
349 Asked for Directions
221 Visited Our Site
7 Called us

Google Search Console for August 2023

552 Clicks from Google

Top Performing Pages

- www.esuc.org (161)
- esuc.org (105)
- <https://esuc.org/wp-content/uploads/2017/05/Racism-is-a-system.pdf> (19)

ESUC.org Analytics for August 2023

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

1,277 Users

1,193 New Users

1,759 Sessions

8,001 Page Views

2:49 Average Session

Tech

- 60.3% desktop
- 37.3% mobile
- 2.2% tablet

User Acquisition

- 45.5% Direct
- 37.6% Organic Search
- 14.3% Referral
- 2.2% Organic Social
- .2% Other

Top Viewed Pages

- [ESUC.org home](http://ESUC.org): 836
- [Worship](#): 162
- [Staff](#): 126
- [Member Portal](#): 88
- [Upcoming Services](#): 83
- [Rentals](#): 80

Facebook: 982 Followers

Instagram: 278 Followers

X (Twitter): 61 Followers

Threads: 32 Followers

UUAMP Work

In my work with the UU Association of Membership Professionals (UUAMP), I am beginning the new year of Board meetings and activities. We are looking for more ways to integrate some trainings including ones from Peter Bowden who specializes in Outreach and Growth.

Respectfully Submitted,

Nicole Duff, Director of Membership Development

Liaison Reports

Personnel Committee Liaison Report

September 2023

Martin Cox, Board Liaison to the Personnel Committee

Personnel Committee Empty Seats

As of September 2023, the Personnel Committee is operating with two empty seats. Active members include Deb Boehm-Davis (chair), Karin Pierce, Elaine Richlie, and Martin Cox (board liaison). We understand the Personnel Committee, the Board, the Nominating Committee, and Nicole Duff continue to seek East Shore members who might serve on the Personnel Committee.

SLT Member Evaluation Process

At the Personnel Committee meeting of August 29, 2023, the committee discussed the question of whether the Staff Leadership Team (SLT) member evaluation process should be amended to require input from member of a committee or task force the SLT member leads. It was decided not to require but rather to just recommend that one member of a committee or task force the SLT member leads should be included in the evaluation process. No formal rule is required.

Confidentiality of Discussions between Board and SLT Members

At the Personnel Committee meeting of August 29, 2023, the committee discussed the question of whether an individual Board member is obligated to hold concerns communicated by an SLT member in confidence when the SLT member requests confidentiality. It was decided that, because the Board supervises the SLT, if the Board member is aware of a professional (job related) issue concerning a member of the SLT, then the individual Board member needs to communicate with the Board as a whole. The Board member needs to let the SLT staff person know that professional information cannot be kept confidential. The Personnel Committee will prepare a draft document to clarify this understanding. The Personnel Committee will deliver this document to the board for approval when ready.

Respectfully submitted,

Martin Cox

Board Liaison to the Personnel Committee

Policy & Governance Committee

POLICY AND GOVERNANCE COMM. REPORT TO THE ESUC BOARD OF TRUSTEES

SEPTEMBER 2023

For Consent Agenda:

A second revised version of Bylaw Article X1 Section G “Officers and Board of Trustees – Budget and Finances” has been written by P&G’s Bylaws Task Force in consultation with Rebecca Chatfield and approved by the Finance Team. and is ready for Board approval. This was on the agenda of a previous Board meeting at which the need for further editing was identified.

See Appedix B or

<https://docs.google.com/document/d/1o7GVvZAXLVKeDbPLY8ILYiUFnFqMJ8TkSXuM1j41QBs/edit> for the version you are being asked to approve.

For Agenda: nothing

For Information:

1. A sub-group of the P&G Committee is continuing its work to review, update and streamline the ESUC Charter process. The 2024 ESUC goals will be added to this year's charter template.
2. P&G will be submitting a request for \$1500 to the Budget Committee for attorneys' fees for Bylaw review.
3. The P&G Committee approved the following changes to membership terms to be included in its 2024 charter:

SLT are non-voting members of the P&G Committee. Regular members have a 3-year term with the option to add another 3-year, non-leadership term. Board members who are not Board Liaisons have terms as regular P& G members with voting rights. The Board Liaison has voting rights. The Committee Chair can serve a 3-year term. Members (regular and/or Chair) can serve for a maximum of 6 years.
4. P&G is planning information/orientation sessions on Policy Based Governance at East Shore. Details, including timing and format, are still being worked out.
5. Dave Meyers has agreed to continue for another 3 year term. Kirstie Lewis has resigned from P&G Committee.

