

BOARD OF TRUSTEES

Minutes January – December 2020

Olympia Unitarian Universalist Congregation

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January 2020

OUUC BOARD MEETING MINUTES

Thursday, January 14, 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 (late); Barry Zickuhr, Secretary

Members at Large Present: Brian Coyne, Diana Finch, Wendy Endress, Rich Kalman (late)

Ex-officio Member: The Rev. Mary Gear **Members absent:** Sally Alhedeff **Congregational members present:** none **Opening words:** Barry

Check in everyone

Review Agenda James reviewed the agenda, amended to add Sally's request for leave of absence

Consent Agenda - approved

Congregational Member Concerns/Comments Discussed

Sally A. leave of absence request - moved to allow 3 months, then revisit in the March meeting.

Seconded, approved unanimous.

Ministerial Report

Currently a \$771< surplus, still reviewing. Several one-time gifts, share the plate was higher, expenses were lower. Rev Mary will confirm this with the bookkeepers. This excludes PPP\$\$.

Discussed upcoming sessions with Sara and leadership on the new book from UUA involving White Supremacy in our denomination.

Discussed questions on documents forwarded by Rev Mary. It might be good to know which justice committees are formally sponsored or supported by OUUC. Recommended wordsmithing changes to Org Chart for Rev. Mary.

Treasurer Report

Jason demonstrated the new bookkeeping & finance reports on Realm. Discussed using these to provide quarter's reports to congregation.

Discussed proprietary nature of information about OUUC finances.

Committee reports

VME

Officially signed off on contract with Jake. Formed Project Lead Team meeting on Saturdays: James, Chris, Diana, Rich & Barry.

Sub team leads include: Chris & Diana, Communications; Rich, Writing; James & Barry, Operational Definition and Monitoring

Working on key dates & stakeholders to work with Jake. Discussed process and questions around the project status.

RACI - Board Accountable, Jake & Subteams Responsible, Consulting with Congregation, Staff, Rev. Mary. Clarified how to correctly submit communications to staff - CC Rev. Mary

Calendar Re-set

Team includes Jeff Goltz, Fritz Wrede, Mo Canny, Wendy & Brian

5 meetings for planning to meet May timeframe. Goal to have Governance, Fiscal & Program calendar to align. Noted a lot of work for the April meeting for the board. Discussed scheduling for both VME & Calendaring work.

Revenue Enhancement

1. Approve Endowment Committee change

This will shift the committee from Endowment to Legacy Planning, broaden the purview of the committee, and change how gifts are solicited. The intent is for large capital projects, not for operational budget.

James moved to change the Endowment Committee to the Endowment and Legacy Gift Committee which has broader scope which encompasses all gifts and can be used for major gifts, capital campaign and endowment. **Seconded**, and **approved unanimous**

1. Recommend Major Fundraising Campaign

Noted that the Revenue Enhancement Committee recommends the next Board commence a fundraising campaign for retiring the mortgage and other major projects. These are deferred for the next Board retreat.

- 1.

Consider additional online Auction

Review Board Portal

Barry presented the new Board SharePoint Portal to assist the board in collaboration and managing documents.

December Minute change -Approved unanimous Review new business and assignments for next meeting Tasks and assignments:

Jason will work magic with the Realm financial data presentation and will start the Endowment & Legacy Gift Committee.

Diana reviewed the meeting and gave us a B+

For next meeting (Thursday, February 11, 2021) Brian will do opening and the closing words. James will grade the meeting.

Brian will do the board video.

Closing Barry

Respectfully submitted this 14th day of January, 2021 by Board Secretary, Barry Zickuhr

February 2020

OUUC BOARD MEETING MINUTES

Thursday, February 11 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 (late); Barry Zickuhr, Secretary

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

Ex-officio Member: The Rev. Mary Gear

Members absent: Sally Alhedeff (approved leave of absence)

Congregational members present: none

Opening words: Brian

Check in everyone

Review Agenda James reviewed the agenda.

