

East Shore Unitarian Church

Meeting of the Board of Trustees

February 2024 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 goodwill 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

February 22nd, 2024, 3:30pm - 5:30pm PT

Facilitator: Signe Lalish, President (if absent, then David Langrock, Vice President)
Time Keeper: Taya Montgomery
Process Observer: Evelyn Smith
Tech Helper: Nicole Duff

<u>Agenda</u>	<u>Time</u>	<u>Facilitator</u>
Chalice Lighting and Reading	(2 mins)	Rev. Maria Cristina
Land acknowledgement	(1 min)	Signe Lalish or David Langrock
Check-in via chat	(0 mins)	All Attendees
Consent Agenda	(3 mins)	Signe Lalish or David Langrock
<ol style="list-style-type: none"> Approve the Minutes of the January 25, 2024 BOT meeting. 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. Approve a motion to make the following three members Legacy Members: Scott Chester, Nancy Worsham, and Barbara Elliott. 		
Discussion Item #1: Update on Holly House	(10 mins)	Evelyn Smith or Craig Nelsen
<ul style="list-style-type: none"> The Holly House task force will share updates from the recent meeting with the real estate agent. 		

Discussion Item #2: Update on Second Ask Fund Raising (10 mins) Rebecca Chatfield

- Rebecca to present the latest status of the second ask fund raising campaign and status of the operating fund.
- How much/how many pledges have come in, status of cash flow.

Discussion Item #3: Discuss and approve plan for Financial Update Town Hall (10 mins) Geri Kennedy and Rebecca Chatfield

- In light of the financial challenges, there is a need to hold a town hall meeting with the congregation to check in with congregants, see how the 2/6/2024 [Financial Update from the Board](#) landed for them, and to answer questions.
- Signe will provide a plan in the packet and details will be set at the board meeting.
- The plan will include a process for asking and answering questions, both before and during the Town Hall. We may harvest some questions and answers into a written FAQ that may be communicated widely.
- A proposed draft of a motion to hold the Town Hall will be in the packet.

Announcements (4 mins) Board or SLT member

- If needed.

Process Reflection (10 mins) Evelyn Smith

Closing (2 mins) Rev. Maria Cristina

Dismissal Signe Lalish or David Langrock

Executive Session

BOT-SLT one-on-one meeting with Rev. Dr. Maria Cristina. (20+ mins) Rev. Dr. Maria Cristina and voting board members.

- The one-on-one meeting is a confidential, appx. 20-minute meeting between one member of the SLT and all voting board members.
- The agenda is set by the SLT member whose turn it is (Rev. Dr. Maria Cristina this time).

February 2024 Consent Agenda Voting Items

1. Approve the January 2024 BOT meeting minutes. (See Appendix A).

2. Approve those Committee Charters recommended by David Langrock.

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.

David will submit to the board a full report of who reviewed and approved the charters on Wednesday February 21. Unfortunately, this could not be collected in time for the packet as some charters still needed more reviewers to complete their reviews.

The Committee on Shared Ministry charter will not be approved this month due to its not being ready.

3. Approve a motion to make the following three members Legacy Members: Scott Chester, Nancy Worsham, and Barbara Elliott

East Shore bylaws require the Board to approve making members Legacy Members.

Legacy Members (formerly Life Members) continue to have all the rights of membership, but no longer have any responsibilities. This is for members who are no longer able to contribute to the life of East Shore due primarily to health concerns, but those who have already given so much to East Shore that we don't want them to just fall off the rolls.

Nicole send a separate email to members for consideration

- Scott Chester – has been a member since 2013
- Nancy Worsham – has been a member since 1971.
- Barbara Elliott – has been a member since 1978.

The formal motion is:

“Move to make Scott Chester, Nancy Worsham, and Barbara Elliott Legacy Members”

Thanks!

Nicole Duff, DMD

February 2024 Board Reports

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

<https://docs.google.com/document/d/1iJZ1ka5ZmBQdP7SmaW6pGtVNc5YwVfDtdpuJY6A2acs/edit?usp=sharing>

President's Report – Signe Lalish

Co-signed a letter of Support with Reverend Maria Cristina for Najibullah Ghaznawy seeking asylum from Afghanistan.

This month I heard requests to re-institute the "Board Buzz" as a means of regular communication. While recognizing this isn't explicitly outlined in our current roles, it is a poignant reminder of our commitment to transparency. I acknowledge the gap in my contributions to monthly board reports for which I am obliged to write and am keen on seeking clearer guidelines or templates that can aid in making these communications both meaningful and reflective of our ongoing work and proposals. Such structured guidance could greatly enhance our collective ability to share important updates and initiatives with our congregation.

Suggested motions:

Motion to Institutionalize Regular Board Listening Circles: Propose the establishment of regular Board Listening Circles as a formal mechanism for engaging with the congregation. These circles should be designed to be welcoming and inclusive, ensuring that diverse voices and perspectives from across our community are heard in a multitude of ways. The objective is to foster a transparent environment where members feel valued and understood, promoting a culture trust.

Motion to Request the creation of templates for Board members and liaisons in creating Board reports (for those who wish to use them).