Right Relations Committee

The following Right Relations Committee Board Report was submitted by Susan McDonald.

RR Committee Board Report – September 2023

1. Leadership Update

Susan McDonald, Mark Norelius, and Milly Mullarky

The three of us will be sharing leadership responsibilities with Susan acting as "point person" for the group. Carrie Bowman is continuing on the Committee and we are grateful to her past leadership.

2. Board liaison – in the past, we have had BOT members who were also members of the RR Committee; we are looking for someone from the BOT to be a liaison to the RR Committee

3. Rev. Maria Christina has accepted our invitation to come to our Oct.2 meeting; we are looking to align our role and activities to support her plans for the year.

4. UUA RR training – several members of the RR Committee completed the UUA training over the past few months. There is a second group of RR members starting the training in October. If any BOT members are interested in participating, contact Susan McDonald for details.

APPENDICES

Appendix A: August 2023 Meeting Minutes

Minutes

East Shore Unitarian Church

Board of Trustees Meeting

August 24, 2023

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

Board Members absent: none.

Visitors present: Grace Colton, Craig Nelsen

Meeting commenced at 3:30 PDT.

Chalice Lighting and Reading

David Langrock shared [This morning I was born again](#) by Woodie Guthrie.

Check-in

Members shared, what is a memorable celebration in your life and what made it memorable?

Consent Agenda

1. Approve the July 2023 BOT meeting minutes.
2. Approve Budget Committee Charter
3. Approve Geri Kennedy, Board Treasurer, as Chair of Budget Committee

One item was pulled off the consent agenda and one was added. Item 2 (Approve Budget Committee Charter) was pulled off by Signe. Discussion of the approval of the Budget Committee charter became Discussion Item #6 (see below). Signe added the following item to the consent agenda: Approve Church Goals for 2023-2024 as approved at the retreat by the Board of Trustees on Sunday August 13, 2023 with language updated by Nicole in the email dated August 15, 2023 (see below).

Church Goals for 2023-2024 by the Board of Trustees

1. Establish or deepen a relationship with a least one local organization serving the LGBTQ+ communities especially youth and those most marginalized.
2. Intentionally apply a multicultural, multi-generational, anti-racist approach and lens in all ministry team activities, program development, and other aspects of congregational life.
3. Intentionally create pathways that support current and future leaders to develop leadership skills in all aspects/areas of the church.

Amended Consent Agenda

1. Approve the July 2023 BOT meeting minutes.
2. Approve Geri Kennedy, Board Treasurer, as Chair of Budget Committee
3. Approve the Church Goals for 2023-2024

Geri moved for approval of all items on the amended consent agenda. Martin seconded the motion. The motion passed unanimously.

Discussion Item #1: Review UUA Comp Guidelines

Rebecca introduced the new set of UUA compensation guidelines. The UUA office reviewed compensation and produced this new set of guidelines. The Goal of the UUA guidelines is to provide a system and a process based on equity and justice.

The meeting discussed that compensation work is sacred work requiring discernment. The question was asked, who can we contact from the UUA for guidance. Rebecca suggested Jan Gardner and RMC said we can also reach out to UUA regional staff.

Adoption of the new UUA guidelines would have an impact on the budget. The budget committee needs direction from the board. The concern that timeframe is short for changes to get into the 2024 budget was discussed. Also discussed was the Cost of Living Adjustment (COLA). The 2024 COLA adjustment to pay would be 3%. The proposal is to give all staff either the COLA or the pay prescribed by the UUA policy, whichever is greater – not the sum of the two.

Keely moved that the board adopt the COLA yearly pay change as a policy. David seconded the motion. In discussion, Martin requested to amend the motion to nominally approve the COLA but allow for a follow-up email thread to review and refine the exact wording of the policy. Martin moved the following amended motion: that the board develop a COLA policy with P&G and vote on it by email later.

David seconded the motion. The question was called. The motion passed unanimously.

Discussion Item #2: Guidance from Board to Budget Committee

Geri asked the board to skip this agenda item due to changes in the retreat agenda. There were no motions.