Consent Agenda - approved

Congregational Member Concerns/Comments no members present Discussed employee time of service awards

Ministerial Report

Decision on HVAC.

Received 2 bids, best one was clearly the lower bid(!). \$8,010. Rev. Mary requests Board permission to spend up to

\$10,000 on the first phase of the contract. The bid was detailed on the hours for this phase (the assessment). This assessment will help inform phase 2 costs.

Moved to allow Rev. Mary to spend up to \$10,000 for phase one on the recommended firm for assessment of our HVAC system. Chris moved; Brian seconded. **Approved unanimously.**

Reviewed Rev. Mary's recommendations for the 2020 Budget Surplus. Discussed the remaining \$8,042.

Moved to accept Rev. Mary's recommendations for the 2020 Budget Surplus (attached, #1-5) for a total of \$15,082. The remaining \$8,042 to be put into a Budget Surplus reserve fund. Jason moved; Brian seconded. **Approved unanimously.**

Committee reports

VME

James reported on status. 102 people responded to the internal survey. 11 have responded so far on the external survey. Cottage Facilitator meeting went well. Facilitators wanted the flexibility to go up to 90 minutes, questions have been edited to help to bring the time down to 60 minutes.

Communications - Chris noted that Jake spoke with the staff and that went well. Facilitators wanted a mini zoom training. Training will be Saturday, but it needs to be announced ASAP. Things are going fast and Jo & Darlene have been very helpful.

Writing - Rich noted that he has got 3 volunteers: Jean Phillips, Helen Henry, and Martha Nicoloff. Noted that Sara's class helped to have him recognize that doing formal recruitment is better than just calling people. Rev. Mary noted our Facebook page is well read and might produce a more diverse group of writers.

Monitoring - James reported we have identified 3 people and are pursuing them - Des McGahern, Melissa Denton & Wendy Tanner.

James needs to get a "save the date" out to the congregation for the Appreciative Inquiry sessions. 5th, 7th and 14th. This is an "all three meeting" thing so we need to get it out to everyone ASAP.

Calendaring

Met last week. Reviewed the charge, Mo & Jeff presented previous work. Meeting again next week to build proposals to the Board. Biggest puzzle is navigating stewardship. People have thought hard about this in the past

and it has been challenging. It may have been instability in the leadership of the church, and it wasn't right time with other issues going on.

Rev. Mary noted that with any proposals, staff capacity must be taken into account. Without knowing the plan, it is difficult to determine what the needs might be. Prioritization is important.

This will require congregational approval because it does include Bylaws changes.

Endowment and Legacy Gift

No major work has been done as yet, Jason & James are preparing and planning. Jason started reviewing the policy to see what the issues might be.

Quarterly Financial Report

Jason reviewed the budget report (attached).

Listening Session Schedule

Next listening session is ... there was confusion on the Q&A Session vs the Listening Session. Brief presentation on the VME project. Board will take the next 3 months. James will add a "coming attractions" at the end to plant seeds. Goal is for as many Board members as possible to join.

Review new business and assignments for next meeting

Tasks and assignments:

- **Rev. Mary will send out a note on the Q/A session**
 - 1. **Chris & Diana will get a "save the date" note out for the Appreciative Inquiry sessions**
 - 1. **James will send out a PowerPoint draft on Q/A**
 - 1. **Rich is writing up a job description for writing sub committee**
 - 1. **James will get the gift from the Board for staff**

James reviewed the meeting and gave us a B+

For next meeting (Thursday, March 11}

Chris will do opening and the closing words Jason will grade the meeting

Wendy will do the board video

Closing

Respectfully submitted this 11th day of February, 2021 by Board Secretary, Barry Zickuhr

March 2020

OUUC BOARD MEETING MINUTES

Thursday, March 11, 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 (late); Barry Zickuhr, Secretary

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

Ex-officio Member: The Rev. Mary Gear **Members absent:** Sally Alhedeff **Congregational members present:** none **Opening words:** Chris

Check in everyone

Review Agenda James reviewed the agenda.