Following the release of our recent financial document, I've been reflecting on the best way forward for our community to address the concerns it raises. While a Town Hall meeting was initially considered, I propose a different approach that I believe will serve us better: organizing a Listening Circle.

The financial realities we're facing are now known to us all, thanks to the comprehensive documentation already shared. However, the conversation shouldn't stop with just an acknowledgment of these facts. It's crucial, now more than ever, that we engage in deeper, more meaningful discussions about our financial health. This is not to say that we should dwell excessively on the challenges or uncertainties that lie ahead. Instead, it's an opportunity for us to come together, listen, and explore potential solutions with openness, empathy, and respect.

I understand that the idea of delving into discussions about budgetary constraints and their implications can be daunting. The aim is not to burden our staff with additional worries but to

engage our broader community in a dialogue that is thoughtful, informed, and compassionate. We are at a juncture where the insights and perspectives of each member of our community can guide us towards creative and sustainable solutions.

Organizing a Listening Circle will require careful planning and consideration, despite its design to be spun up more rapidly and without the need for a lot of red tape. This format allows for a more open flow of ideas, where everyone can express their thoughts and feelings in a supportive environment. It's important to me, and indeed to all of us on the Board, to create a space where concerns can be voiced freely, yet with a mutual respect that acknowledges the sensitivity of our financial situation.

I want to reassure everyone that we are not facing these challenges alone. We are dedicated to working diligently to address the budget shortfall, exploring every possible avenue to ensure a positive outcome for our community. Our goal is not merely to navigate through the current financial constraints but to emerge stronger and more united in our purpose.

I believe that by coming together in a Listening Circle, we can foster a sense of solidarity and shared responsibility. It's an opportunity for us to listen, learn, and reflect our collective commitment to the well-being and sustainability of our community.

Further details on the organization of the Listening Circle will be shared soon. In the meantime, I invite your thoughts, suggestions, and any concerns you might have about this proposed approach.

Respectfully submitted:

Signe Lalish

President, East Shore Board of Trustees

Feb 15, 2024

Vice President's Report – David Langrock

No report submitted.

Treasurer Report – Geri Kennedy

No report submitted.

Director Of Finance and Operations Report – Rebecca Chatfield

DFO Report - Rebecca Chatfield

22 February 2024

Holly House Back to Market!

Holly House property is back on the market and awaiting bids. There are several interested parties.

2024 Second Ask to Help Cash Flow

We initiated a Second Ask happening now. Members are asked to consider increasing their yearly pledge amount, making any one-time yearly donations now, and adding extra donations. So far, 3 members increased their 2024 pledges and 4 recently paid this year's pledge in full.

Austerity Measures Continued

All staff are still following austerity measures by postponing or eliminating anything but necessary expenses. Payment of UUA Annual Program Fund (\$3,752.33/month) postponed per Board vote.

Building Reserve Fund – Capital Campaign starts April 15

The Capital Campaign for the Building Reserve Fund will be April 15 - June 15. The overall goal for 2024 is \$160,000. The money is for future planned facilities repairs and renovations. A generous member put up \$55,000 “matching funds” to inspire donations from others.

2024 Endowment Draw Completed

We drew our full annual budgeted Endowment Draw for 2024 (\$50,235) in January 2024 due to emergent cash flow issues. The Board voted in January that additional Endowment draws are a future possibility if warranted.

Financial Statements – January 2024

See provided financial statements included below. Detailed reports are readily available. January 2024 financial statements are at the end of this report. Balances in all accounts are documented with appropriate reconciliations. The highlights:

- Month end Cash balance at Chase too low at \$95,668. Ideal is 3+ months runway (\$270K+).
- Endowment accounts altogether are over that \$1 million mark at \$1,007,538.
- Building Loan on Education building is now \$302,905.
- Building Reserve Fund shows \$24,100 (with another \$10,000 arriving Feb 1).
- Pledges in January actually exceeded monthly budget due to some large pledges coming in.
- We had \$9800 of rollover pledges from December 2023 that are booked in January.
- Good rental income in Recurring Rental due to Polish school rent payment from Jan-May.
- No one-time rentals in January. Dianne says rentals picking up steam now in February.
- Min Discretionary Fund rollover from Christmas Eve, total \$3553.
- Endowment full 2024 allocation of \$50,235 taken all in January.
- Electricity and gas a bit higher because it is winter.
- Facilities cost was payment of yearly elevator maintenance bill.

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.
- Working closely with Nicole Duff monitoring 2024 pledges coming in.
- Updates to four member ACH pledge payments at Chase.
- Input event registration accounting codes in Realm for staff running events with payments.

- Coordinating with Amanda Strombom and Nicole Duff on auction pre-paid items.

