

OUUC BOARD MEETING MINUTES

Thursday, November 12, 7:00 – 9:00 PM on Zoom

We are a liberal religious community that opens minds, fills hearts, and transforms lives.

Board Officers Present: James Trujillo, President; Christine Parke, Vice-President; Jason Martinelli, Treasurer; Barry Zickuhr, Secretary

Members at Large Present: Brian Coyne, Sally Alhadeff, Diana Finch, Rich Kalman, Wendy Endress

Ex-officio Member: The Rev. Mary Gear

Members absent:

Congregational members present: none

Opening words: Rich

Check in everyone

Review Agenda James reviewed the agenda.

Consent Agenda – approved

Congregational Member Concerns/Comments Rev Mary noted there were two letters from congregants regarding issues they have and Rev. Mary & James are in conversation with them.

Ministerial Report

The Ministerial Fellowship Committee of the UUA accepted Rev. Mary into Full Fellowship.

GA will be virtual in June

Update on PPP loan – John T. & Mary W. are working through the application for forgiveness with KeyBank. Affidavit needs to be signed.

Discussed the Bonding issue raised in the monitoring report. Specifically we are not following the governing policies. **Rev Mary** will look into how much this may cost, what other churches do and what the UUA guidelines are if any.

Currently approximately \$25K less than ask. **Rev Mary** will provide us a proposed budget that takes this into account.

Discussed HVAC replacement and that this is a big cost. Our current HVAC is not sufficient. This might be a grant ask from UUA.

Asked how things are going with Jo (new staff member). Rev. Mary says she is doing really well and is open to all kinds of new things. She has fit in well and knows her stuff. She is handling all our social media.

James attended a meeting with medium and large church presidents and noted that we seem to be doing very well by comparison

Committee Reports

- **Financial Report**

Reviewed 3rd quarter report.

Discussed how to communicate this to the congregation, as there have been questions about that during the Stewardship Drive.

We need to open another account on Keybank for eBay sales due to changes with PayPal.

The Board approves opening a new KeyBank checking account for eBay sales. Jason Martinelli (Board Treasurer), James Trujillo (Board President), and Rev. Mary Gear are signers on the account.

Approved unanimous

- **Health and Safety**

Manual submitted to Board (attached). Noted again that the HVAC system is going to be a big issue to rehabilitating the church. Requesting a task force approved by the board. **Board will review for next meeting**

- **Stewardship**

Discussed current report in Tuesday blast. James asked the Leadership Team to look for someone to lead the Stewardship Committee, and noted we should formalize the Board to Stewardship relationship with a liaison from the Board. He also noted that we should have a liaison to the Leadership team as well.
Discussed analysis of Stewardship data and revenue. The data should go to Darlene, but analysis could be done by the Stewardship data stewards.

Rev Mary will share the report Susan Dotson did a few years ago on Stewardship drive

- **Revenue Enhancement**

James shared the Board Recommendations (attached). Nearing the end of life for this committee.
Discussed items in the report. Noted that the work in the report will likely need to wait for the next board.

Consultant Proposal

Reviewed James' scope document (attached).

Motion to allow the board officers to move forward with the selection process detailed in the scope document.

Approved unanimous

Congregational Meeting Planning

Rev Mary will talk about the bookkeeping change and how that has changed the budget documents.

Barry will draft the agenda, and send the bylaw changes to Darlene for dissemination

Listening session topics

- December 6 – budget, Rev. Mary

Discussed logistics of board meeting budget approval on the 3rd, the budget publication no later than December 5, and the budget listening session on the 6th.

Review new business and assignments for next meeting

Tasks and assignments:

Rev Mary will look into how much bonding costs, what other churches do and what the UUA guidelines are if any

Rev Mary will provide us a proposed budget that takes the changed projection into account.

