

# East Shore Unitarian Church Meeting of the Board of Trustees December 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

December 21st, 2023, 3:30pm - 5:30pm PT

*Facilitator:* Signe Lalish, President

*Time Keeper:* Rebecca Chatfield

*Process Observer:* Nicole Duff

*Tech Helper:* Amanda Alice Uluhan

<b><u>Agenda</u></b>	<b><u>Time</u></b>	<b><u>Facilitator</u></b>
<b>Chalice Lighting and Reading</b>	(2 mins)	Rev. Maria Cristina
<b>Land acknowledgement</b>	(2 mins)	Facilitator
<b>Check-in</b>	(10 mins)	All Attendees
<b>Consent Agenda</b>	(3 mins)	Signe Lalish
<ol style="list-style-type: none"> <li>1. Approve the November 2023 BOT meeting minutes.</li> <li>2. Approve the proposed plan for one-on-one meetings between voting Board members and individual SLT members (full wording in the packet).</li> <li>3. Ask the Budget Committee to debrief on the budget process of August – December 2023 and present findings at the January 2024 BOT meeting.</li> </ol>		

<b>Discussion Item #1: Holly House Report</b>	(5 mins)	Evelyn Smith
<ul style="list-style-type: none"> <li>HHTF to present a status report on plans for Jan-Feb 2024</li> </ul>		
<b>Discussion Item #2: End of Year Financial Overview</b>	(15 mins)	Rebecca Chatfield
<ul style="list-style-type: none"> <li>Present an overview of 2023 draft year-end financials</li> <li>Q&amp;A</li> </ul>		
<b>Discussion Item #3: Fund Raising Calendar</b>	(10 mins)	Nicole Duff
<ul style="list-style-type: none"> <li>Review SLT's plan for all requests for time, talent, and treasure through the calendar year</li> </ul>		
<b>Discussion Item #4: GA Delegate Selection Process</b>	(10 mins)	Nicole Duff
<ul style="list-style-type: none"> <li>Discuss how the board wants to choose delegates to represent East Shore at the 2024 General Assembly</li> <li>Discuss option for the Building Beloved Community Committee to handle selection of delegates</li> </ul>		
<b>Discussion Item #5: Review Charters and Goals of Board Committees and Task Forces</b>	(5 mins)	David Langrock
<ul style="list-style-type: none"> <li>Discuss a plan for board members to review the charters of all board committees and task forces</li> <li>Discuss how comments will be collected and consolidated</li> </ul>		
<b>Announcements</b>	(2 mins)	As Listed
<ul style="list-style-type: none"> <li>Reminder ESUC closed 12/25/2023 - 1/1/2024</li> </ul>		
<b>Process Reflection</b>	(10 mins)	Nicole Duff
<b>Closing</b>	(2 mins)	Rev. Maria Cristina
<b>Dismissal</b>		Signe Lalish
<b>Executive Session</b>		
<ul style="list-style-type: none"> <li>Review proposed members to join the Financial Stewardship Committee</li> </ul>		
	(5 mins)	Geri Kennedy

- Plan the SLT Model conversation [time permitting] (25 mins) Signe Lalish
  - Reasons why we need this conversation
  - Discern who would facilitate this conversation

## December 2023 Consent Agenda Voting Items

1. Approve the November 2023 BOT meeting minutes (See Appendix A).
2. Approve the following plan for one-on-one meetings between voting Board members and individual members of the SLT:

The Board of Trustees will plan a regular series of one-on-one meetings with each individual member of the Staff Leadership Team. These meetings will be planned to occur during the executive session following the board meeting of the month as follows:

February 22, 2024	Rev. Maria Cristina
May 23, 2024	Amanda Alice Uluhan
August 22, 2024	Rebecca Chatfield
November 21, 2024	Nicole Duff

The nominal duration of each one-on-one meeting will be 20 minutes but flexible. The named member of the SLT is to set the agenda. The named member of the SLT has the authority to cancel the session at their discretion.