Other DFO Work Projects

- Conversations with Geri Kennedy about Building Reserve Fund. Responding to members who are making early donation commitments for the Building Reserve Fund.
- Working on a revision of the 20-year plan for facilities renovation using Facilities Reserve Data Analysis from 2021 and making updates based on work already done. The spreadsheet will be a way to predict expenses to be funded from Building Reserve Fund.
- Attended a “Long Term Strategy Meeting” with members from Board, Finance Team, and Financial Stewardship Committee to discuss the Building Reserve Fund plans.
- Investigated the concept of fidelity bond with our Church Mutual insurance agent to answer a question from the Bylaws Task Force. Shared findings with Geri Kennedy, Treasurer.
- With Holly House Task Force, reviewed status with our commercial real estate broker about property listing and interest from potential buyers. Discussion about when attorney needed to weigh in on negotiations to make sure we keep the attorney fees to a minimum.
- Some discussions with Finance, Holly House Task Force, Minister about future (probably mid 2025) Holly House sale proceeds and how to plan now for whole-church decisions.
- Asked Nicole to post on website my last two Board presentations on financial status.
- Working with Amanda Strombom/ Auction team about Fund a Need project for 2024. Created a slide show explaining North Room renovation ideas and estimated costs.
- Working with Financial Stewardship Committee 5-year strategic plan and Charter.
- Reviewed Personnel document on staff wage equity process to go to Board when done.
- Reviewed Living Wage Calculator for King County as part of Personnel project.
- Reviewed staff job descriptions and working with SLT on this.
- Registered East Shore’s AED devices with King County public health.
- Reviewed UV air purification device and determined this approach is too costly.
- Reviewed elevator maintenance and repair history with Dianne.
- Various meetings with members to go over financial facts and other issues.
- Discussion with members and staff - distinction between Town Halls and Listening Circles.
- Attended Budget Committee debrief meeting.
- Reviewed multiple bylaws documents to review proposed changes.
- Signed Services Agreement for speaker for Women’s Perspective 2024 retreat.
- Reviewed costs for background checks.
- Reviewed RE summer camp documents and provided feedback.
- Reviewed Seabeck income and refund data and sent to David Langrock at his request.
- Sent five years of summarized pledge and member data to Financial Stewardship.
- Review of costs of proposed software for enhanced volunteer management with Nicole.
- Meetings: Staff, Board, Exec Committee, SLT, Finance Team, Financial Stewardship/Endowment, Facilities Team, Holly House Task Force, Policy and Governance.

Facilities Maintenance, Repairs, and Upgrades

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

- Celil fixed Sanctuary building locks yet again.

- Celil cleaned grease trap in North Room Kitchen and Dianne did required report for City of Bellevue.
- Celil repaired issue with dishwasher and coffee maker in Spring Hall kitchen. Purchase of replacement pot is possible due to leakage.
- Preventative maintenance done on HVAC systems.
- Celil worked on troubleshooting a laptop issue and TV cart problems with sound and video.
- Attended North Room refurbishment initial meeting.
- Bellevue Fire Marshal inspection and clarification of adjustments and testing required.
- Reviewed elevator files on completed work and pricing and had phone meeting with Schindler rep for clarification of future maintenance needs and possible end of life timing for elevator and costs for replacement.
- Met with pest control company regarding mouse issues in tablecloth closet and adjusted visits to bi-monthly rather than quarterly.

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

- Prepared agenda and facilitated monthly facilities team meeting.
- Working logistics with Campus Aesthetics Team members for a Textile event in Spring Hall and a display in gallery.
- Coordinated with Grounds Team and Eastside Community School for some select students working on clean-up projects.
- Booked several auction events onsite.
- Numerous contacts and coordination with Chinmaya for February 18-20 Spiritual Parenting Retreat in education building.
- Coordinated with Ryther Aspiring Youth rep to discuss additional room use for their classes in spring and for additional rental space during spring quarter.
- Worked with Trinkets and Treasures team to set dates for summer rummage sale.
- Booked space for East Shore RE Summer Camp.
- Fielded various requests and conducted 12 tours as needed for 8 potential space rentals:
- Danzberger Recital, Quinceanera, Ribbon Festival, Memorial service in March, Aububon Society Awards Dinner, Suginoku Preschool graduation, Ted Falcon class, Choralinda choir
- Booked space and created Zoom meetings for various activities for staff and members.
- Kept online portal calendar updated.
- Prepared weekly caretaker instructions for room use and set-up needs.

Here are the monthly financial statements.

East Shore Unitarian Church
Statement of Financial Position

As of: Jan 31st 2024

Assets	
Cash	
1010 Checking - Chase	95,668.31
1025 Savings - BECU	122.79
1090 Petty Cash	200.00
Total Cash	95,991.10
Investments	
1130 Stock Donations - Schwab	80.99
1140 Endowment -Schwab 8692	39,491.23
1170 Endowment Schwab 7213	968,046.21
Total Investments	1,007,618.43
Reserve Accounts	
1370 Building Reserve Fund- BECU	24,100.00
Total Reserve Accounts	24,100.00
HH Sale Expense Receivable	
1420 HH Sale Exp Rcvable - Legal/Eng	218,241.12
1421 HH Sale Exp Rcvable - Carrying Costs	2,671.37
Total HH Sale Expense Receivable	220,912.49
Prepaid Expenses	
1531 Seabeck Prepaid Deposit	6,000.00
Total Prepaid Expenses	6,000.00
Total Assets	\$ 1,354,622.02
Liabilities & Net Assets	
Liabilities	
Long Term Liability	
2720 Damage Deposits - LT Rentals	2,750.00
2750 Building Loan	302,904.89
Total Long Term Liability	305,654.89
Total Liabilities	305,654.89
Net Assets	
3100 Operating Fund Balance	17,329.69
3200 Building Reserve Fund Balance	24,100.00
3300 Endowment Fund Balance	1,007,537.44
Total Net Assets	1,048,967.13
Total Liabilities & Net Assets	\$ 1,354,622.02