Discussion Item #3: How Board will continue Anti Racism...work

Nicole summarized the 8th Principle Team's request that the board do all or some of the three suggestions provided in the 8th Principle Team Liaison Report in the current Board Packet:

1. Continue meeting with Julica Hermann de la Fuente
2. Participate in a book group on the UUA Common Read for 2024 "On Repentance and Repair"
3. Have an 8th Principle/Right Relations Curious Lens Helper

The meeting discussed the need to do as many of these suggestions as possible while recognizing cost, alignment with resources and time. No motion was made but the 8th Principle Team offered to come back with more specific estimates of costs and time commitments.

Discussion Item #4: Proposed procedure re: Board committee members

David introduced the proposed procedure to make any actual vote for the board to appoint committee members or leaders to occur in executive session only with voting board members and SLT.

Martin moved that *All board votes which alter the composition and/or leadership of board committees and task forces shall be held during an Executive Session of the board in which only the Board of Trustees and the Staff Leadership Team are present.*

Geri seconded the motion.

The motion passed unanimously.

Discussion Item #5: Appoint Rhythm of the Year Sub-Group

Martin requested the informal formation of a subgroup to prepare a proposal that details the "Rhythm of the Year." This is a procedure listing what key annual activities – including the board establishing the

church goals for the year, the committees developing their charters, and the staff developing their SMARTIE goals for the year – happen when during a typical year.

It was discussed that SLT has most of these details but not collected, simplified, and presented to the board. Martin volunteered to do the legwork given sufficient help from staff. Rebecca suggested gathering details from SLT members via email and “level up” to produce a BOT annual timeline.

There was general agreement. No motion was required or made.

Discussion Item #6: Approval of Budget Committee Charter

The board discussed that the draft Budget Committee Charter was fine in spirit but needed certain updates in the written document before being approved. One update needed was to introduce a term limit clause into section No. 9 that would apply to all non-ex-officio members of the Budget Committee. Another update requested was to use the newly approved church goals rather than the 2022-2023 church goals used in the draft.

There was general agreement to postpone approval of the charter without postponing the work of the Budget Committee. No motion was made.

Announcements:

- Rebecca announced that ESUC is in the process of negotiating a contract with Diamond parking to bring back about \$2100 a month of parking rental to Diamond parking.
- Nicole announced that the salmon bake is coming up and we need board members to sign up. <https://www.signupgenius.com/go/4090F4AA9A72FA0FC1-ingatheringsalmon> Need the most help with cooking the salmon.

Process Reflection

Evelyn led the meeting through some process reflection between members of the meeting.

Closing

David shared If Not Now by Tracy Chapman.

Regular Board meeting adjourned at 5:15 PM PDT

Minutes compiled by Martin Cox

Appendix B: Article XI Section G Bylaw Proposal

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

| Original ByLaw (wording to be changed underlined) | Proposed ByLaw Revisions (Delete = crossout; Addition = italics) |
|---|--|
| ARTICLE XI. OFFICERS AND BOARD OF TRUSTEES | ARTICLE XI. OFFICERS AND BOARD OF TRUSTEES |

| | |
|--|--|
| SECTION A. COMPOSITION | No Change |
| SECTION B. RESPONSIBILITIES | No Change |
| SECTION C. RESIGNATION AND REMOVAL | No Change |
| SECTION D. MEETINGS | No Change |
| SECTION E. QUORUM | No Change |
| SECTION F. EXECUTIVE COMMITTEE | No Change |
| <p>SECTION G: BUDGET AND FINANCES</p> <p>The Board of Trustees <u>shall</u> have general charge of the finances of the church and <u>shall</u> maintain accountability for the expenditure of all funds. The Board <u>shall</u> authorize and submit for approval at the Annual Congregational Business Meeting a budget for the ensuing year. <u>The Board of Trustees may, in its administration, vary the amounts to be expended under individual headings of the budget, but may not exceed the total amount of the approved expense budget or the anticipated income, whichever is greater, without approval of the congregation.</u> The Board <u>shall</u> establish and enforce a <u>policy</u> to assure regular periodic review of financial transactions and contributions to be sure that all such transactions are proper and documented appropriately and that adequate internal control procedures are in place. (2016)</p> | <p>SECTION G: BUDGET AND FINANCES</p> <p>The Board of Trustees <i>will</i> have general charge of the finances of the church and <i>will</i> maintain accountability for the expenditure of all funds. The Board <i>will cause to be prepared, and then</i> authorize and submit for approval at the Annual Congregational Business Meeting, a budget for the ensuing year.</p> <p><i>The Board will establish and enforce collaborative methods in its policies for determining relative budget priorities. These priorities will reflect ESUC's values and covenants.</i></p> <p><i>The budget will be based on anticipated availability of funds and relative priority and importance of Church programs and financial needs. After the adoption of the budget, the Board in office during the fiscal year covered by the budget will have the responsibility of seeing that adjustments to actual expenses and income are monitored. The Board has the authority to call for a revised budget to be approved by the congregation.</i></p> <p>The Board <i>will</i> establish and enforce <i>policies</i> to assure regular periodic review of financial transactions and contributions to be sure that all such transactions are proper and documented appropriately and that adequate internal control procedures are in place.</p> |