3. The Board asks the Budget Committee to debrief on the budget process of August – December 2023, and present findings at the January 2024 BOT meeting. The Budget Committee is asked to reflect on the following:
  - Feedback from members and staff on the Budget before the Dec 10 Congregational Meeting raised questions about how well the budget reflects our values and goals. Do we feel the new budget process produced a budget that is more in alignment with church goals?
  - Can we do more to improve the transparency of the budget-development process?
  - Does it make sense to tie the mission fund drive more tightly to the budget process?
  - Would it make sense to develop a RASCI (Responsible, Accountable, Consulted, Informed) chart to clarify the budget-development process and help everyone understand their part in the process?

## December 2023 Board Reports

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

[The following link opens the Minister's Report which was submitted after this packet was sent.]

[Minister's Message: On The Edge of a New Year - Google Docs](#)

### President's Report – Signe Lalish

No Report Submitted.

### Vice President's Report – David Langrock

Please see the Policy & Governance Report and Bylaw Task Force Liaison Report, below.

### Treasurer's Report – Geri Kennedy

[The following report was submitted after this packet was sent.]

Treasurer's Report – December 2023

I am very relieved that the budget was approved by the congregation. Now the task is to meet the income and expense goals during the coming year. I plan to work with Nicole to send more “blurbs” about budgety things during the year. That may help with the transparency issues a bit. I know that the Capital Campaign will be a challenge, but without those funds, there will inevitably be additional withdrawals from Endowment.

As you will notice and I'm sure Rebecca will comment in her report, the cash balance is quite low. There are regular monthly expenses in excess of the November ending checking balance.

I am hoping that HH expenses for attorney fees will be minimal at least until an actual sale is on the table.

I am concerned that some folks will begin to rely on the potential Holly House sale funds when considering their donations. The Stewardship Committee is beginning the process of working on suggestions for how to distribute the eventual funds, but even if the building reserve receives a large percentage of the HH funds, there will continue to be a need for ongoing, annual donations. I anticipate that will be included in the overall budget in future, rather than a special campaign. I will be working with Rebecca, Ryam and possibly Claudia to expand the current 5 year plan out to 20 years. We can include 2 plans, one with HH funds and one without.

While not exactly the Treasurer's responsibility, I want to raise up the issue of how the HH funds designated for social justice will be allocated. Will a special committee/task force be created? Will funds be spread among many entities? Will it be a congregational vote? Many questions, best worked out well before the funds are in the bank.

On a personal note, I responded to the nominating committee that I am willing to run again for the Treasurer's position. Geri K.

## Director Of Finance and Operations Report – Rebecca Chatfield

DFO Report - Rebecca Chatfield

21 December 2023

### 2024 Budget Work: December Update

A grateful thank you to my fellow Budget Committee members for the hard work to achieve a balanced budget passed by vote of the congregation on December 10, 2023. The Budget Committee included Signe Lalish (Board President), David Langrock (Board VP, Committee on Shared Ministries), Geri Kennedy (Board Treasurer), Ryam Hill (Finance, Facilities) and me (DFO). It was a giant collaborative effort and not easy! Many thanks to Board and staff who helped create the useful Voter's Guide.

### Paying for Unexpected Expenses

At the October 2023 Board meeting, the Board approved the following:

*Any non-operating fund expenses (including building repair expenses exceeding \$5K such as the fire suppression system repairs, the elevator work, and any future Holly House legal fees) are to be taken from the endowment fund. This direction applies until Dec 31, 2023. This direction does not imply board approval for expenditure of these funds, it just directs the source of the funds.*

I am reporting an additional \$60,000 draw from Endowment to cover current financial obligations. Our most recent bills include \$13,695 in fire suppression system repairs, \$5500 for elevator 5 yr load stress test and repairs, \$8000 estimated to repair a broken furnace in the Education building, and \$29,070 in attorney and engineering fees for Holly House.