East Shore Unitarian Church
Statement of Activities - Summary

Date Range: Jan 1st 2024 - Jan 31st 2024 | Filtered by: Fund

Accounts	Actual	Budget	Actual	Budget	Annual
	Jan 01, 2024 - Jan 31, 2024	Jan 01, 2024 - Jan 31, 2024	This Year Year to Date	This Year Year to Date	Budget Jan 01, 2024 - Dec 31, 2024
Revenues					
Income - Donations	69,241.50	71,183.33	69,241.50	71,183.33	854,200.00
Income - Facilities Rentals	25,031.71	18,933.34	25,031.71	18,933.34	227,200.00
Income - Events & Pgms	3,882.77	0.00	3,882.77	0.00	82,375.00
Income - Other	50,324.10	4,519.59	50,324.10	4,519.59	54,235.00
Income - Fundraising	0.00	0.00	0.00	0.00	50,000.00
3-Designated Revenue	10,100.00	13,333.33	10,100.00	13,333.33	160,000.00
Total Revenues	\$ 158,580.08	\$ 107,969.59	\$ 158,580.08	\$ 107,969.59	\$ 1,428,010.00
Expenses					
Wages	50,908.99	52,373.33	50,908.99	52,373.33	628,480.00
Payroll Employer Portion	13,663.07	13,528.00	13,663.07	13,528.00	162,336.00
Professional Expenses	557.00	1,316.67	557.00	1,316.67	15,800.00
Contract Workers	0.00	800.00	0.00	800.00	9,600.00
Program Expense	361.73	2,686.24	361.73	2,686.24	114,610.00
Utilities	2,661.38	3,563.34	2,661.38	3,563.34	42,760.00
Facilities Expense	6,893.48	11,808.33	6,893.48	11,808.33	70,200.00
Business Expense	723.89	5,860.66	723.89	5,860.66	73,228.00
Office Expense	1,626.80	2,304.17	1,626.80	2,304.17	28,650.00
Fundraising Expense	0.00	0.00	0.00	0.00	700.00
Building Loan Expense	9,470.45	9,470.50	9,470.45	9,470.50	113,646.00
3-Designated Expenses	100.00	14,000.00	100.00	14,000.00	168,000.00
Total Expenses	\$ 86,966.79	\$ 117,711.24	\$ 86,966.79	\$ 117,711.24	\$ 1,428,010.00
Net Total	\$ 71,613.29	(\$ 9,741.65)	\$ 71,613.29	(\$ 9,741.65)	\$ 0.00

Director of Religious Education’s Report – Amanda Alice Uluhan

Director of Religious Education Report

February 15, 2024



Youth Exploring Spirituality (YES-UU) Jr High youth group working with kintsugi to discuss mistakes, healing, wholeness, and beauty.

“We who are Unitarian Universalist not only affirm the inherent worth and dignity of every person; we also affirm the inherent wholeness of every being -- despite apparent brokenness. No one reading these words is a stranger to pain, or the knowledge that things break, or break down: promises, friendship, sobriety, hope, communication.... this breaking happens because our human hearts and our very institutions are frail and imperfect. We make mistakes. Life is messy. Brokenness happens. We’re intimately acquainted with brokenness, then, even as we believe that no matter how fractured we are or once were, we can make whole people of ourselves. We are whole at our core, because of the great, unnameable, sometimes inconceivable Love in which we live.” [Rev. Erika Hewitt via worshipweb](#)

Average Weekly Student Attendance (only R.E. Sundays are included):

January 2024- 36

January 2023- 42

January 2022- 19

Program Highlights:

Because of the budget shortfalls, I am delaying most, if not all, purchases for this quarter.

- Little Uu’s (0-5)– playful stories, getting to make new friends
- Discovery Year – values focused curriculum includes multimedia learning resources, small group projects, and storytelling
- Stepping Stones – delivering world religions through technology and universal design learning
- Youth Exploring Spirituality (YES-UU) – supporting strong and inclusive youth programming with a great teaching team and engaged kids
- Young UU Project (YUUP) – I am attending weekly meetings with local D.R.E planning March youth conference

Family Outreach:

- Kids Night In February 9th – 15 kids ages 1-10 from 5:30-8:30AM
- Worship Arts Tables – Multigen Sunday RE staff hosted mardi gras/valentines love arts table with 15+ people from 9:30AM-10:30AM
- February 11th Coffee Hour – Hosted in Spring Hall with 60+ people from 11:30AM-12:30PM clean up by Grace Colton and Lynn Roesch
- HUUGS – Young Adult Care packages sent to 14 families packed by Grace Colton and Lynn Roesch
- Library work party scheduled for March 3 to better utilize campus learning resources in small group ministries and R.E.
- July 22-26 Arts and Community Summer Camp registration launches March 1st and we are in progress to hire an artist educator to develop and lead workshops

Volunteer Engagement:

- RE Team meets monthly to progress on annual goals. The attached charter is completed.
- RE Teachers meet in small groups to plan and prepare programs. I believe there is a level of comradery, purpose, and skill in each of the groups. Rolling onboarding and enrollment of volunteers for special events.