Board will review the Health and Safety manual for a future meeting

Rev Mary will share the report Susan Dotson did a few years ago on Stewardship drive

Barry will draft the agenda, and send the bylaw changes to Darlene for dissemination

Wendy reviewed the meeting and gave us an A

For next meeting (Thursday, December 3 – date changed to accommodate budget timeline)

Chris and Rich will do opening and the closing words

Brian will grade the meeting

Diana will do the board video

Closing Diana

Respectfully submitted this 12th day of November, 2020 by Board Secretary, Barry Zickuhr

Monthly Informal Report, EL Policy 2.8.: Communication & Support to the Board

Olympia Unitarian Universalist Congregation

For November 12, 2020 by Rev. Mary Gear (completed 11-7-20)

- *The Minister shall not cause or allow the board to be uninformed or unsupported in its work.*
- *Further, without limiting the scope of the foregoing by this enumeration, the Minister shall not*
 1. *Neglect to submit monitoring data required by the board in Board-Management Delegation policy "Monitoring Minister Performance" in a timely, accurate, and understandable fashion, directly addressing provisions of board policies being monitored, and including Minister interpretations consistent with Board-Management Delegation policy "Delegation to the Minister," as well as relevant data.*

We decided to suspend the monitoring schedule for now.

2. *Allow the board to be unaware of any actual or anticipated noncompliance with Ends or Executive Limitations policies of the board regardless of the board's monitoring schedule.*

With huge thanks to Linda Selsor for creating a draft of financial policies, the Finance Team (including Mary Welsh, Jason Martinelli and me) has been reviewing and revising them. In this process I/we realized that governing policy requires bonding for anyone who has access to a material amount of funds. (See 2.6.2 Asset Protection)

Bonding is not in place and has never been as I understand it. Right now, there are three people with material access to funds: Jason Martinelli, who is the Treasurer, Darlene Sarkela, Administrator, and me.

Before we pursue bonding for anyone, I ask that the Board to revisit this policy to see if that is your intention and for whom it makes sense if so.

I also wanted to inform you that we selected a contractor for the website redesign using research for comparisons rather than an RFP or solicitation process. The Board policy of 2.6.5.b says that the minister shall not "make any purchase...of more than \$1000 without having obtained comparative prices and quality." I believe we followed the policy and simply wanted to inform you of the process in case you have any concerns.

3. *Allow the board to be without information required periodically by the board or let the board be unaware of relevant trends.*

Financial transition update: The Realm Accounting transition is done, and we are getting the reports that we need. Right now, we are showing a surplus in addition to the PPP funds. I have asked Darlene & Mary Welsh to review the revenue and expenditures for the year to ensure that we are tracking correctly and that our accounting is accurate. This is underway, and the surplus decreased a bit last month.

Payroll Protection Program loan: We received notice from Key Bank last week that we should get an email giving us access to the forgiveness application process this week. Mary Welsh is ready to complete the application for us.

I reviewed our loan documents and noticed that we were to begin repayment on Nov. 13, 2020. The SBA guidance says that we do not have to begin repayment if we are in the forgiveness process. So, I sent an email to our Key Bank contacts with a cc to Jason advising them of our intent to apply for forgiveness and to not begin repayment on Nov. 13. This is FYI in case you have any concerns about this.

Stewardship: The latest projections from the Stewardship Team (as of 11-3-20) are that we have made 94.9% of goal for a projected pledge total of \$457,115. I understand that a number of new pledges came in this week and will have an update for the Board meeting.

Safer Congregations: In addition to the Capacity Team working on protocols for building use, there are two other Teams working on safety. Sara Lewis has convened a group to review the Safer Congregations protocols with an eye toward how to keep children, youth and vulnerable adults safe in an online environment. This work is proceeding quickly and well.

A Safety Team convened last Winter to look at building security. This group has been doing extensive research and consultation with OPD and other churches. While their initial focus was how to respond to a threatening intruder, I have asked them to assist with thinking through such things as security cameras and a new key card system to monitor building access.

4. Let the board be unaware of any significant incidental information it requires including anticipated media coverage, threatened or pending lawsuits, and material internal and external changes.

No new risks to note.

5. Allow the board to be unaware that, in the Minister's opinion, the board is not in compliance with its own policies on Governance Process and Board-Management Delegation, particularly in the case of board behavior that is detrimental to the work relationship between the board and the Minister

None noted.

6. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.

7. Allow the board to be without a workable mechanism for official board, officer, or committee communications.

We agreed to use Realm for routine communication and e-mail for sensitive or confidential issues.

8. Deal with the board in a way that favors or privileges certain board members over others, except when

(a) fulfilling individual requests for information or

(b) responding to officers or committees duly charged by the board.

If you have any concerns in this area, please let me know.