### Holly House Work Ahead – Back to Market!

Now that the Agreement with the neighboring condo association has been approved by the Congregation and signed by our own Board President, we can finally put the Holly House parcel back on the market! Many thanks to my fellow Holly House Task Force members for their dedication and hard work thus far. The problematic easement issues are resolved and that means smoother sailing ahead with potential future buyers. I will be busy in the coming months on the Holly House Task Force as we pivot to working with the real estate broker and evaluating potential deals. Our team expects fewer and smaller attorney bills as we move into this next phase. I am so excited to move ahead on this project!

### Green Task Force Disbanded but for a Happy Reason

The Green Task Force was created to investigate new funding opportunities offered by the Inflation Reduction Act. Several months of research clarified that East Shore does not fit the parameters for available programs. A McDonald-Miller energy efficiency consultant firm, hired by the City of Bellevue to help organizations benchmark their building energy use, reviewed East Shore data with me. Our current energy use is 71 cents/sf which is already well below the target benchmark (\$1/sf) for buildings like ours. So it's great news that we already smartly manage our campus systems, using furnace timers and other good practices for saving energy! Reviewing all this, the Green Task Force decided to disband.

Going forward, Earth and Climate Action Ministry (ECAM) team and Facilities Team will collaborate on future energy-efficiency ideas and projects. Attached please see letter of explanation from Kristi Weir.

### **2024 Charters – Grounds, Facilities, Finance**

Grounds Team (which includes Memorial Garden and PPatch) finished their Charter and I approved it. Facilities Team finished their Charter and I approved it. Finance Team finished their Charter and I approved. All charters were shared with SLT and submitted to Dave Myers on Policy and Governance.

### **Financial Statements – November 2023**

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

- Expenses (\$88,247) exceeded Revenues (\$56,578) by \$31,669.
- Pledge payments in November were lower than expected.
- Endowment Equities account balance is \$919,103. Market was strong in November with a gain of \$81,939. \$100,000 transferred from Equities to Fixed.
- Endowment Fixed balance is \$148,485. Higher balance due to transfer in from Equities. Market was up slightly with a \$1,136 gain.
- The amount owed on the mortgage on the Education Building is \$319,612. This loan will be paid off in November 2026 so we are looking at 3 more years of loan payments.
- Rental income still looking strong.

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

- Sent BECU credit card statements to SLT members. Requests sent out for missing receipts.
- Still carefully monitoring our Chase checking account balances. Alerted Finance Team when the Chase balance went so low we could not reasonably meet current obligations.
- Initiated extra \$60K Endowment draw which was received recently.
- Working closely with Nicole Duff monitoring 2024 Mission Fund Drive and tracking final incoming 2023 pledges.
- Attended 5 hours of training for Realm Accounting about closing the books at year end.

### **Other DFO Work Projects**

- Discussion with staff and members on matters related to Ministerial Misconduct matter.
- Several extra meetings with Holly House Task Force on easement Agreement finalization.
- Participated and answered questions in Town Hall for Bylaws changes and Holly House updates.
- Responded to various member questions on budget and Holly House work.
- Working with Nicole Duff on fundraising calendar for 2024.
- Sent detailed budgets to seven individual members who requested that info from me directly.
- Sent the history of Endowment draws to Financial Stewardship Committee with explanations.
- Worked with Personnel Committee project on staff wage equity process, due in April.
- Send final reports to Peggy Phillips about Porchlight expenses for October on-site hosting.

- Sent final reports to Janis Pock and Peggy Phillips about Giving Tree final totals.
- Recorded my part of the staff holiday greeting video.
- Answered staff HR questions on Medicare, health plans, Paid Time Off (PTO).
- Sent multiple reminders to staff about open enrollment period for UUA health plan.
- Sent staff updated information about their changed 2024 health care plan premiums.
- Helped work on the Voter's Guide for the December 10<sup>th</sup> congregational meeting.
- Helped work on Charters for Policy & Governance, Finance, Facilities, Financial Stewardship, Holly House Task Force.
- Discussion with Amanda Strombom/ Auction team about Fund a Need project for 2024.
- Overseeing ongoing Sanctuary beam repairs which are almost complete.
- LGBTQIA+ corner banner was defaced again. It was replaced with a new one.
- Coordinating with Memorial Garden volunteers on a new plaque for Sanctuary building.
- Meetings: Staff, Board, Exec Committee, SLT, Finance Team, Financial Stewardship/Endowment, Facilities Team, Holly House Task Force, Policy and Governance, UUA Large Church DFOs.

