

## **Report of Activities to the Congregation**

OUUC Board of Trustees

May 1<sup>st</sup>, 2021

### **2020-21 BOT Report of Activities**

In accordance with the OUUC bylaws, the OUUC Board of Trustees (the board) offers this report of activities to the full congregation for comment and question. The report is designed to be an executive summary and not a comprehensive compilation of details. Further, the report was created to help fulfill the board's desire to be transparent.

The report was drafted by board president, James Trujillo and reviewed, edited and amended by a quorum of the full board. It represents a faithful account of the activities and actions of the board for the 2020-2021 governance year which began in May of 2020.

### **Monitoring**

Under normal circumstances, policy governance outlines a monitoring process to be completed by the board of trustees to determine progress toward congregational ends. The board suspended monitoring activities as an extension of the decision made by the 2019-2020 board. Monitoring activities were suspended to allow for the transition of the new settled minister and then as a result of the coronavirus pandemic. The board then determined it was time to revisit the congregation's vision, mission and ends and create a new, simplified set of ends statements.

### **Board Meetings**

- Twelve (12) meetings conducted including one congregational meeting in December of 2020.
- A strategic planning meeting was conducted by the board to review risks, opportunities and prioritize key actions for the board. As a result, the board decided to focus on updating the Vision, Mission and Ends; evaluate the church fiscal year and conduct an analysis of revenue enhancement activities. Since this meeting, the board has acted on all priorities identified.

### **Listening Sessions/Q&A Sessions**

- About four listening/Q&A Sessions were conducted.

### **Board Evaluation**

The board introduced an ongoing self-evaluation that occurred at every meeting. To see this evaluation format please review the [Evaluation Link](#).

## Committee Accomplishments

- **Disruptive Behavior Policy Adopted**
  - **Full board activity**
  - The 2019-20 board began the development of a disruptive behavior policy which was designed to encourage a healthy congregation through effective listening, communication and conflict management. The 2020-21 board reviewed the policy, made several changes and adopted it as a board policy. The policy was shared previously with the congregation through listening sessions. This policy will be published on the updated OUUC website.
- **Emergency Covid Related Governance/Bylaw Changes** – Sally Alhadeff, Chair
  - Members: Barry Zickuhr, Christine Parke, Brian Coyne, Rich Kalman
  - Summary of activities: a team of board members reviewed the bylaws with the intention of making common sense changes to allow the congregation to adapt to the emergency pandemic situation. The committee completed a thorough review and recommended minor changes to the board. The board accepted these recommendations and referred the matter to the congregation. The congregation reviewed the changes in the December 2020 meeting, voted and adopted the recommended changes. For more information, please review the December meeting minutes.
- **Congregational Health and Safety Committee** – Christine Parke, Chair
  - Members: Tim Ransom, Pat Sonnenstuhl, Polly Taylor, Frank Turner, Jerald Dodson, Marie Arensmeyer, Rev. Mary Gear
  - Summary of activities: The committee was originally formed to consider the growing need for additional space at the church. When the pandemic shut down our physical facilities, the board asked the committee to change focus toward health and safety. The committee developed guidelines ([Response to the Pandemic Report](#)) as well as a response manual (contact OUUC Administrator for a copy). This work will need to be revisited as we open facilities when guidelines are updated by Washington State health officials.
- **Revenue Enhancement Committee (REC)** – James Trujillo, Chair
  - Members: Jason Martinelli, Diana Finch, Wendy Tanner, Steve Tilley
  - Summary of activities: The REC met over the course of the fall to consider opportunities for enhancing revenues, decreasing debt risk and to seek opportunities for freeing funding for operational needs. The committee created a list of recommendations for the board to consider. The board agreed to make changes to expand the purview of the endowment committee but did not make any changes to the structure or functioning of the endowment itself. All other recommendations were taken under advisement. The recommendation to retire the mortgage debt has been deferred for consideration by the 2021-22 board. For more information, please contact the board.

- **Calendar Evaluation Committee** – Wendy Endress, Chair
  - Members: Brian Coyne, Jeff Goltz, Maureen Canny, Fritz Wrede, Sharon Love, Darlene Sarkela
  - Summary of activities: The committee’s charge was to evaluate whether a change in OUUC’s fiscal year would better align with the program year, and if so, to recommend a model and transition plan. Currently the calendar year is the fiscal year. The committee recommended that OUUC transition to a July 1 – June 30 fiscal year, with budget development and stewardship drive happening between January and the early spring, and budget approval happening later in the spring. For more information on this committee’s work click on this [Link](#). The board will recommend that the congregation vote to amend the by-laws and begin the migration to a July to June fiscal year.
- **Vision, Mission, Ends (VME) Committee** – James Trujillo, Chair
  - Members: Christine Parke, Rich Kalman, Diana Finch, Barry Zickuhr
  - Summary of activities: The VME committee formed a project plan with the support of consultant Jake Morrill and met weekly for five months to plan and develop the process for the vision, mission and ends update. The primary committee served as the coordinating and decision-making unit between the various sub-committees serving the needs of the project plan.
  - VME Communication sub-committee – Christine Parke and Diana Finch
    - Members: Linda Crabtree, Riley McLaughlin, Jo Sahlin
    - Summary of activities: The communication committee was instrumental in the creation and dissemination of regular communications to the congregation. Multiple emails, newsletter updates and videos were created to keep the congregation updated on the status of the project and opportunities to provide input. The committee also worked to create energy and share the deliverables of the updated VME.
  - VME Writing sub-committee – Rich Kalman
    - Members: Lee Doyle, Robin Hale, Helen Henry, Jasper Llee, Martha Nicoloff, Jean Phillips
    - Summary of activities: The writing committee attended numerous cottage meetings, all congregational meetings and reviewed dozens of pages of survey results, notes and other information to discern the language for the vision, mission and ends. The team then developed a lyrical and meaningful option with rationale for the board to consider.
  - VME Monitoring sub-committee – James Trujillo and Barry Zickuhr
    - Members: Des McGahern, Wendy Tanner, Rev. Mary
    - Summary of activities: The monitoring committee was purposed with operationalizing the ends developed by the writing sub-committee. This group whose work could not begin until just recently is reviewing and analyzing options for measuring our learning (both quantitatively and qualitatively) as a congregation as we work to achieve our congregational vision.

## **Board Growth Opportunities**

This was a year of significant growth, change and challenge for the board of trustees. The board was learning to operate with a new minister and in the context of a pandemic. While the board was successful in several areas a few development opportunities stood out.

First, the board needs a better pipeline of leaders ready to take on the call of leadership for the congregation. The congregation has ample opportunities for leadership development outside of the board and it is the board's hope that the leadership development committee will help identify leaders for multiple committees across the congregation in preparation for board leadership.

Second, the board needs a better orientation, training and onboarding process for new board members. Taking on board responsibility requires an understanding of governance and policy issues, human dynamics, facilitation, UU principles and more. The board needs to develop a roadmap to orient new members and facilitate the development of a high-functioning team to fulfill the needs of our thriving community.

Third, the board needs to utilize communication tools and technology more effectively. The pandemic has increased the need for the use of technology and all board members have made strides in the use of this technology. However, there were several instances where board meeting information, notes and other documentation were not readily available or transmitted to congregation members. In addition, communication between members was sometimes hampered by the various tools and document sharing systems. In part, this was due to a learning curve for new technology. With the aid and expertise of Secretary Barry Zickuhr the board recently adopted a new SharePoint site that should facilitate more effective communications.