Congregational Life:

- Supporting Auction Team for March 16th's annual fundraiser by organizing families to decorate and volunteer night of.
- Shared leadership with Porchlight Ministries on winter supplies drive (currently running on campus) with future faith in action and/or family service events.

Administration:

- Implementation of new class and volunteer list serves via Realm and Outlook Express.
- Annual attendance average and current R.E. registration numbers submitted to the UUA Certification database via DMD, Nicole Duff.
- Analysis of annual program. This includes RE Staffing and Volunteer job duties and the financial obligations of each program/event. This will prepare us for programs in the 24-25 liturgical year and better align resources with mission and objectives.

Board:

- Began preparations for 360 Annual review, including assessment of 2023 goals and plans for 2024.

Professional Development:

- Due to the budget shortfall, I delayed plans for professional development courses and conferences until, hopefully, later.

Thank you for your continued participation in the shared ministry of R.E. and Family Ministry learning community. Please let me know how I can better serve you.

Peace,

Amanda Uluhan

Director of Religious Education

Credentialed Religious Educator

Campus Office Hours: Sunday-Thursday 9am-3pm or by appointment

education@esuc.org 425-747-3780 x 104

Membership Director's Report – Nicole Duff

No report submitted.

Committee and Liaison Reports

Policy & Governance Committee Report – Grace Colton

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

February 2024

For Consent Agenda: Board Committee Charters submitted by David Langrock

For Agenda: Nothing

For Information:

1. Bylaw Task Force update:
 - a. **Thank you** to those Board members who have replied to our emails asking for reactions to proposed bylaw changes. The Bylaws Task Force is on an aggressive schedule and has requested board involvement and attention to all 5 emails. The next major Task Force presentation will be at the March Board Meeting when bylaw changes to have congregation wide discussion will be presented. Your approval for engaging with the congregation on the proposed changes will be asked for. April's Board meeting will have an update from the Bylaws Task Force. You will be asked to formally approve bylaw changes at the May Board meeting.
 - b. **Estimated Timeline** for Bylaw Update project is [here](#).
 - c. Discussion **Forums for the congregation are scheduled** for early March and Information Forums in June before the congregational meeting.

2. Annual Charter Review
 - a. **P&G has approved all Board Committee Charters except Financial Stewardship.** Rebecca Chatfield is going back to Financial Stewardship for updates to goals and other parts of the Charter. **The Committee on Shared Ministry's Charter** is approved as far as it is completed, including its goals, but **is not complete yet.**
 - b. Per past practice, P&G coordinates the charter process. **SLT approves the ministry team charters and informs the Board.**
 - c. Also, per past practice, the **members of the staff leadership team have been asked by P&G to include in their Board Reports specific team charters that have been approved by them so the Board knows their status.** P&G is assisting Rev Maria Cristina with her ministry team charters. P&G has logged 13 of about 24 ministry team charters as being done.

Personnel Committee Report – Martin Cox

Martin Cox, Board Liaison to the Personnel Committee

February 2024

Personnel Committee Liaison Report

The Personnel Committee Meeting of February 6, 2024

The Personnel Committee met on February 6, 2024.

In attendance:

Deb Boehm-Davis (chair)
Karin Pierce
Eric Horner
Rebecca Chatfield
Martin Cox (board liaison)

Salary Guidance Process

At the request of the Board of Trustees, the Personnel Committee has primarily been working on developing recommendations for a Salary Guidance Process that incorporates the guidelines in the UUA Congregational Salary Program.

To this end, the Personnel Committee has developed a draft of the [Personnel Committee Recommendations for Salary Guidance Process](#).

Members of the Personnel Committee had reviewed this draft process document and most of the agenda of the February 6 meeting was focused on discussion and resolution of several key sections of the process, specifically, the so-called "Ruler method" and the overall review process.

Agenda Item 1: Discussion of the Ruler Method

We reviewed the Ruler Method described on pages 6-7 of the [Personnel Committee Recommendations for Salary Guidance Process](#). Deb commented that when the Board gave the PC the charge to develop a method for annually establishing church staff salary adjustments, she endeavored to structure this section which includes the UUA's "Ruler Method" as a series of steps.

The steps starting on page 7 depend on whether the employee is a current (on-going) employee or a new hire.

For Current Employees: we locate each employee on the ruler based on "relevant experience and training". Then annually, adjust the individual's position along the ruler.

- 1" per year up to 5, then
- 0.5" per year after 5 up to 10".

Optional additional advances for "Outstanding contributions."

Optional additional advances for "Exceptional Service" 0.5 to 1.5 at the discretion of the supervisor or leadership.

There was some discussion of credentials: credentials should only have an impact on the ruler number if the credential is directly related to the job function.

For New Hires: we start the new hire between 0" and 5" depending on relevant previous work experience and credentials.