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

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

- Celil repaired broken coffeemaker in Spring Hall.
- Five Star Mechanical tech repaired HVAC unit in E-205/207.
- A vendor is cleaning Sanctuary overhead lights and replacing all the bulbs.
- Ordered new first aid kit for Education Building and shopped for new pads in AED's .
- Researched various fire suppression company invoices with Rebecca.
- Schindler Elevator completed 5-year load testing and received certificate to post.

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

- Dianne acted as onsite staff for 11-11-23 Princess Guy Concert and Celil came in after the concert for Sanctuary clean-up.
- Celil taught Carrie Bowman how to set up video and sound, plus Zoom, to prep for Indigenous Connections movie night in Spring Hall.
- Celil assisted with tables and brought down many, many holiday decorations, trees, ornaments from seasonal storage for Christmas pageant and Sanctuary decorating and Giving Tree.
- Celil assisted with table set-up and other prep for December 10<sup>th</sup> Annual Meeting.
- Celil prepared equipment for RE Kids Nights In.
- Celil helped PSWSM remove tables from Spring Hall for recital.
- Celil hung Side of Love Banner on outside of admin building.
- Arranged for Women's Perspective to use library for scheduled meetings.
- Prepared weekly caretaker instructions for room use and set-up needs.
- Arranged for Coffee Klatch to use Library for a partial return to in-person meetings.
- Coordinated with A Capella singing group to use Sanctuary in January.
- Made arrangements for Eastside Community School to use Spring Hall and North Room for various upcoming events.
- Updated Facilities Team charter for 2024.

- Coordinating with Hindu Group for use of Spring Hall and North Room for three-day event.
  - Setting date and space for Sergey Govorov saxophone concert in May.
  - Coordinating with ECS regarding abandoned shopping carts in parking lot.
  - Fielded various requests for space rentals and kept online portal calendar updated.
  - Created various Zoom meetings for member use.
  - Coordinated with ACE about problems with North Room speaker on Sunday.
  - Attended Porchlight Review and Wrap Up meeting.
  - Set up Classroom for Sunday meeting for BOT members and ESUC members.
  - Tried to find onsite projects for Eagle Scout candidate.
  - Removed RE artwork left in Spring Hall past the agreed upon deadline.
  - Helped Polish School with information for potential Saturday rentals.
- 

Here are the monthly financial statements.

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

As of: Nov 30th 2023

<b>Assets</b>	
Cash	
1010 Checking - Chase	30,288.83
1025 Savings - BECU	102.41
1090 Petty Cash	200.00
Total Cash	30,591.24
Investments	
1130 Stock Donations - Schwab	80.99
1140 Endowment - Schwab 8692	148,484.81
1170 Endowment Schwab 7213	919,102.58
Total Investments	1,067,668.38
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	212,529.62
1421 HH Sale Exp Rcvable - Carrying Costs	2,482.25
Total HH Sale Expense Receivable	215,011.87
Prepaid Expenses	
1531 Seabeck Prepaid Deposit	6,000.00
Total Prepaid Expenses	6,000.00
<b>Total Assets</b>	<b>\$ 1,343,271.49</b>
<b>Liabilities &amp; Net Assets</b>	
Liabilities	
Current Liabilities	
2300 Prepaid Pledges	4,775.00
2310 Prepaid Non-Pledge Donations	250.00
Total Current Liabilities	5,025.00
Long Term Liability	
2720 Damage Deposits - LT Rentals	2,750.00
2750 Building Loan	319,612.13
Total Long Term Liability	322,362.13
Total Liabilities	327,387.13
Net Assets	
3100 Operating Fund Balance	(75,703.03)
3200 Building Reserve Fund Balance	24,000.00
3300 Endowment Fund Balance	1,067,587.39
Total Net Assets	1,015,884.36
<b>Total Liabilities &amp; Net Assets</b>	<b>\$ 1,343,271.49</b>