9. Fail to submit to the board a consent agenda containing items delegated to the Minister yet required by law, regulation, or contract to be board approved.

I am not aware of any.

OUUC COVID PANDEMIC MANUAL

November 5, 2020

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SECTION 1. INTRODUCTION

The OUUC Health and Safety Taskforce

In early 2020, the OUUC Board of Trustees appointed a taskforce of seven people, representing various aspects of life in our community, initially to study building capacity. With the onset of the virus the taskforce, now called the Health and Safety Taskforce, was given a new charge by the Board to develop a plan, procedures, and protocols for church operations and use during the COVID-19 pandemic. The Board's charge to the group, as revised in June, includes:

This group is charged to work with the minister, Caretaker and other staff to address building use during the pandemic in a way that lives up to the OUUC mission, remains true to Unitarian Universalist values and principles, and is in line with public health guidance. While we recognize that the minister is ultimately responsible for operational decisions, we believe that response to this unprecedented situation requires our collective wisdom, and we want a deliberative, informed and spiritually grounded response.

The State of Washington: A Model for the Work of the Taskforce

The initial priority of the taskforce was to find a model for response to the pandemic that would help us determine and respond to the many issues that need to be addressed. We recognized that to follow any one model may mean taking actions that may be different from individual preferences. But, the safety of the community is our top priority; we also must be inclusive, providing ways for people to participate in person or virtually.

After some deliberation and study, the Taskforce has recommended that we at OUUC commit to following the requirements, guidance, and protocols issued by the State of Washington for all activities and events that may occur in and about our church and grounds during the pandemic. The state's document, *Phase 1, Phase 2, and Phase 3 Religious and Faith-based Organization COVID-19 Requirements* (updated 08/10/2020) provides clear and extensive guidance regarding our responsibilities. It includes the following directive:

Prior to beginning operations as described in this document, all religious and faith-based organizations are required to develop for each location (indoor and outdoor if applicable) a comprehensive COVID-19 exposure control, mitigation and recovery plan. The plan must include policies regarding the following control measures: PPE utilization; on-location physical distancing; hygiene; sanitation; symptom monitoring; incident reporting; location disinfection procedures; COVID-19 safety training; exposure response procedures and a post-exposure incident project-wide recovery plan.

This manual provides OUUC's response to that directive.

SECTION 2. A NEW AGREEMENT FOR THESE DIFFICULT TIMES

The Health and Safety Taskforce felt that to protect our community we need a new, mutual agreement, one that is specific to pandemic conditions. It drafted and approved an OUUC Agreement for Times of Pandemic, as follows.

OUUC Agreement for Times of Pandemic

Unitarian Universalism is a covenantal faith grounded in the belief that we are all connected and the practice that we make explicit agreements about how to be together. We affirm that our covenants are guided by science and our values.

We, the members, friends and staff of the Olympia Unitarian Universalist Congregation do affirm that extraordinary times, such as the era of the 2020 Covid-19 pandemic, call for an explicit and extraordinary agreement as to appropriate behavior among us.

We recognize that our actions directly impact the health and well-being of others. We acknowledge that COVID-19 disproportionately affects people with disabilities, Black people, Indigenous communities, Latinx people, the elderly, and essential workers, a majority of whom are women and women of color. We know that as a religious community, we have a moral responsibility to do all we can to reduce risks for those already at such high risk.

For that purpose, we agree that:

** Because our preeminent concern is for the health and safety of the community...*

we will follow the guidance provided by the minister and staff regarding use of the building and grounds that reflects the known science and best practices to promote health and safety as gathered by congregational advisory groups, such as the Capacity Task Force. Such practices include, but are not limited to, use of masks, social distancing guidelines, room and group capacities, and symptom monitoring. In the absence of such guidance, we will follow that provided by the State of Washington's governor and Department of Health.

** Because we choose to walk together we promise to...*

accept the responsibility to stay abreast of guidance from the church regarding the best practices to promote health and safety by frequently monitoring church information sources (website, Wednesday Newsletter, and onsite signage). When in doubt we will consult with staff.

We also reaffirm the OUUC Covenant, with special reference to the following portions:

** Because we need not think alike to love alike, we promise to...*

speak and work openly, honestly, and lovingly with our leadership, providing informed, constructive feedback when we believe change is needed.

