

Revised DRAFT

East Shore Unitarian Church

Board of Trustees Meeting

December 21, 2023

Board Members present: David Langrock, Evelyn Smith, Geri Kennedy, Taya Montgomery, Keely Cofrin Allen.

Board Members absent: Signey Lalish-Menagh and Martin Cox.

Staff Leadership Team present: Rev. Maria Cristina, Rebecca Chatfield, Amanda Alice Uluhan, Nicole Duff.

Visitors present: Amanda Strombom, Mike Radow, Grace Colton and Ryam Hill.

Meeting commenced at 3:35 PM, PST.

Chalice Lighting

Rev. Maria Cristina gave a reading from Ticht Naht Han.

Land Acknowledgement

David read the Land Acknowledgement.

Check-in

All checked in sharing one new and interesting thing they have been thinking about.

Consent Agenda

Keely Cofrin Allen moved, Evelyn Smith seconded, and the motion passed unanimously to approve the consent agenda as follows:

1. Approve the November 2023 BOT meeting minutes.
2. Approve the proposed plan for one-on-one meetings between voting Board members and individual SLT members (full wording in the packet).
3. Ask the Budget Committee to debrief on the budget process of August – December 2023 and present findings at the January 2024 BOT meeting.

Discussion Item #1: Holly House Report

Holly House Report – Evelyn reported that the agreement with Channel Place regarding easements had been signed. It was anticipated that the property will go back on the market in January with offers to be reviewed in February. The task force anticipates that there will be minimal attorney fees until the time for contract review. Closing anticipated to take between 12 and 18 months.

David Q: When we publish the property for sale, will we have an asking price?

Evelyn A: Yes, we will have an asking price.

Rebecca: Depending on which buyer comes forward, we could see the earnest money deposit coming some time in 2024 out of which we will pay the easement agreement \$108K. Then the full amount would come at some later date, probably 18 months out. It all depends on the buyer.

Discussion Item #2: Year End Financial Review

Rebecca presented a Year End Financial Overview. This was a Power Point reviewing highlight of the year 2023 and current state of financials. Wanted to give the board a view of the big things that happened in 2023. Data as of December 21, 2023.

- Donations and collections lower than expected Nov-Dec. Full year will be \$762K About \$38K less than budgeted.
- Rental revenue actual will be about \$175K vs. a budgeted \$227K.
- Endowment draw of \$75.5K as planned plus 2 additional endowment draws (beam repair, other repairs, and legal fees related to holly house).
- Most expenses tracked what we budgeted. Several came in below budget, several facilities repairs came in over budget esp. General Maintenance and Fire Suppressions systems.
- Balance sheet shows large attorney and engineering fees for Holly House (that were not budgeted).

Question about the drop off in pledges was answered that 4 donors' pledges changed for different reasons.

David noted the need for further analysis regarding monthly deficits and expressed concerns regarding Holly House attorney fees (Nov and Dec) that exceeded Board's approved amounts.

Discussion Item #3: Fund Raising Calendar

Nicole presented a timeline chart showing the approximate dates of all known fund-raising activities anticipated in 2024. She reported that it was a draft and the SLT was working on the best timing for these activities. The timeline helps identify overlapping "asks". How frequently do we have overlapping asks? Where are we putting our focus? Is the dip in our donations because we're asking for too many other things at the same time? We want to be good stewards of everyone's money, and we do not want to overwhelm people. The SLT will continue to work on this.

It was noted that shortfalls in pledges were a concern and may need some additional planning.

Rev. Dr. Maria Cristina shared that we have a new share the plate team that is trying to support the board's goals to nourish existing partnership relationships. Also recognize the Sunday morning worship flow will change to make room for money appeals. We need to nourish relationships in ways other than money. Bear with us as we consider all the color-coded dates. Now we have to come up with a sustainable schedule. 52:41

Discussion Item #4: GA Selection Process

Nicole noted there is one possible volunteer already. The Building Beloved Community Committee will be asked to present a proposal for the selection process. The Board may vote via on-line poll to approve due to need for decisions prior to the increase in fees for attendees from \$280 to \$315 at the end of February.

Rev. Maria Cristina left the meeting to prepare for the Solstice gathering.

Discussion Item #5: Review Charters and Goals of Board Committees and Task Forces

David noted that there is a Bylaws requirement for Board review of charters. A process will be put in place for each member to review assigned charters to spread the task out, but all will be available to all Board members. It was noted that one issue will be to assure that the committees are not duplicating efforts or overlooking tasks. Approval anticipated for January.

Announcements

A reminder was announced that all staff will be on vacation from December 25 – January 1.

Process Reflection

Nicole noted that it was very helpful to have the agenda in chat and thanked Amanda Alice for doing that. She heard the need for more discussions regarding finances and will let all board members know when there will be a meeting in January.

Closing

David gave a reading from Jennifer Pratt-Walter. Guests left the meeting.

Executive Session

Financial Stewardship Committee - It was moved, seconded and passed unanimously to appoint Leroy Smith as Chair and to appoint Jenny Hall and Claudia Hirschey as members.

SLT Conversation – when time allows, need to first plan how to format.

The meeting adjourned at 5:30 PM