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

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

Accounts	Actual	Budget	Actual	Budget	Annual
	Nov 01, 2023 - Nov 30, 2023	Nov 01, 2023 - Nov 30, 2023	This Year Year to Date	This Year Year to Date	Budget Jan 01, 2023 - Dec 31, 2023
<b>Revenues</b>					
Income - Donations	39,297.09	67,458.34	727,961.22	726,861.74	799,500.00
Income - Facilities Rentals	16,260.61	10,761.66	162,192.19	216,238.26	227,000.00
Income - Events & Pgms	914.00	2,100.00	88,151.97	102,600.00	104,700.00
Income - Other	106.49	18,925.00	127,741.37	76,050.00	76,100.00
Income - Fundraising	0.00	0.00	50,449.00	47,500.00	47,500.00
<b>Total Revenues</b>	<b>\$ 56,578.19</b>	<b>\$ 99,245.00</b>	<b>\$ 1,156,495.75</b>	<b>\$ 1,169,250.00</b>	<b>\$ 1,254,800.00</b>
<b>Expenses</b>					
Wages	48,156.85	48,863.17	518,331.19	537,494.87	586,358.00
Payroll Employer Portion	15,043.96	12,604.92	138,781.88	138,654.12	151,259.00
Professional Expenses	20.00	2,191.01	13,662.78	24,101.11	26,292.00
Contract Workers	1,200.00	1,189.58	7,080.57	13,085.38	14,275.00
Program Expense	3,368.19	2,972.51	101,016.94	112,247.61	115,570.00
Utilities	1,891.42	1,941.67	34,931.43	33,858.37	39,000.00
Facilities Expense	3,017.08	5,591.65	86,647.93	74,008.15	79,600.00
Business Expense	4,108.90	4,802.34	53,761.52	58,993.84	76,400.00
Office Expense	1,970.57	3,208.34	24,224.23	36,291.74	39,500.00
Fundraising Expense	0.00	0.00	13,596.00	12,900.00	12,900.00
Building Loan Expense	9,470.45	9,470.50	104,174.95	104,175.50	113,646.00
<b>Total Expenses</b>	<b>\$ 88,247.42</b>	<b>\$ 92,835.69</b>	<b>\$ 1,096,209.42</b>	<b>\$ 1,145,810.69</b>	<b>\$ 1,254,800.00</b>
<b>Net Total</b>	<b>( \$ 31,669.23 )</b>	<b>\$ 6,409.31</b>	<b>\$ 60,286.33</b>	<b>\$ 23,439.31</b>	<b>\$ 0.00</b>

## Director of Religious Education's Report – Amanda Alice Uluhan

DRE's Report - Amanda Alice Uluhan

15 December 2023

## Membership Director's Report – Nicole Duff

### Liaison Reports

#### Personnel Committee Liaison Report

December 2023

Martin Cox, Board Liaison to the Personnel Committee

#### Study of the UUA guidelines and Development of the Equity Model

The Personnel Committee met and began the project of analyzing the UUA Equity Pay guidelines in response to the board request from the October BOT meeting. The PC began to collect and analyze the materials.

#### Personnel Committee Observations

The PC studied the UUA recommended process and raised the following questions and observations:

- Calendar timing of evaluations (done by August/September at the latest)
- How will evaluations be taken into account in the ruler method
- Ensure that we make this as codified and straightforward as possible
- Be aware that some staff members at ESUC are reluctant to ask for salary increases (social norms due to being a church)
- Need to incorporate a look at earlier reviews
- Include Salary.com in the list of resources for determining community salaries

is left feeling has revised, reviewed, and updated the committee charter for 2024. Deb Boehm-Davis has submitted that charter to the Policy and Governance Committee (P&G) for review and eventual approval by the BOT.