** Because we recognize that conflict is normal we promise to...*

speak with each other directly and honestly from a position of respect, kindness and love, recognizing that to do so, there will be times we need to seek counsel from the community.

SECTION 3. OUUC COMPREHENSIVE COVID-19 EXPOSURE CONTROL, MITIGATION, AND RECOVERY PLAN

The OUUC COVID plan has been constructed on an underlying assumption that everyone will take responsibility for following personal preventive procedures. Everyone will:

Stay home if sick, or if a household member is sick;

Maintain adequate social distancing

Wear a face mask or other approved protection over the nose and mouth

Cover coughs or sneezes

Wash hands frequently

Avoid touching one's face

Wipe down surfaces after use

The OUUC policies regarding exposure control, mitigation, and recovery required by the State of Washington are as follows:

1) PPE Utilization: Masks and Gloves

All staff, members, and visitors shall wear face coverings, whether indoor or outdoor. Exemptions to wearing face covering are discussed in the *Guidance on Cloth Face Coverings from the Washington State Department of Health*¹. If a speaker needs an accommodation due to a medical exemption, then a Plexiglas 3-sided barrier may be used. The barrier must be disinfected after every use.

Anyone who cleans the church, including OUUC maintenance staff, shall wear gloves, mask and eye protection.

2) Physical Distancing

OUUC must adhere to physical distancing requirements and have six feet of space between workstations and between the congregation's seats or have physical barriers between them. Members of the same household may be seated together as a single unit. Markings on the floors and seats indicating a six feet radius must be placed on the floors to help guide members and visitors.

3) Hygiene

Tissues and trashcans must be placed inside and outside the church.

Soap and running water shall be provided at multiple locations to allow for frequent hand washing. Everyone should be encouraged to wash their hands regularly, and required to do so before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol should also be provided for use.

4) Sanitation

Disinfectants must be available to staff, members, and visitors inside and outside the church.

High-touch surfaces, including personal work stations, mirrors, chairs, headrests and armrests, doorknobs, handrails, restrooms and meeting rooms, must be cleaned and disinfected after each use with the appropriate disinfectants.

5) Symptom Monitoring

Individuals in the OUUC building and on the property should not be capable of transmitting COVID. Admission to the building will be permitted only if all screening reveals no symptoms.

All employees, members, and visitors will be asked to take their temperature before entering the building. In addition, staff, members, and visitors should self-screen for signs and symptoms of COVID-19 before arriving at the church.

Anyone with a temperature at or above 99.4 F or 38 C or who answers "yes" to any of the following questions will not be permitted on church grounds.

In the past 14 days, have you:

- 1) tested positive for viral presence for COVID?
- 2) had recent *NEW* symptoms consistent with COVID, such as sore throat, runny nose, sneezing, congestion fever or chills, cough, breathlessness, loss of

¹ <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf>

taste/smell, muscle aches, headaches, fatigue nausea, vomiting, or diarrhea?

3) had recent exposure to a confirmed or suspected case of COVID?