Consent Agenda - approved

Congregational Member Concerns/Comments - Two passed to James. One that there are concerns about getting input for VME from 20-40 year-olds. Second that people were "lobbying" for what the Raise the Paddle item for the Auction would be. This is not part of the Board's purview, and instead is part of Operations & Faith in Action. Congregants make the requests to Rev. Mary, she will then make the decision with the other ministries and then will take this to the Auction committee. Rev. Mary answered that future requests are to be directed to the Faith in Action ministry in the future.

Ministerial Report

Reviewed Ministerial report. Noted that the EAT will sponsor a community effort to "fund", not "find" a dedicated environmental reporter for the Olympian. Also noted we will not fund this, but will help sponsor the community effort.

Noted we are starting to get back in the building, HVAC engineer is coming in, Staff has created a calendar to help with coordination. Rev. Mary & Troy will both be in the building for the service this weekend, Rev. Mary in the Sanctuary & Troy in the Commons.

The website is going well, although there have been some issues with transferring information as our old website was highly customized. There will be good testing prior to going live.

It was noted that the directory needs more photos, and we should solicit those more.

Calendar Project Review

Discussed report and recommendations. Reviewed and clarified understanding of budget timing, issues and adjustments to the Bylaws. Mo Canny was instrumental in creating the reports.

Discussed different options, Board will have a Question/ Answer session with the congregation prior to the Board approval of the requisite Bylaw changes.

We need to send a lot of information out to the congregation in order to make sure this is well understood. We will need something to go out in the upcoming week or two.

We will decide in April for the board's recommendation for the congregational meeting.

Committee reports - VME

James- communicated current status and schedule. Noted the number of people has been consistent at ~70-75. Reviewed upcoming events.

Chris & Diana - Jo has been outstanding, and communications is about done at this point. One more big meeting this Sunday, then the information needs to come out about the writing team results.

Rich - 7 people on the committee. Been listening very closely during the meetings, and they have a padlet communication for each other. They meet with Jake on Wednesday to help with pointers on the writing work.

James - Monitoring committee. First orientation will be the last week of March. People seem to be very pleased with the process and there's a lot of good energy.

Have had some conversation about some of the language being used. Specifically tension between different strong opinions. Some people want to remodel the house, and others want to tear down the house and build a boat (so to speak).

There was some concern in the process about what we might NOT continue to do as a result of this process. That makes some people nervous.

Review new business and assignments for next meeting

Tasks and assignments:

1. James, Wendy & Brian lead Q/A on the 21st
1. James will draft the simple communication prior to the meeting (for Sunday and Tuesday eblast)
1. Wendy will share the graphic at the Q/A session.
1. Wendy & Brian will draft the concise summary of the recommendation after the Q/ A
1. Board will decide on the Calendar change for the Congregational Meeting/Bylaw changes at the April meeting
1. Barry will send a note about the changed date of Board meeting to Darlene & Rev. Mary for March 30 eblast

Jason reviewed the meeting and gave us an A

For next meeting (Thursday, April 1 - moved to avoid OSD Spring Break week)

James will do opening and the closing words Barry will grade the meeting

Wendy will do the board video

Closing Chris

Respectfully submitted this 11th day of March, 2021 by Board Secretary, Barry Zickuhr

April 2020

OUUC BOARD MEETING MINUTES

Thursday, April 9, 7:00 - 9:00 PM on Zoom

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

Board Officers Present: Arnold "Fritz" Wrede, President; James Trujillo, Vice-President; John Tafejian, Treasurer; Barry Zickuhr, Secretary

Members at Large Present: Don Melnick, Christine Parke, Wendy Endress, Jason Martinelli, Brian Coyne

Ex-officio Member: The Rev. Mary Gear

Members absent:

Congregational members present:

Opening words: Rev Mary

Vacant Board Member Replacement Vote

Wendy Endress for one year appointment, **approved unanimous** Jason Marinelli for two year appointment, **approved unanimous Welcome and Check in**

Review Agenda

Clarified portions of Minister's report, moved governance changes up to after congregational concerns

Consent Agenda - February Board Minutes

Congregational Member Concerns/Comments No congregational members present

Proposed Governance Policy changes Discussed Treasurer's role, and changes. Add to policy to delegate to minister 3.3.4:

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...practices, **manage finances, present annual budget proposal to the congregation**

Amend treasurers role to remove B, C, & D

Add item to Treasurer has access to all financial reports Don moved, Barry Seconded. **Approved unanimous**

Board moved to assign signature authority of all accounts to the Minister, Rev. Mary Gear, and any person that she may delegate. This will include Sara Lewis, DRE of the congregation, and the board Treasurer, John Tafejian. **Approved unanimous**

Disruptive Behavior Policy

Discussed policy. Don recommended addition of language to allow "accused" to bring a witness.

James will review policy to ensure it is aligned with the bylaws, and will edit things on the shared drive.

Ministerial Report

Received grant for getting us up and online

Online world is good, reviewed Kari's employment and work. It's clear that technical expertise is required. Finances:

Finance consulting team discussed financial risks of current situation. Share The Plate is down, Pledges are strong, Auction may be at risk. Will be some kind of event on May 2.

Discussed SBA loans for payroll protection. Will require Board and perhaps Congregation approval. Allowed to ask for 2½ times our payroll: ~\$73,000. If the loan is used for Salaries, benefits, mortgage & utilities, this does not have to be paid back.

Board will need to approve, and congregation approval is required, with a simple majority of the congregation.

Fritz will write a Board line introducing the loan to the congregation Barry will add this to the Congregational Meeting agenda

John reported on Realm progress. anticipated start date January 1. Will be a big deal as we have a new bookkeeper.

Annual Meeting planning

Review regulations and bylaws

Determine processes for notification, quorum, voting Finalize agenda

Adding vote on application for Paycheck Protection Program to agenda.

Barry will add the Paycheck Protection Program info, and the names of the nominees to the agenda. Fritz will draft the letter to the congregation and provide to Rev Mary for distribution ASAP

Review new business and assignments for next meeting

Tasks and assignments:

Barry will draft Governance Manual changes and send to Rev. Mary

John will provide copy of minutes to Keybank to change signature authority

Barry will add the Paycheck Protection Program info, and the names of the nominees to the agenda. Fritz will draft the letter to the congregation and provide to Rev Mary for distribution ASAP

Don graded us a C+

Chris will do opening & closing words James will grade the meeting

Closing

Respectfully submitted this 9th day of April, 2020 by Board Secretary Barry Zickuhr

May 2020

OUUC BOARD MEETING MINUTES

Thursday, May 14, 7:00 - 9:00 PM on Zoom

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

Board Officers Present: Arnold "Fritz" Wrede, President (*outgoing*); James Trujillo, Vice-President; Barry Zickuhr, Secretary

Members at Large Present: Don Melnick (*outgoing*), Christine Parke, Brian Coyne, Wendy Endress, Jason

Martinelli, Sally Alhadeff, Diana Finch, Rich Kalman

Ex-officio Member: The Rev. Mary Gear

Members absent: John Tafajian, Treasurer (*outgoing*)

Congregational members present: none

Opening words: Chris Parke

Welcome New Members Check in

Review Agenda - approved

Consent Agenda - April Board Minutes **Approved**

Congregational Member Concerns/Comments No congregational members present

Discussed adding a notice to Wednesday update the week prior for congregation to be aware of Board meeting and to contact the Board via email in order to attend or submit comment. **Barry will get email set up.**