| | |
|---|---|
| | <u>Rationale:</u> Reflects current practice more accurately. |
| SECTION H. OPEN MEETINGS | No Change |
| SECTION I. RESTRICTED AND IN-KIND GIFTS | No Change |

Appendix C: ByLaw Project Update & Future Beyond June 2023

ByLaw Project Update & Future beyond June 2023 (9/9/23)

History: The Bylaw Task Force was created in June 2021. It is charged with updating ESUC’s Bylaws and is operating as a subgroup of Policy & Governance Committee with a Charter. Two non-P&G members are on the Task Force. It is currently made up of Grace Colton, Mary Anderson, Ryam Hill, and Marcy Langrock. We would welcome more people on the Task Force.

Present: 8 major bylaw topics have been revised by Board approval and then congregational vote. The majority of the 7 major bylaw sections remaining have the Board, as a group, or SLT, as a group, as

primary stakeholders. Your time and attention will be needed for the remainder of 2023 and most, if not all, of 2024 in order to complete the project. In addition to the bylaws, new policies will probably need to be created.

Policy & Governance Committee asks: Do you want us to continue with the bylaw project and, if you do, do you have time to review material, critically and in depth? The project will require both bylaw changes and related policies needing to be prepared and submitted to the Board for approval. Policies will also need a review period for the congregation. If the bylaw project is suspended, the bylaws will probably be updated sporadically, in piecemeal or not get addressed until an immediate need occurs. The bylaw task force would like to continue the project with Board support.

Questions: Does the Board calendar allow time for this project? Do any of the proposed areas of review seem sensitive and therefore, needing more time than other areas? P&G has a full calendar in 2024. If we continue with the project, P&G would not be able to do any additional antioppression work (Goal #2), or create new leadership training materials (Goal #3) with our current members. If we added people to the Bylaw Task Force or P&G, that could change.

[Bylaw Topics Addressed To Date - 9/2023](#)

[Remaining Bylaw Topics as of 9/2023](#)- goal is to modernize, make more flexible, reduce oppression in governance

Resources for Project:

-Revised Code of Washington: <https://app.leg.wa.gov/RCW/default.aspx?cite=24.03A>

-Listing of resources for Non-profits including bylaw and policy templates and other governance topics: <https://communities-rise.org/resources/nonprofit-cbo/>

-UUA: <https://www.uua.org/leadership/library/bylaws-guide>

-Attorney Nathaniel (Nate) Taylor - Final review of Bylaws by an attorney, who has been identified, is strongly recommended. Funds need to be budgeted for 2024. All changes being reviewed at once minimizes the total cost.

Appendix D: Budget Committee Charter

Charter - Budget Committee (for 2024 budget planning)

Section A: Name

1. What is the name of your group? **Budget Committee**

Section B: Purpose

1. What is the purpose of your group?

Draft a budget for 2024 fiscal year that will go to the Board of Trustees to be ratified and the membership in December 2023 for approval.

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

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

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

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

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

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

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

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

8th Principle: Build the Beloved Community free from racism and oppression.

Love is the power that holds us together and is at the center of our shared values. We are accountable to one another for doing the work of living our shared values through the spiritual discipline of Love.

By crafting the income and expense plan for the use of church resources, creating a budget that serves the mission of the church, and by doing so in a collaborative process, and by asking the members to vote on the final draft budget, the Budget Committee work relates to our values, covenants, and principles.

3. How does your group connect with East Shore's Mission and/or Vision?

All financial decisions will align with East Shore's mission, vision, and goals.

All members are expected to hold what is good for the church overall as paramount; not their personal preferences such as, specific programs, specific ministries, specific individuals, or specific departments.

4. To intentionally live our mission in our daily team work, a set of Right Relations guidelines is recommended for all Committees and Teams. Please indicate your team's status with Right Relations guidelines (create your own; use the all church guidelines; use those you have already created):

The Budget Committee will observe the East Shore Right Relations Guidelines:

- Enter this space with a spirit of gratitude for this community and share it openly.
- Hold this community as sacred, balancing our personal spiritual needs with those of others to preserve a brave and safe space.