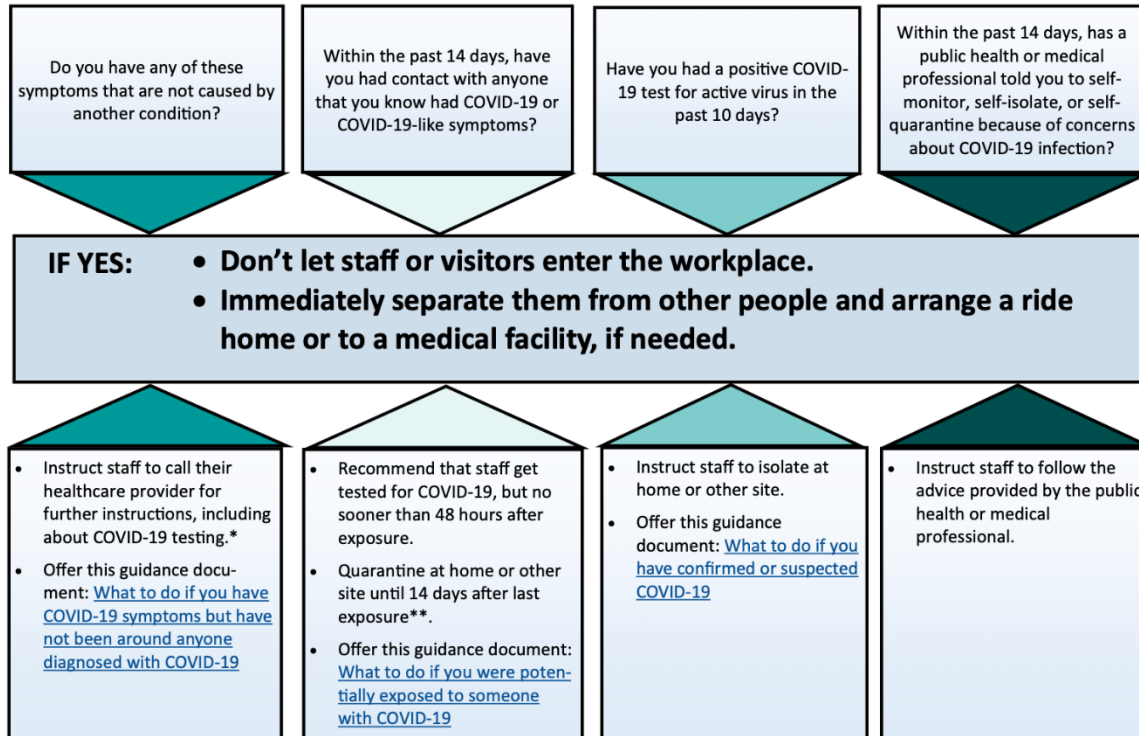
4) engaged in recent, high risk activity, such as air or cruise ship travel or other public transportation or indoor exposure to crowds without social distancing or masks?

5) been advised to self quarantine?

6) had a member of your household experience new illness?

The following diagram indicates procedures to follow in the event that the answer to any of these questions is “yes.”

What should a business do if staff or visitors answers “yes” to these questions?



*If employee or visitor does not have a healthcare provider: there is free or low-cost testing at many locations to anyone, no matter their immigration status. You can use the [WA State COVID-19 Help Hotline](#) to talk to someone.

**Employees working in [essential businesses](#) may return to work provided they do not have symptoms and the workplace received permission from the local health department. Contact your local health department for more information.

Procedures for response to the contamination of OUUC facilities are outlined in later sections of this plan.

6) Incident Reporting

By law, doctors and labs must report cases of COVID-19 to the local health jurisdiction (for OUUC, the Thurston County Health Department), after which contact tracing begins. Guidance regarding dealing with known or suspected cases of the virus is based on the idea of isolating the suspected case (whether exhibiting symptoms or known exposure) at home and encouraging them to seek medical help, including testing and contact with a doctor.

Religious organizations are not required by law to report cases of COVID-19, but OUUC will notify the Thurston County Health Department if we suspect an outbreak among church staff or congregants.

7) Location Disinfection Procedures

Disinfectants must be available to employees, members, and visitors throughout the location (indoor and outdoor) and cleaning supplies must be frequently replenished. Clean and disinfect high-touch surfaces after each use—including offices, mirrors, chairs, headrests and armrests, doorknobs, handrails, restrooms, and breakrooms—using soapy water, followed by the appropriate disinfectants.

8) Covid-19 Safety Training

The following groups have been identified as needing specific COVID safety training:

OUUC staff

Group (committees and teams, work parties, special events) leaders

Group (committees and teams, work parties, special events) members

Attendees of services

Service volunteers (greeters, ushers, servers, celebrants)

Choir members and musicians

The general public (visitors, casual users)

Training procedures for these groups should include:

All groups:

Pre-arrival self screening procedures and criteria

Nature of airborne transmission of particles

General safety procedures (hand washing and sanitizer, social distancing, personal protective gear, avoiding high risk situations)

Outside Protocol

Inside Protocol

Bathroom Protocol

Administrative Staff

Tracking building use and activity; record keeping

Interface with county and state health departments

Issues of confidentiality

Maintenance Staff

Cleaning and maintenance procedures for facilities

Use of signage and other educational materials for congregation

Appropriate hygiene equipment and supplies for building users

Personal protection gear for staff

Procedures for optimizing airflow in the building

Music director & choir

Particular risks for singers

Group leaders

Scheduling use of building

Records keeping of group participants

Orientation/education of group members

Group members

Building access

Ushers, Greeters

Use of personal protective equipment

Appropriate guidance for attendees

Food Service volunteers

Clean up before and after events

Disposal/decontamination of materials and equipment

Visitors

Process of building entry and use

Signing in

Permission to share attendance information with health department

9) Exposure Response Procedures

In the event that possible exposure to COVID-19 occurs at OUUC, staff shall initiate the following procedures:

* Identify staff, members and visitors who might have been exposed at church.²

* Review logs, databases, and video footage, and interview staff to provide data to the authorities for contact tracing.