Board Transitions and Election of Officers

James Trujillo elected President ***unanimously*** Chris Parke elected Vice President ***unanimously*** Jason Martinelli elected Treasurer ***unanimously*** Barry Zickuhr elected Secretary ***unanimously***

Financial signature authority

The Board moved to assign signature authority of all accounts to the new Board Treasurer, Jason Martinelli; and to remove signature authority from the outgoing Treasurer, John Tafejian. ***Approved unanimously***

Proposed Governance Policy changes

4. Absentee Ballots - amended during the meeting, and ***Approved unanimously***

Disruptive Behavior Policy

Move to Zoom Listening Session

Discussed policy regarding this Board or Operations. Noted there is a new Safety committee. Suggested that this policy is a dual responsibility with the Board & Operations. Goal with this is to start the dialog with the congregation. Noted that the Healthy Congregations movement didn't have enough energy when it was broached last year by Rev Eric Posa. We should move forward with the listening session. Schedule will be taken offline; ***James will work on schedule.*** Chris, Don & James were primary authors of policy.

Ministerial Report

Reviewed some of the items in Rev. Mary's log. Noted our work on copyright issues to ensure we are in compliance. UUA sent something today that recommends congregations meet online until next May. Funds have been received for PPP, and our bookkeeper is tracking expenditures to prepare for compliance with PPP forgiveness policies. We are now into Realm accounting, and our bookkeeper is adding transactions for this year.

Minister evaluation

James will schedule and coordinate finalizing this, Sally will write the final report. We discussed scheduling and how to coordinate this in time for the July 1 deadline.

How can we be nimble during this time of pandemic?

Discussed technology upgrades in the time of Pandemic. Rev Mary discussed reviewing the bylaws & governance policy to determine what might be modified to help us be more nimble - for example the PPP required congregational approval, and we would have had to schedule a meeting if we hadn't had one already on the books.

As bylaw changes require a vote of the congregation, this is a good time to start this review. **Review team will be Sally, Rich, Brian and Barry.** Questions to focus on include:

1. What longer term issues are there for the December congregational meeting
2. Is there any bylaw change that requires a shorter timeframe necessitating an emergency meeting.

Grading James graded us a B

Review new business and assignments for next meeting

Tasks and assignments:

Barry will work with Rev Mary to set up a board email address for member board meeting attendance requests. James will work on schedule for Disruptive Behavior listening session

James will be PM for the Ministerial evaluation, and will develop a schedule, assignments and coordinate responses Sally will write the final report for the UUA

Sally, Rich, Brian and Barry are the team to review the Bylaws & Governance Policy in order to identify areas that might restrict us as a whole from being more nimble and responsive to sudden change or issues.

For next meeting - What are our responsibilities for leading in times of rapid change. Diana will do opening & closing words

Barry will grade the meeting

Closing

Respectfully submitted this 14th day of May, 2020 by Board Secretary Barry Zickuhr

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June 2020

OUUC BOARD MEETING MINUTES

Thursday, June 11, 7:00 - 9:00 PM on Zoom

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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: Diana Finch

Check in Review Agenda

Consent Agenda - May Board Minutes **approved**

Congregational Member Concerns/Comments no congregational members present quarterly-January, April, August, October

Treasurers Report

PPP Time extended. Realm accounting proceeding. Jason will do formal reports

James noted information about the schedule - no meeting in July. Board Officers will meet. Realm accounting taking longer than expected

Committee Reports

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Capacity Planning

Looking for a new charge, perhaps related to returning to the building. Rev Mary is interested in the possibility of help planning for Phase 3 or 4.

Revenue Enhancement

John is still willing to be the head of the committee and can report to the board directly or via Jason.

Bylaws & Governance Manual Review

Discussed timelines for reporting and that committee will be continuing the review next week. Rev Mary asked about sending a bylaws question to the committee - Sally will accept that.

Ministerial Report

Noted a question about the Minister's schedule, and what the formal start date is to correctly assign leave, etc. Discussed aligning that with the fiscal year. This was not noted in the contract, which came from the UUA sample.

