

# DRAFT

## East Shore Unitarian Church

### Board of Trustees

February 22, 2024  
Minutes

#### **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. We pledge to support the entire congregation by contributing our best selves and our best gifts in trust for future generations.

#### **Attending**

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

Board Members absent: none

Visitors present:

Leroy Smith, Amanda Strombom, Carrie Bowman, Craig Nelsen, Grace Colton, Milly Mullarky, Ryam Hill, Ann Fletcher

#### **Support roles:**

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<i>Facilitator:</i>	David Langrock, Vice President
<i>Timekeeper:</i>	Taya Montgomery
<i>Process Observer:</i>	Evelyn Smith
<i>Tech Helper:</i>	Nicole Duff

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**Meeting commenced at 3:33 PM PST.**

**Chalice Lighting**

Rev. Maria Cristina gave a reading from Tich Nat Han - Let us be at peace with our body and our minds.

David Langrock read the Land Acknowledgement.

## Check-In

Meeting attendees checked in via chat: Share a recent joy.

## Consent Agenda

Original Consent Agenda:

1. Approve the Minutes of the January 25, 2024 BOT meeting.
2. Approve the following Committee and Task Force 2024 Charters: Right Relations, Policy & Governance, Personnel Committee, Nominating Committee, Financial Stewardship Committee, Building Beloved Community, Holly House Task Force, Bylaw Task Force.
3. Approve a motion to make the following three members Legacy Members: Scott Chester, Nancy Worsham, and Barbara Elliott.

David Langrock asked for No. 2 to be removed from the Consent Agenda as it is not ready.

Martin moved that we approve the Consent Agenda amended to only include items 1 and 3:

1. Approve the Minutes of the January 25, 2024 BOT meeting.
3. Approve a motion to make the following three members Legacy Members: Scott Chester, Nancy Worsham, and Barbara Elliott

Evelyn Seconded the motion.

David called the vote.

The motion passed unanimously.

## Discussion Item #1: Update on Holly House

Craig Nelsen gave the following update:

The Holly House property has been listed for sale. It went on the market in late January. The offering has been getting good interest from housing companies. We got some questions from Channel Place, but it looks like they will be resolved to everyone's benefit.

The deadline for offers is March 7th. We hope to have a few qualified buyers. The market is not "blanching" at the listing price of 4.5 MM.

[Craig will be out of town for a month: Stu Davis taking the lead role for the next month.]

David: Q: if we get more than one offer that is interesting, are there different criteria?

Craig: Yes. Both price and the quality of the buyer: will they do what they say they'll do.

We expect offers to be subject to a feasibility study. We need to have confidence that the buyer knows what they are doing.

Geri: do we do anything to check the buyer's financial viability?


Craig: Yes. In the past we have asked for financial statements. We also show the information we get to the church financial stewardship committee.

David: thank you, Craig, and to the whole Holly House Task Force.

## Discussion Item #2: Update on Second Ask Fund Raising

Rebecca Chatfield shared a PPT and a couple of updates before discussing the “Second Ask.” Positive confirmation that Waldorf is going to continue renting space in the Education building.

PowerPoint Slide Show - 2024FebBoardCASHFLOWPresentation - PowerPoint


 EAST SHORE UNITARIAN CHURCH

### UPDATE: RENTAL INCOME

**ECS/Waldorf homeschool enrichment program**

- Rent Education building year round  
E101 as Admin Office + multiple classrooms
- Brings in \$70,000+ a year in revenue

**Current status: confirmed ECS plans to continue rental of Education Building through June 2025**



The Building Reserve Fund already has 75% of the goal in hand and we have not officially started the Building Reserve capital campaign yet. Our goal for the year is 160K and we've made about 75% of that goal already.

PowerPoint Slide Show - 2024FebBoardCASHFLOWPresentation - PowerPoint

 EAST SHORE UNITARIAN CHURCH

### UPDATE: BUILDING RESERVE FUND

**Building Reserve Fund Capital Campaign**

- Officially kicks off April 15, 2024 after Auction
- Goal is \$160,000 by June 15
- \$55,000 match challenge by one generous donor  
(Need \$17,900 to finish out this match)
- 8 generous donors so far

**Current status: \$116,100 in hand with another \$10,000 coming soon = approx 75% of goal**



*Future Holly House sale \$ also can go to increase Building Reserve Fund*

The other presentations by Rebecca from earlier board meetings are on the ESUC web site.

**The Second Ask:**

We need about 90K per month to meet cash flow operations.

To see specifically, consider February month-to-date and 2024 year-to-date:

**EAST SHORE UNITARIAN CHURCH**

## FINANCIAL STATUS FEB 22, 2024

Accounts	Actual Feb 01, 2024 - Feb 29, 2024	Budget Feb 01, 2024 - Feb 29, 2024	Actual This Year Year to Date	Budget This Year Year to Date	Annual Budget Jan 01, 2024 - Dec 31, 2024
<b>Revenues</b>					
Income - Donations	72,449.52	71,183.33	141,691.02	142,366.66	854,200.00
Income - Facilities Rentals	16,156.71	18,933.34	41,188.42	37,866.68	227,200.00
Income - Events & Pgms	175.00	1,500.00	4,057.77	1,500.00	82,375.00
Income - Other	14.25	4,519.59	50,338.35	9,039.18	54,235.00
Income - Fundraising	140.00	0.00	140.00	0.00	50,000.00
3-Designated Revenue	82,000.00	13,333.33	92,100.00	26,666.66	160,000.00
<b>Total Revenues</b>	<b>\$ 170,935.48</b>	<b>\$ 109,469.59</b>	<b>\$ 329,515.56</b>	<b>\$ 217,439.18</b>	<b>\$ 1,428,010.00</b>

**BRF**

**January and February Donations Close to Budget  
...and donations are artificially high right now**

**BRF: \$24,000 seed money + \$92,100 = \$116,100**

It looks like we're going to make February ok but we know donations are artificially high because we know, in response to the board letter, that people are sending in their donations for the whole year early.