* Inform exposed staff of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act.

* Instruct anyone with close contact to stay home for 14 days quarantine, and self-monitor for symptoms, per the CDC's Recommendations for Community-Related Exposure³.

* Ensure that all staff and visitors are prescreened for symptoms prior to entry to the building. Consider a single point of entry to more easily complete screening but ensure social distancing if people must wait to be screened.

* Inform the congregation as appropriate. Be transparent about confirmed cases and close contacts while protecting confidentiality. Explain steps being taken to reduce transmission and reinforce any particular actions that should be taken to stay safe. Provide information about where to get additional information for any questions or concerns.

* Maintain a list of confirmed and any suspected cases among staff, members and visitors, and a list of all exposed people. Be prepared to share these lists with Thurston County Public Health.

In addition, in the event of a likely case of COVID in staff, congregants, or visitors to the church building, the OUUC shall take the following steps to reduce the risk of subsequent transmission of COVID to baseline (low) levels. The actions should be initiated within 24 hours and completed within 72 hours

(a) Administrative actions:

Restrict access to the building until it has been thoroughly cleaned;

² A close contact is any person who was within 6 feet of a contagious COVID-19 case for at least 15 minutes. A person is contagious 2 days before their illness onset (or, for asymptomatic patients, 2 days before positive test was collected) until the time they are isolated.

³ <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

Provide information on potential contacts to Thurston County Health Department; obtain written permission of congregants before names are released;
Recommend self quarantine for likely exposed individuals, as determined by Health Department staff and other church advisors.

(b) Physical actions:

Trace movements of infectious individuals in the building;
Provide cleaning staff with suitable protective equipment and supplies for deep cleaning;
Ventilate, clean and disinfect area of impact according to procedures outline in “PPE utilization,” “Sanitation,” and “Location Disinfection Procedures” above;
Dispose of PPE and other items as directed; [procedures needed]
Clean and disinfect all cleaning equipment.

10) Post-exposure Incident Project-wide Recovery Plan

In order to prepare the building for use after a confirmed Covid-19 case or outbreak, the following steps should be taken:

Limit access to the building for a period of time to allow for cleaning (48 hrs or per Thurston County Health Department recommendation);

Implement health department recommendations for building access, quarantine, and education of congregants.

Remove infection material (fomites) from surfaces by cleaning and disinfection by church staff or by a qualified contractor. [Need to define time course of surface infectivity.]

11) Education

The OUUC Pandemic Manual and the Situational Protocols for activity outside and inside the church building and in the bathrooms shall be made available to all staff, members of the congregation and visitors upon request.

In addition, COVID-19 safety information and requirements, such as CDC, DOH, and OSHA posters shall be posted throughout and outside the church.

SECTION 4. SITUATIONAL PROTOCOLS

The following three protocols for activity at OUUC outside the building, inside the building, and in the bathrooms have been developed from the guidance incorporated in the OUUC Comprehensive COVID-19 Exposure Control, Mitigation, and Recovery Plan. In addition, stand-alone documents of each of the protocols, for use as posters and handouts, are in the Appendix.

1) Outside Protocol

No one should be on church grounds if they have new or unexplained health symptoms.

If you are not feeling well – stay home!

If you are in self-quarantine – stay home!

Work parties or individuals at the church must have access to hand sanitizer and sanitizing wipes.

Work parties or individuals must keep a record of those working on the church grounds for three weeks in case it is needed for contact tracing.

Individuals on church grounds must stay at least 6 feet apart to the extent possible.

Everyone on church grounds must have a mask at all times and must wear it unless alone outside.

Work parties or individuals are strongly urged to wear work gloves while on church grounds.

Anyone entering the church building must sign in and follow all posted requirements.