- Openly share our real selves, being vulnerable and trusting.
- Seek the joy and richness of diversity of people, experiences and culture. Embrace the voices and leadership of marginalized people in all areas of the church.
- Listen to others to discover their deepest needs and intent, with a willingness to be changed.
- Speak our perspective with honesty and respect, recognizing and caring about the possible impact on others.
- Commit to personal life-long learning of skills to help resolve and restore relationships through healing and forgiveness.
- Support the success of our staff, minister, board, and our congregational groups and committees.
- Strengthen and promote the values of our beloved community and Unitarian Universalism and carry them into the future and the larger world.

5. What relationship does your group have, if any, to the annual Goals adopted by the Board?

The Budget Committee will keep the 2023 Board Goals in mind while striving for balance in our work to create a comprehensive budget for 2024.

2023 Board Goals:

1. Establish or deepen a relationship with at least one local organization serving the LGBTQ+ communities.
2. Intentionally apply a multicultural, anti-racist approach and lens in all ministry team activities, program development, and other aspects of congregational life.
3. Intentionally create pathways that support current and future leaders to develop leadership skills in all aspects/areas of the church.

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

- **The Budget Committee collaboratively establishes and follows a timeline that includes deadlines for draft budget reporting to appropriated groups at East Shore. For example, Finance Team, Financial Stewardship, Board, and congregation through means such as Town Halls.**
- **The Budget Committee creates the annual budget in time to be approved by Financial Stewardship Committee, and then the Board for annual congregational meetings.**
- **The budget should accurately reflect fixed/ non-discretionary costs (ex: mortgage) and conservative projections.**
- **The Budget Committee solicits discretionary budget input from the Board of Trustees and its Committees, church ministry teams, staff, and other entities as appropriate. It incorporates those budget requests, as possible, in the draft proposed budget.**
- **The Budget Committee ensures that financial policies and goals set by the Board of Trustees, and/or decisions made by them, are reflected in the proposed draft budgets and do not create financial jeopardy.**
- **The Budget Committee ensures that budget progress/iterations are regularly reported to, and feedback is solicited from the Congregation via Town Halls, Beacon Articles and/or other reporting**

methods. There will be at least two Town Halls: one about the preliminary budget and one about the final budget.

Section C: Group Structure, Leadership & Decision-Making

1. Where does your group fit into East Shore's organizational structure – as a Board Committee, Core Team or Ministry Team?

Board Committee

2. What types of decisions is your group authorized to make?

Drafting the proposed budget, determining dates and content for at least two Budget Town Halls.

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

The Budget Committee makes a recommendation to the Financial Stewardship Committee to approve the final proposed budget.

Ongoing work by the Budget Committee is reviewed with Financial Stewardship and the Board monthly via Committee representatives. When the final proposed budget is finished by the Budget Committee, the Financial Stewardship Committee reviews and gives approval and a recommendation to the Board.

4. What are the minimum and maximum number of participants? To ensure community representation, no fewer than five members are recommended. Who are your current team members?

Membership of the Budget Committee is, per Policy 2.10: A minimum of 6 members, 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 BOT or SLT member.

Current team members are Reverend Maria Cristina Vlassidis Burgoa (Minister), Rebecca Chatfield (Director of Finance & Operations), Geri Kennedy (Board Treasurer), Signe Lalish (Board President), David Langrock (Committee on Shared Ministry, VP), Ryam Hill (Finance, Facilities).

All members are expected to hold what is good for the church overall as paramount; not their personal preferences such as, specific programs, specific ministries, specific individuals, or specific departments.

Members should also understand the frequency of meetings.

5. What are the leadership roles and responsibilities within your group? Who is your leader or contact person for your group?

The Director of Finance and Operations (DFO) organizes meetings and tracks decisions made. The Budget Committee as a whole conducts Budget Town Halls. Information at Town Halls, or the equivalent, is presented by the DFO and Board Treasurer. Each committee member is responsible for communicating updates to the constituency they are a member of. Specifically, the Treasurer and other Board representatives update the Board; DFO and Minister update Staff Leadership Team; Minister and At-Large member update Committee on Shared Ministry.

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

The Chair of the Budget Committee would be determined by the group and approved by the Board.