#### UUA Equity Study Timeline

The PC mapped out the following timeline:

- January meeting: discuss job rubric and level for each staff member
- February: focus on the ruler method and fleshing that out
- March: reach out to staff and UUA for input
- April: submit final report
- Note: Deb will take point on capturing our monthly discussions into a preliminary draft report

## **Policy & Governance Committee Report**

December 2023

Grace Colton, Chair

The Policy & Governance Committee met on December 4, 2023.

In attendance: Grace Colton, Mary Anderson, Cathy Perry, Rebecca Chatfield, David Langrock, Lori Saccardi, and Dave Meyers.

### **Charter Review Project Update**

- The 2024 Charter Template has been sent to Committee and Ministry Team chairs. We anticipate that about 5 will be ready for Board approval at its December meeting.
- The Committee set a goal to complete the 2024 Charter process by the end of January.
- The purpose of charters and a thorough review of the process may be necessary in 2024. Simplifying the charter process remains a goal of this committee.
- The BOT needs to determine who will monitor and follow up on goals in each team/committee's charter.

### **P&G's Annual Charter Update**

- The Committee reiterated that P&G's responsibility is for the process itself. Should an entity (e.g the Board, SLT, other) have a specific request related to a charter(s), that entity is responsible for gathering that information.
- It is anticipated that the Committee's responsibility to identify needed policies and shepherding new or revised policies through the approval process will increase in 2024 following completion of the Bylaws Task Force work.
- The goal of educating the congregation about policy and governance has been a Committee goal over time. Making our work more visible remains a goal.

### **Approval of Bylaw Task Force Charter**

- The 2024 Charter was approved and will be submitted the Board at its December meeting.

## **Bylaw Task Force Liaison Report**

December 2023

David Langrock, Board Liaison to the Bylaw Task Force

The Bylaw Task Force (BTF) met weekly except for Thanksgiving week. Members in attendance were Grace Colton, Ryam Hill, Mary Anderson and Marcy Langrock.

BTF completed work on its charter. Within its charter are a list of goals which mark the milestones along the way to its deliverable for the year: Completion of the update of church bylaws including key updates, streamlining, anti-oppression, and legal review. More details can be found within the charter.

The BTF completed its complete detailed review of the bylaws which has been going on at least since I joined the team in September. It is on track to meet its upcoming milestone is to deliver a first draft of the bylaws to the board for review and comment in time for the January Board meeting.

## Right Relations Committee Report

December 2023

Susan McDonald

Reflection time: The Members of the RR Committee kicked off our Dec meeting by reflecting on some negative comments that have made their way to various members – “RR is not living those values” and similar comments – everyone shared and below are a few notes:

- We are all human and imperfect.
  - Difficult to respond to anonymous comments.
  - No specific concerns/instances
  - Credible?
  - We encourage direct communication to RR committee members when issues arise and discourage and identify triangulation as problematic.
1. 3<sup>rd</sup> Saturday Circle on Saturday, Dec 16 – our topic is Holidays Past.
  2. Social Justice Ministry Teams Council: several members will represent RR at the every-other-month meetings.
    - Worship support - **April 28** (transformation is the theme)– is the date we are signed up for worship service support and post service discussion support.
  3. Drafting process for recruiting, onboarding, and training new members. Amanda Strombom has been participating in a variety of RR meetings, circles and trainings and Karin Elofson will join us at January meeting. She has been participating in the UUA RR training. She has experience in RR from her East Coast UUA congregation.
  4. January Meeting – moving to Tuesday, January 2 at 6:30 due to holiday.
  5. Miscellaneous
    - Support of Repentance and Repair book discussions – Maury reports meetings are well attended with support from RR members Carrie, Millie, and Mark

UUA Training continues – Carrie, Amanda, Karin, and Susan.

## Nominating Committee Report

December 2023

Beth Wilson, PhD, Chair

We continue to look for suitable candidates to join the Financial Stewardship/Endowment Committee and the Personnel Committee. We have a potential candidate who may join and/or chair the Financial Stewardship/Endowment Committee but are awaiting confirmation. We're continuing to look for an additional member of the Personnel Committee.