Anyone organizing a work party on church grounds must distribute the above information to all potential participants, must assure that hand sanitizer and sanitizing wipes are available, and must keep a list of people who are at the church for a period of least three weeks.

Anyone who tests positive for COVID and has been on OUUC premises in the prior two weeks must notify the church administrator.

No one should be on church grounds if they have new or unexplained health symptoms.

If you are not feeling well – stay home!

If you are in self-quarantine – stay home!

2) Inside Protocol

The church building shall remain locked at all times when not occupied. Anyone who opens the building for group use must:

- * schedule the meeting with the church administrator beforehand;
- * document the names of all those who enter the building and retain the list for 3 weeks;
- * sanitize all surfaces to be touched during and after occupancy, including handles of doors and windows;
- * inform all participants of proper procedures regarding personal health appraisal, spatial distancing, and wearing of masks by drawing attention to displays of COVID-19 signage and distributing this handout;
- * ensure that all doors and windows are closed and locked upon departure;
- * report any concerns regarding the health of occupants to the church administrator.

Materials for sanitizing of surfaces, including sanitizing cleaners, gloves, and hand sanitizer will be available at several locations throughout the building. All surfaces that have been touched, including table tops, chairs, door and window handles, light switches, and toilet seats should be sprayed with a sanitizing cleaner and then wiped vigorously with a paper towel after sixty seconds.

No food or drink except water is allowed in the church. The kitchen may not be used. The water fountains are turned off. Bring a filled personal water bottle.

3) Bathroom Protocol

No one should be on church grounds if they have new or unexplained health symptoms.

If you are not feeling well – stay home!

If you are in self-quarantine – stay home!

The main restrooms are closed. Please use the single-stall restrooms across from the main restrooms or in the RE wing.

Sanitize your hands when entering the building, and keep your mask on.

Close lid before flushing.

Use disinfectant and paper towels to clean toilet handle, seat, and lid after use.

After washing your hands, you can use the paper towel to turn off the water and open and close the door.

Dispose of paper towel in receptacle outside door.

SECTION 5. APPENDIX: EDUCATIONAL MATERIALS

[protocol posters]

[[compilation of DOH, CDC etc resources, websites, guidance documents?](#)]

Revenue Enhancement Committee

Recommendations to the Board

November 8, 2020

Final Draft 2.0

The REC came together to search for revenue sources to enhance OUUC:

- **To increase operating cash flow for the benefit of the OUUC vision, mission and ends; especially in regard to funding social justice activities which will be determined as the congregation updates the ends**
- **To decrease risks of large debts and find paths to eliminate those debts; this will increase short term operating cash flow and enable the church to potentially expand in the long term**
- **To ensure OUUC has the ongoing operating cash flow to adequately support needed hours for staffing and operations, wages commensurate with UUA recommendations and medical benefits for staff**

Options to Consider – Listed in Order of Estimated Cash Flow Increase:

Retire Mortgage Debt: Fundraising campaign to pay off the mortgage loan

Considerations:

- Early pay-off penalties vs. interest over time; a campaign would likely take a year or more to complete
- Could use reserve funding of about \$70K to incentivize donations to debt relief
- Could combine this strategy with a return to the building kick-off event
- Significant investment of time and money to accomplish the work
- Could open the door to a future capital campaign for upgrading the building once the current building is retired
- Benefit of adding \$2800 payment per month back into operating funds through 2028

Personal Loan Repayment: Full Payment of the member personal loan

Considerations:

- Could be paid off with reserve funding assuming PPP loan forgiveness
- Benefit of adding about \$1700 per month in cash flow through December 2023
- The member has agreed to early payment if desired.
- This is an interest free loan. While it reduces our debt and increases cash flow, it does not reduce our interest liability. The church has the cash on hand to pay this debt (using the PPP from reserves).