The board letter went out. The requests to the congregation that were in the board letter were:

**EAST SHORE UNITARIAN CHURCH**

## REQUESTS FROM BOARD LETTER

- Need More Pledge Commitments from Members**
  - Have \$536,696 - need \$760,000 per budget
  - 161 Donor Households of 239 possible
- Increased Pledge or Made Extra Payment**
  - 8 donor households so far
- Make Full-Year Lump Sum Payments Now**
  - 17 donor households large payments for \$84,880

We have 161 Donor households - there are 70 that don't pledge.

The \$536K is what people have pledged so far, we need \$760K to meet the 2024 budget.

### Second Ask Project - - Nicole Duff

Slide Show - 2024 Board CASH FLOW Presentation - PowerPoint



EAST SHORE  
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CHURCH

## SECOND ASK PROJECT

*Team: Nicole Duff, Geri Kennedy, Rev Maria Cristina, and Betsy Gelb per decision at January 2024 Board mtg*

- Email sent to all members & pledging friends: 2/6 & 2/16
- Phone calls: Now
  - 11 people calling 58 Members
  - 18 Members to NOT call
  - 25 more who haven't pledged at all who still need calls
- Video from Staff: Soon
- Town Hall or Q&A?

We have 25 more people who have not turned in their pledge cards.

Rev. Maria Cristina, Eric, and Amanda have put together a video.

Next thing to do is a Town Hall.

David: Q: that gap (536 vs. 760) we need to have some way of understanding what the gap is now.

Geri: I have no problem increasing that 536 number. If people increase their pledge that 536 will go up.

Martin: Q: is the delta between the 536 and the 760 the gap we're trying to close with the second ask?

Rebecca: yes.

Evelyn: we want to be careful and not put pressure on the people we are calling; we need sensitivity for people who may have financial stresses on them right now.

Rev. Maria Cristina: there are some very specific guidelines [for second ask phone conversations] coming from the Financial Stewardship Committee.

Leroy: we need to have completely bridged the gap of \$230K. One way is to tell each donor how much they need to give to close that gap.

Gery: it's approximately \$1400 per pledge unit. If some folks can give more, others can give less.

David: is the second ask team going to give us this info?

Nicole: I sent donor-by-donor tips to those making the calls.

Taya: as a pledger it is nice to have that specific amount clear in the ask conversations.

### **Discussion Item #3: Discuss and approve a plan for Financial Update Town Hall**

David asked if we have a motion we can approve.

Rebecca: I can do a town hall.

Geri: I am slightly more inclined toward having a board listening circle over having a town hall. Signe made a motion that *we have the Board Listening Circle on Monday of the first week in March with Geri and two other board members in attendance.*

Geri seconded the motion.

In discussion we amended the motion (see text in the box below for final wording).

We asked guests who represent Right Relations to describe the distinction of what is a listening circle as opposed to a town hall.

Amanda Strombom answered:

Listening circle means sitting in a circle, setting a covenant, and giving everyone an equal chance to speak. The facilitator can choose to let the board members respond. The more immediate the response the better.

Carrie Bowman: it is important to set a few goals for the listening circle, not just a covenant.

Signe: we need a plan for what we want to get out of the meeting and rules. That is why we want Right Relations there. Listening circles are more in the wheelhouse of Right Relations than of the board.

There was some discussion of what questions are likely to be asked (“how big is the deficit”) and the need for us to be prepared before the meeting for how we are going to answer the predictable questions likely to come.

Discussion continued with several amendments to the motion. ;

- We mean two other voting board members.
- Staff are not expected to attend listening circles but are welcome.
- Multi-platform would be best.
- Rebecca: if the circle occurs in the sanctuary, we need Ace to run the multi-platform.
- David: allow for delay beyond March 4.

The amended motion was posted:

**I move that the board plan and hold a board listening circle, facilitated by Right Relations, focused on the current church financial status, on or shortly after Monday March 4, 2024. This circle will be attended by Geri and at least two other board members. The board will identify certain goals for the meeting to be articulated ahead of the communication about the meeting. Geri will coordinate with Right Relations and spearhead the planning of the exact time, date, space, and platform.**

Evelyn moved to make the posted amended motion.

Martin seconded the motion.

The motion passed unanimously.

## **Announcements:**

- Martin apologized to Rev. Maria Cristina and to Signe for a hurtful comment he made in an email.

- Nicole announced that Seabeck registration opens Friday and Women’s Perspective Retreat opens on March 8. Auction is March 16!

## **Process Reflection**

Evelyn: relayed several observations on the process by which the board meeting played out.

## **CLOSING**

Rev. Maria Cristina gave a closing reading of No. 694 from the grey hymnal – Frederick Gillis – “May the Love which overcomes all differences.”

## **The regular board meeting closed at 5:40 PM**

The regular Board meeting ended, guests were excused, and the Board went into executive session.

Minutes compiled by Martin Cox  
Secretary, Board of Trustees  
East Shore Unitarian Church  
Bellevue, WA  
February 22, 2024