We completed our Charter and 2024 goals (submitted this month to P and G for Board review), focusing on increasing our emphasis on diversity and inclusion. To that point, we will be making every attempt to personally check in with all new members to ESUC of the last 2 years, in addition to our regular recruiting efforts. We are discussing ways to best reach all members to explore their interest in leadership roles and hope to actively partner with the Membership Development Team to identify the strengths/skills of ESUC members.

We are editing the Job Descriptions that will be posted on the ESUC website in January, as well as used by the Bylaws Task Force. We hope to finalize those at our meeting on 12/18.

Starting in January, 2024, we will begin meeting twice monthly. We will begin actively recruiting for the 2024 slate of Board members and Nominating Committee members, hoping to complete that slate by March, 2024.

### **Holly House Task Force Liaison Report**

December 2023 Holly House Report to the Board

Evelyn Smith, Board Liaison to the Holly House Task Force

As you all know at this point, the congregation approved the contract between Channel Place and East Shore and both Channel Place & Signe have signed it. Our Task Force is immensely grateful to have reached this point after a very long, hard year to achieve this goal. HHTF now intends to contact Mitchell Belcher, the broker with Berkadia we have used in the past. We will ask him to prepare to put the property on the market as soon as possible, probably in January.

Since we have considerable talent & experience in the Task Force, we plan to do the liaison with Mitchell, rather than using our attorney for this purpose. Our intention is to use our attorney only for legal counsel in an attempt to keep the legal fees as low as possible.

We hope for numerous buyers and appreciate the support that the Board has shown to the Task Force. Thank you!

Evelyn Smith, Liaison

Holly House Task Force

### **Green Task Force Report**

November 27, 2023

Rebecca Chatfield

After a long discussion at today's Green Task Force (GTF) meeting, we have decided to disband the Green Task Force.

One of the main reasons for forming the GTF was to take advantage of funding opportunities offered by the recently passed Inflation Reduction Act (IRA). This would most likely require grant writing or application for funds and efficiency assessment. However, as more details about how the IRA applies to non-profits have emerged, it is very unlikely that ESUC can utilize the IRA. For example, new heat pumps are covered for residential buildings but not for non-profits unless run by geothermal. Solar panel, wind, and geothermal are covered but unlikely projects for ESUC.

A secondary objective of the GTF was to focus on energy efficiency. Here there is very good news. Rebecca Chatfield recently met with a representative of MacDonald-Miller, an energy efficiency consultant firm hired by City of Bellevue to help companies and organizations benchmark their buildings. After reviewing the church's energy use, the consultant was very impressed with our energy efficiency. He said our current energy and gas costs are 71 cents s/f which is already BELOW the benchmark for office buildings of \$1 s/f! He complimented the church for already replacing less-efficient lighting with more efficient LED bulbs and installing some low-water use new toilets. The church's use of timer and scheduler for furnaces is also very efficient. The consultant concluded that church did not need an energy audit and that the church can plan and budget to systematically replace gas appliances with electric as relevant. (Kudos to Rebecca, Dianne, and Celil for the efficient management of our church campus.)

Therefore, it was decided the GTF was not needed. The IRA funding did not need to be pursued and the energy efficiency of the church was shown to be excellent. The replacement of gas appliances will be done through the Facilities Team.

The original proposal for GTF did mention a long-range goal to achieve UUA certification as a Green Sanctuary. This is something that ECAM could undertake in future. ECAM could also offer advice on Facilities purchases involving efficiency and replacement of gas with electric appliances.

## APPENDICES

### Appendix A: Minutes of November 2023 Board Meeting

#### Minutes

#### East Shore Unitarian Church

#### Board of Trustees Meeting

**November 16, 2023**

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<i>Facilitator:</i>	Signe Lalish, President
<i>Time Keeper:</i>	Nicole Duff
<i>Process Observer:</i>	Martin Cox
<i>Tech Helper:</i>	Taya Montgomery

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**Meeting commenced at 3:30 PM PST.**

## **Chalice Lighting and Opening Reading**

Signe read The Abundance of our Lives Together by Katie Sivani Gelfand

## **Land Acknowledgement**

### **Check-In**

Each person present shared a word or phrase to express what they think needs our attention and focus as we move into the new year.