The committee discussed what "Procedural Justice" emphasized by the UUA refers to in the specific case of the salary review process, i.e., who decides?

The committee expressed approval of the table Deb created on Page 6 of the draft document. The table shows who is responsible for each step of the process.

The committee discussed whether “merit-based pay” could be factored into the process by moving the “Ruler Method” measure upwards in reward for "Outstanding contributions" and "Exceptional service." Yes, and it was felt the draft document should be improved to make that clear.

The discussion turned to the Job Descriptions for ESUC staff positions. Job descriptions have a direct effect on the reading obtained from the UUA Guidance Ruler method. Everyone agreed the job descriptions for the staff at ESUC need to be reviewed and updated. As a specific example, Jenny's job has morphed quite a bit.

Rebecca has already started the process of updating staff job descriptions with Dianne and Jalil.

Deb commented that the board needs to work with the SLT member on SLT job descriptions.

Agenda Item 2: Review of PC Recommendations for a Salary Review Process Document

The draft document includes the steps we need to do to make the target date on this process. In March we need to reach out to the UUA we should talk with [Jan Gartner or Sean Griffin of the Congregational Salary Program].

The committee saw some discussion around who on the church staff should review the proposed Personnel Committee Recommendations?

Ideally, the Ruler method and COLA serve different purposes. We agreed to research the extent to which COLA is baked into the UUA guidelines.

Agenda Item 3: Kick off the SLT Evaluation Task Force (ETF) Process

Eric Horner and Deb Boehm-Davis will accompany Keely Cofrin Allen and Martin Cox as the members of the ETF. It was therefore decided that the Evaluation Task Force 2024 will consist of:

Deb Boehm-Davis (PC)

Eric Horner (PC)

Martin Cox (board)

Keely Cofrin Allen (board)

The PC went into executive session at 2/6/2024 7:30 PM

Update: The PC is still short by one person.

Below is a list of PC members and the date their Term of Office expires:

Current Personnel Committee members and terms of office

Name	Term(s)
Deb Boehm-Davis	11/2019-10/2022, 11/2022-2025; Chair: 7/2021-
Karin Pierce	1/2019-12/2021, 1/2022-12/2024

Elaine Richlie 7/2022 - 6/2025
Eric Horner 11/2023 - 11/2026
Minister: Rev. Dr. Maria Cristina Vlassidis Burgoa (ex officio)
DFO: Rebecca Chatfield (ex officio)
Board Liaison: Martin Cox (liaison)

Respectfully submitted,

Martin Cox
Board Liaison to the Personnel Committee
February 15, 2024

Right Relations Committee Report – Susan McDonald

Right Relations Board Report

February 13, 2024

1. **ECAM Visit /Discussion** Kristi Weir led discussion and sent RR notes for review

2. **April 28 RR Worship Service Planning**
 - Preliminary plan sent to Rev. Maria Cristina for review before March RR meeting where we plan to work on details; RMC Cristina outlined availability for RR on 4/28 and offered alternate/additional Worship on 4/14;

3. **Board Listening Circles**
 - Sent email to BOT recommending a Listening Circle regarding ESUC finances along with the offer of RR support.
 - Susan had follow-up conversation with Signe about this request (learned that the Board is planning a Town Hall) and also discussed the possibility of restarting other BOT communications with congregants including regular Listening Circles and monthly newsletters.

4. **New RR members**

Amanda Strombom and Karin Elofson are new members of the RR Committee! They have been participating in UUA RR training with Carrie and Susan since September.

Susan McDonald
February 13, 2024

Nominating Committee Report – Beth Wilson, PhD

Nominating Committee Board Report

February 13, 2024

We have completed the review of all questions given to us by the Bylaws Task Force. We've also reviewed their feedback on the current job descriptions for Board members and Nominating Committee members.

We'll be hosting a Leadership Development Forum for the congregation on Monday, 2/26, at 7pm on Zoom. All are welcome to attend.

We are meeting twice monthly to increase our recruitment efforts. We hope to complete the slate by the end of March, 2024, filling 3 vacant Board positions and 2 Nominating Committee positions. Suggestions of potential candidates are welcome from the Board.

We continue to look for a suitable candidate to join the Personnel Committee.

Beth Wilson, Nominating Committee Chair

Holly House Task Force Report – Evelyn Smith

Holly House Task Force

February 15, 2024

Report / Update for the Board of Trustees

East Shore Unitarian Church

We are pleased to report that the Holly House property has been listed for sale, and our real estate broker (Mitchell Belcher with Berkadia) is working to find a buyer for the site.

The property was put on the market in mid-January, listed at a \$4.5 Million offering price. As of this morning, Mitchell reported that there are several very interested buyers who are actively engaged in talks with Mitchell and his team and reviewing the property.

Having an agreement in place with the Channel Place Condominium association has been important in generating interest, as many of our potential buyers are developers who have been active in the market here over many years and are familiar with the potential issues surrounding the use of the Holly House site for multi-family development. There have been a few questions about the agreement which are leading us to ask our attorney for some clarification; There will be some attorney's fees we incur as a result, but we are conscious of the church's financial situation and are working to keep those fees to a minimum.