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

- **Due to the confidential and sensitive nature of the work, church membership is required.**
- **Basic understanding of church budgeting or a willingness to learn quickly,**
- **Willingness to understand current operational and programmatic needs,**
- **Knowledge of the mission and goals of the church,**
- **Ability to take an overall perspective of church finances,**
- **A commitment to attend all meetings.**
- **Familiarity with spreadsheets and comfort with basic calculations is helpful.**

8. How are members recruited and oriented to your team?

The Budget Committee membership is ex officio as listed in this Charter except for the At-large member who is recruited by the Board. Members should be oriented by the constituency they represent and by the DFO and Treasurer.

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

The Budget Committee is reconstituted each year and members serve for the current year only. Budget Committee members, except ex-officio positions, must be members of East Shore.

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

- Discussion aims towards consensus where possible.
- All members of the Budget Committee must attend meetings so good communication and decisions can be made. If a member misses two or more meetings, the Board may appoint a permanent replacement from the constituency they represent (SLT, Board, or Congregation).
- Quorum is a number over 50% of voting members. Voting members who recuse themselves are counted for quorum purposes.
- All members are voting members.
- Voting is by simple majority.
- Email voting is allowed.
- Should a tie vote occur for any reason, the committee will continue discussion or refer the matter to the Board for consultation or resolution.
- Resource people may attend meetings with an invitation but may not vote.
- A member who has a conflict of interest, including but not limited to professional or personal conflicts, with any department, position, person, team or committee impacted by budget decisions, must recuse themselves from any votes taken. They may participate in discussion or consensus building.
- Budget Committee meetings are open to the congregation except when the committee is in executive session due to sensitive or private information being discussed.

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

DFO records ongoing Budget Committee work and communicates status reports to the Finance Team, and in writing, via monthly reports to the Board. Other members should also document their reports to the constituency they represent by email or written report. The final budget is approved by member vote and is preserved in permanent church records.

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

Requests for input to the budget happen over several months from a wide variety of stakeholders including staff, ministry teams, the Board, and other church leaders and groups. Budget Town Halls are open to all members and a minimum of two are held each year. One Town Hall should share the preliminary budget early on in order to get feedback from the congregation to use in writing the final budget draft. A second Town Hall should be to share that final draft before it is further submitted for FSC and Board approval. Other communication may include written reports distributed through email to members, videos posted on the website, Board Listening Circles, and other means as appropriate.

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

DFO. Treasurer is backup.

14. Does your group plan to sponsor any outside groups to use the church facilities? If so, please use Board Policy 1.16a and the Staff Procedures for Sponsorship of outside groups. **No.**
15. What is the expectation for longevity of the group and the plan, if any, for disbanding the group?

The Board of Trustees decides when, for how long, and if to convene the Budget Committee yearly. ESUC Bylaws provide direction to the Board on budget and finance matters.

Section D: Finances

1. If your group will have any income and/or expenses, you must submit a line item budget to staff during the annual budget process. Staff will notify you about the timeline for your input. Will your group present a budget proposal to the Budget Committee next year? **No.**
2. If the Operating Fund is unable to grant the full amount of your budget request, will the group reduce its expenses or do its own fundraising? **N/A**
3. If your group plans to do fundraising, please describe how it will go about this. If you plan to solicit donations, use the following wording: "Your donation goes to East Shore's operating funds which supports (name of your team) and other programs." **N/A**
4. Who is authorized to approve team expenses? Who is the designated back up person?

DFO. Treasurer is backup.

5. Does your group have the need for a Prudent Reserve (funds set aside to hedge against a contractual liability)? If so, how much and what for? **No.**
6. Does your group understand that if our Charter becomes inactive, all funds associated with the group become part of the Operating Fund, to be used for its general purposes? In addition, that at the end of each church year all unexpended funds a team has in the operating budget (not in a reserve or restricted fund) will revert to the Operating Fund, to be used for its general purposes? **Yes.**
7. Please indicate you have read and agree to the language below about contracts:
Per ESUC Board Policy 2.11, contracts that involve East Shore must be signed by an SLT member, or, if greater than \$10k, by a member of the Executive Committee of the Board (excluding the Secretary). To ensure ESUC only enters into legal agreements that are authorized and fully vetted, the Board expects all contracts to be reviewed by the Finance Team, the Financial Stewardship Committee, and, when necessary, the Executive Committee and full Board.

Yes.

Proposed by Budget Committee on August 21, 2023

Revised and adopted on: by ESUC Board of Trustees