### **Consent Agenda**

1. Approve the October 2023 BOT meeting minutes
2. Accept the proposed COLA policy

Geri moved to approve the consent agenda. Evelyn seconded. The motion passed unanimously.

### **Discussion Item #1: Discuss and vote on the 2024 Budget**

Rebecca presented the proposed 2024 operational budget.

Geri shared that this budget went through the budget committee, 4 town halls, and the financial stewardship committee. Many eyes were on it.

In response to questions about what forces shaped the current budget, Geri said the budget was shaped by an effort to keep the endowment allocation to a minimum. The endowment allocation in this budget is \$50,235 which is just a little over the 3.5% guideline in the charter.

In response to a question about trade-offs between the church mission and goals, on the one hand, vs. the budget constraints, on the other, Geri noted that an effort was made to minimize money going to entities outside of the church by various ministry teams. Initial drafts cut budgets for ministry teams, but after town halls and feedback, the committee restored ministry team budgets. These budgets came back at the expense of the endowment. There is future work to do as we need to sort out how we support outside entities in 2024. All staff members have reduced their program and professional expenses. We've kept things to the lowest that we can do. The one thing on top of this budget is funding the building reserve which will have to be a capital campaign. We are a bit more than halfway toward the building reserve goal.

A couple of notable new changes to the budget this year include:

1. We have included Legacy Gifts at an average of previous years.
2. Minister Reserve Fund was created for the 2024 budget and \$8000 will be funded out of the operating fund. The 2024 budget shows the minister reserve as its own line item.

Geri moved for the board to approve the budget as presented.

David seconded the motion.  
The motion passed unanimously.

## **Discussion Item #2: Approve the Agenda for the Dec 10 Congregational Meeting**

Signe presented the agenda for the Bi-Annual Congregational Meeting.

The core business of the meeting is the three votes:

- Approval of the amendment to the ESUC Bylaws Article X, Section C
- Approval of the 2024 Operating Budget
- Approval of the Holly House agreement with Channel Place Community Club

Martin moved that the board approve the agenda for the congregational meeting as presented.

Keely seconded the motion.

The motion passed unanimously.

## **Discussion Item #3: Follow Up from the UUA Disclosure**

Martin asked board members, staff, and guests to share an experience from the UUA town hall meeting of November 9, 2023 about the disclosures regarding the ministry of Rev. Furrer.

Martin also asked what actions or next steps might be needed. Each person present shared an insight or takeaway. No specific decision or motion was made. However, discussion identified the need to examine how East Shore deals with complaints.

## **Announcements:**

- Rev. Maria Cristina announced that the Indigenous People's Day conversation has begun. The suggestion is to consider making Indigenous People's Day (second Monday of October) a paid holiday for ESUC staff, without taking away any previously-existing paid holiday. This idea has been proposed and staff, board, and Personnel Committee will discuss this suggestion in the future.
- Nicole gave a status update on the Mission Fund Drive (MFD). The fund drive is "doing fine". The numbers are about the same at this stage of the fund drive as they were a year ago.
- Rebecca gave an update on the status of the sanctuary beam repair. The project is unfolding. There is a fresh beam in place. The brackets will be done in the next few weeks.

## **Process Reflection**

Martin shared some reflections on how attendees at the meeting interacted.

## **CLOSING**

Rev. Maria Cristina offered closing words about gratitude; truly listen to each other. Be ready in every moment to disarm your heart.

## **Regular Board meeting went into executive session at 5:30 PM PST**

Minutes compiled by Martin Cox  
Secretary, Board of Trustees  
East Shore Unitarian Church  
Bellevue, WA  
Submitted, November 17, 2023  
Revised, December 1, 2023

## **Appendix B:**

Background

## **Appendix C: Land Acknowledgement**

### **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.”