We are discussing with Mitchell setting a deadline for offers, and while we haven't established that date (pending some clarification on the questions just mentioned), we're expecting that to be in a few weeks, mid-March.

Based on the feedback so far, we are hoping to have several offers to evaluate next month and should be able to have some positive news for the board's March meeting!

Respectfully submitted,
Holly House Task Force

APPENDICES

Appendix A: Minutes of the January 25, 2024 Board of Trustees Meeting

DRAFT East Shore Unitarian Church **Board of Trustees January 25, 2024 Minutes**

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

Board Members absent: none.

Visitors present: Carrie Bowman, Ann Fletcher, Mike Radow, Don Durenberger, Susan McDonald, Grace Colton, Ryam Hill, Leroy Smith, Amanda Strombom

Support roles:

Facilitator:	Signe Lalish, President
Time Keeper:	Signe Lalish
Process	Rebecca Chatfield
Observer:	
Tech Helper:	David Langrock

Meeting commenced at 3:30 PST

Evelyn Smith gave an opening reading written by Rev. Peter Luton.

Check-In

Meeting attendees checked in via chat.

Consent Agenda

Original Consent Agenda:

1. Approve the December 2023 BOT meeting minutes. (January Board Packet Appendix A).
2. Approve those Committee Charters recommended by David Langrock on January 24, 2024.
3. Approve the Fund-A-Need for the 2024 Auction: Refresh of the North Room
4. Approve motion to start the SLT Evaluation Task Force (ETF) process. (January Board Packet Appendix B).
5. Approve the signing of a Letter of Support for Najibullah Ghaznawy seeking asylum from Afghanistan. (January Board Packet Appendix C).
6. Approve Youth Programs Fundraiser for the 2024 Auction.

David Langrock requested that consent agenda item #2 (Approve those Committee Charters...) be removed as the charters will be approved at the February, 2024 board meeting.

Evelyn Smith requested that consent agenda item #6 (Approve Youth Programs...) be removed to answer a question. Item #6 was moved to the discussion agenda.

The amended consent agenda consisted of items 1, 3, 4, and 5 from the original consent agenda:

- Approve the December 2023 BOT meeting minutes. (January Board Packet Appendix A).
- Approve the Fund-A-Need for the 2024 Auction: Refresh of the North Room
- Approve motion to start the SLT Evaluation Task Force (ETF) process. (January Board Packet Appendix B).
- Approve the signing of a Letter of Support for Najibullah Ghaznawy seeking asylum from Afghanistan. (January Board Packet Appendix C).

Martin Cox moved that the board pass the amended consent agenda.

Evelyn Smith seconded the motion.

The motion passed unanimously.

Discussion Item #1: Bylaws task force presents 4 changes for approval and discussion.

Grace Colton of the Bylaws Task Force presented the following four proposed changes to the East Shore bylaws for questions, discussion, and vote. A vote of approval by the board allows the proposed change to move forward to be presented to the congregation for a vote at a congregational meeting.

- 1) Make the following administrative Changes to entire Bylaw Document:
 - Use letters and numbers to delineate Article and Section names. Don't use Roman Numerals as a way to be more inclusive. Roman Numerals aren't taught widely anymore.
 - Replace 'shall' with 'will' in the whole document to modernize the language.

- Use 'Board policy' not 'policy'; 'written procedures' not 'procedures' to clarify that formal policy or procedures are being referred to. There can be informal, organic ways of doing things that have not risen to the level of written and approved.
 - Format bylaw doc with footers (ESUC Bylaws, revision/amendment date) and headline of "Bylaws of East Shore Unitarian Church".
- 2) Delete Article 1 Purpose - It is a duplicate to what is in Articles of Incorporation. It isn't required by WA law. Some churches have a faith statement instead.

ARTICLE I. PURPOSE

The purpose of East Shore Unitarian Church is to establish and maintain a Unitarian Universalist church and to provide a place of public worship for the same in Bellevue, Washington; to establish, maintain, and conduct a program of religious instruction for all ages; to promote educational and cultural programs; and to further other religious and charitable work.

- 3) Revise Article III as follows (crossout is deletion; bold is new words):

ARTICLE III. DENOMINATIONAL AFFILIATIONS

The church shall be a member of the Unitarian Universalist Association and the Pacific Northwest ~~District~~ Region of the Unitarian Universalist Association **or its successor**. It is the intention of this church to make annual financial contributions to the Association ~~and to the Region~~ equal to its full fair share, as determined by the Association ~~and the Region~~.

- 4) Appendix 1 - Mission & Values - move to Board Policies where it can be more easily updated and referred to.

Board members discussed No. 3 (Revise Article III...). The question was raised as to whether the "intention of this church to make annual financial contributions to the Association..." should stay as proposed or be modified because it raises the question, is the word "intention" sufficient, or does it also depend on the *ability* to pay? Grace offered that the wording only states the intent to pay and is not an obligation to pay nor an attempt to list conditions like the ability to pay.

It was decided to set No. 3 (Revise Article III...) aside for further work, and vote on changes 1, 2, and 4.