Update Endowment Committee: Creation of a new legacy giving committee

Considerations:

- Expansion of giving to the church beyond the endowment (it could be used for major fundraising investments such as retiring the mortgage debt or major capital campaigns – donations for operating funds would be discouraged and not actively pursued)
- Development of a new committee that reports to the board based on the previous endowment committee
- Identification of possible donors and encouraging large donations for the endowment, debt or general church use
- Need to develop a new process for gathering large legacy donor plans; create informational sessions for potential donors and a clear procedure for them to make estate plans
 - Legacy Giving Committee Key Actions:
 - Reforming the committee
 - Updating and refreshing records
 - Updating the board governance policy

- Updating the brochures
- Soliciting large donor gifts for legacy planning every six months or so

Increase Use of Facility (post Covid): Building use and rental enhancements

Considerations:

- Continued evaluation of building use for the development of a values-based pre-school partnership to generate funds and create a new pathway to church membership
- Continued search for rental use as appropriate and as the church is able to accommodate e.g. weddings and other events

Capital Grant Development: seek grant to enhance the church facilities, drive down cost and provide examples of our values

Considerations:

- Analyze options for grants <https://pnuugf.org>
- Seek alignment with projects that could be deployed e.g. solar panels
- Create sub-committee to develop concept, write the grant and submit

Additional Auction: Creating two major auctions per year (one in-person and one on-line)

Considerations:

- Church year/fiscal year realignment
- Resources and capability of the church to organize two auctions

eSales Support

- Identify how do the board and/or congregants can better support and formalize the eSales option – how do we increase donations and provide additional support?

Other Discussion

Endowment

- There was significant discussion and consideration of the endowment
- Ultimately, it was determined based on legal considerations and past board discussions that the endowment cannot be used as a resource to pay off the mortgage debt
- The board could review the \$500K cap and decrease it to \$400K and increase the potential principal use to as high as 4% from 3%; ultimately, the REC views such changes as problematic, difficult to administer and could create unnecessary conflict within the congregation
- REC recommendation is to leave Endowment policy as is and encourage donations to the \$500K level so that the principal can be used to support the church

OUUC Board of Trustees

Vision, Mission, Ends Update Project

November 8, 2020

SCOPE DOCUMENT

Background

The OUUC board of trustees (BOT) determined in the summer of 2020 that the board's top priority for the current BOT is to lead the congregation through an update of the OUUC vision, mission and ends.

The Problem

The OUUC vision, mission and ends have not been updated for several years and the end statements in particular lack a concrete direction and clarity. This lack of direction and clarity makes it difficult for the new settled minister, Rev. Mary Gear, to allocate church resources and guide the congregation on significant activities that require congregational time and resources.

The Proposed Process

The BOT will select a consultant to design and develop in collaboration with the BOT a comprehensive process that engages the full OUUC congregation of members and friends to update, refresh and propose an updated vision, mission and ends.

Process and Outcome Deliverables

- Develop a plan that identifies timelines, resource requirements and desired outcomes
- Provide training to board members and congregants as needed to lead and facilitate parts of the plan
- Facilitate or guide others in the facilitation of small group (6-10 person meetings) and large group (300+ full congregation) dialogue sessions with the BOT, Minister and congregants as part of the process
- Organize notes and conduct thematic analysis using qualitative research methodologies
- Use research, expertise and experience with other organizations to inform analysis
- Create proposed language to update the vision, mission and ends and deliver to the BOT
- Ensure that the ends provide clear direction for the minister, BOT and congregation at large
- Assist in the facilitation in the full congregational meeting to share the updated language and act as subject matter experts on the process as needed for congregant questions
- The consultant will communicate progress, issues, risks and successes on a regular bi-weekly basis and more often as needed
- All consultant actions will be completed in collaboration and transparency with the BOT

Timeline

- Select consultants December 2020
- Design process December 2020/January 2021
- Begin process January 2021
- Review draft updates March 2021
- Bring updated language to the congregation April 2021
- Finalize updates April/May 2021

Consultants Under Consideration

- Roger Bertschauen, Unity Consulting <http://www.unityconsulting.org>
- Jake Morrill, UU minister and consultant <https://www.jakemorrill.com>
- The Governance Coach consulting <https://www.governancecoach.com>

Desired Qualifications

- Experience working with church organizations (ideally UU congregations)
- Experience and understanding of policy governance
- Skill and ability to provide project management services
- Skill and ability to provide small and large group facilitation services
- Skill and ability to capture congregational thinking and articulate in a written and oral format
- Skill and ability to analyze data and articulate key information in a written and oral format
- Skill and ability to apply research and experience to augment the process and final products

Selection Process

- The board officers will interview each of the consulting options to determine:
 - Qualifications
 - Availability
 - Experience
 - Budget alignment

Proposed Budget

- Not to exceed \$5000.00 for all services and expenses.