David Langrock moved that the board approve changes 1, 2, and 4 to allow the Bylaws Task force to move the changes forward to the congregational meeting.

Geri Kennedy seconded the motion.

The motion passed unanimously.

Discussion Item #2: Church Financial Status

Rebecca Chatfield presented a review of the financial status of the church focusing on a lookback over 2023 and some insight into cash flow and donors.

For the period of discussion item #2 Amanda Alice Uluhan agreed to serve as temporary process observer.

Rebecca delivered a Power Point presentation that made the following points:

- In 2023, several expense areas stayed within budgeted amounts.
- In 2023, several other areas saw greater expense and smaller income than budgeted, including:
 - Unusual facilities repairs – extra \$30K
 - Holly House fees – attorney – extra \$30K
 - Drop-off in pledges November – December.
- The combined impact led to cash flow problems becoming apparent at the end of 2023.
- Most monthly costs are “inescapable” (payroll, mortgage)
- UUA dues is the only monthly cost the board has discretion to simply not pay or pay less.
- East Shore faces a looming member demographic problem that higher % of members and higher pledge levels come from “Silent” cohort (ages 79+) and “Boomer” cohort (ages 60-78).
- The immediate, short-term problem is cash flow: the church needs enough money to cover fixed costs. The church has already (in January) taken the full draw from the endowment budgeted for the entire 2024 year.
- The staff has already put austerity measures in place.
- Suggested short-term solutions include:
 - Do a “Second Ask” for more pledges from the congregation. Requires board approval.
 - Draw from the endowment beyond the budgeted amounts.
 - Delay paying UUA dues.
- ES has already started a Building Reserve Fund and connected Capital Campaign (April kick-off).
- With a “second ask”, the Auction in March, and Capital Campaign in April, we recognize the problem of “donor fatigue.”

The board discussed these points.

There was a strong need to better understand reasons for the pledge drop-off.

It was felt the board must communicate to the congregation that a drop-off in pledge payments plus other expense factors has led the church to austerity measures and a “second ask”.

It was discussed that the “second ask” must be directed by a team including staff, board, and finance team members.

To head off a cash-flow pinch that could require an emergency meeting of the board, several board decisions would be made now.

Finance Motion 1

The board approves of a team including Geri (Kennedy), Nicole (), Betsy (Gelb), Rev. Maria Cristina, to proceed with the fundraising effort referred to as the "second ask" that includes reaching out to select ESUC members and informing the entire congregation.

The above motion was moved by Geri Kennedy and seconded by Martin Cox.

The motion passed unanimously.

The board discussed the need to make endowment funds available if needed but limited in time to the current year and constrained by any applicable Bylaws and by the endowment charter.

Finance Motion 2

The board authorizes the Treasurer and the DFO to make prudent decisions to draw from the endowment to meet operational cash flow expenses for the remainder of 2024 limited by the Bylaws (Article VII Section D.2.) or the endowment charter*.

*The endowment charter contains the following: "Distribution beyond the normal Annual Distribution shall occur only on the approval of the Board of Trustees up to the maximum amount of One Hundred Thousand Dollars (\$100,000) above the normal Annual Distribution."

The above motion was moved by Martin Cox and seconded by Geri Kennedy.
The motion passed unanimously.

Finance Motion 3

The board directs the DFO to continue to defer payment of UUA dues while the cash flow issues are unresolved.

The above motion was moved by Geri Kennedy and seconded by Evelyn Smith.
The motion passed unanimously.

Discussion Item #3: Approve Youth Programs Fundraiser for the 2024 Auction

The annual auction Youth Programs Fundraiser requires board approval as a fund-raising activity. The question raised by the board was around the term "tips" traditionally used in ESUC auction dinners where youth served as wait staff. The funds raised in "tips" are explicitly designed to help fund youth programs including scholarships to youth events.

In discussion it became clear that while some people understood the term "tips" to be a euphemism for youth program funds, others misunderstood them thinking the money went to the youth working as wait staff at the auction event.

Amanda Strombom, as leader of this year's auction, agreed to use a different term than "tips" this year.

Martin Cox moved that the board approve the Youth Programs Fundraiser for the 2024 Auction. David Langrock seconded the motion.

The motion passed unanimously.

Announcements: Holly House Property officially posted for sale

Representatives of the Holly House task force reported that the agreement to list the Holly House property for sale was signed. A brochure for the property was sent out January 24, 2024.

Process Reflection

Rebecca and Amanda Alice shared some reflections on the process of the meeting.

- Some people participated in the check in some did not. Not clear if anyone felt left out.
- Generally smooth logistics around displaying material on zoom.
- Some discussion about bending the rules around the consent agenda.
- We pulled an item from the consent agenda, and it is important that board members feel safe to pull an item off the consent agenda if there are questions or insufficient information to feel confident passing the motion.
- There was some annoyance expressed at the lack of "crispily worded" motions.

CLOSING

The notes do not record any closing reading.

The regular Board meeting ended, guests were excused, and the board went into executive session at 5:20 PM PST.

Minutes compiled by Martin Cox

Secretary, Board of Trustees

East Shore Unitarian Church

Bellevue, WA

January 27, 2024

Land Acknowledgment

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.”