Reported on joining the faith leader's letter to Gov Inslee supporting his decisions

Realm transition - it is clear our current bookkeeper is having trouble with Realm. This is the second person having trouble. Rev Mary is having meeting with a Realm consultant and other person to discuss management. Also deciding whether Realm is a good direction in retrospect.

Staffing Discussion - Executive session

Minister Evaluation - Executive session Executive Session closed

Board Self-Evaluation

Use the tool James sent - no questions, it looks good. We will use from here on out.

Disruptive Behavior Listening Session Results

Things went well, we had helpful comments that will strengthen the policy and there were some questions/problems with the tone of the document. Too "paternalistic", rigid, legalistic. People recognized the need for a process.

It seems that this has not been clear and there's no process, which has caused problems in the past. But some said we should be able to

There were old policies in the binder that Diana has - the old policies that were supplanted by Policy Governance. There is clearly confusion as people think those policies are still in force.

Those policies lie with operations, not with the Board, and that's what the Governance Manual covers. Those operational policies need to be worked on.

We noted that we don't want this policy to be an executive enforced policy, so we needed something with the board. Barry will post the listening session online.

Diana & Wendy volunteered to join the committee

Committee will meet and bring a draft to the July meeting (Chris, James, Brian & now Diana & Wendy) Discussion about the definition of Disruptive behavior and when that policy would come to bear.

What are our responsibilities in times of rapid change?

Reviewed article, discussed different communication methods. Noted that we need to communicate clearly in multiple ways. "Here's what we're doing, here's what's going on". Remember that we are pretty good with projecting calm.

Where is the board's role in the increased crisis of depression and isolation.

Thoughts are to repeat repeat repeat AND to include different methods of communication. Ground ourselves. Having a drop-in session weekly or periodically might be a good idea. No agenda, just drop in and chat.

Listening sessions require a lot of prep.

Weekly emails from Rev Mary get good responses. **Review new business and assignments for next meeting** Tasks and assignments:

Rev Mary will send bylaws question to Sally for inclusion in the next subcommittee meeting

Wendy & Diana will join the Disruptive Behavior Committee

Disruptive Behavior Committee will draft changes for July with potential approval in August

For next meeting -

Barry will do opening & closing words Sally will grade the meeting

Closing

Respectfully submitted this 11" day of June, 2020 by Board Secretary, Barry Zickuhr

July 2020

OUUC BOARD MEETING MINUTES

Thursday, July 9, 7:00 - 9:00 PM on Zoom

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

Congregational members present: none **Opening words:** Barry Zickuhr

Check in Review Agenda

Consent Agenda - June Board Minutes **approved**

Congregational Member Concerns/Comments no congregational members present

Committee Reports

Capacity Planning

The group is reviewing the new charge to go beyond capacity planning and to include building use and re habitation. Rev Mary revamped the charge and added new questions to consider. Some issues include people around the building now that it is largely uninhabited. There is some evidence of drug use, etc. outside the building.

Chris will check with the new members and we will finalize the list of members in August.

Revenue Enhancement

John T. has asked to step down as the lead of this team. Wendy Tanner has joined the team

Jason has been doing a great job in sorting out the operational vs Board issues with the accounting system, so it not able to move to take lead. Rev Mary recommended another board member. Diana and James joined the team.

Bylaws & Ministerial Report

We met again, made another set of revisions. Aiming at presentation in September.

Time requested at the August meeting to review with the board. Sally touched base with Rev Mary per request last meeting.

Communication update - volunteer needed

Barry will do this month's. There were a few elements of feedback that James & Rev Mary received. Rev Mary's was that the person wouldn't have read all of this, but watched James all the way through.

As we do these, they need to be reviewed by at least the board officers and possibly Rev Mary prior to going out to the public. Can be posted on our Church YouTube channel, and advertised on our twitter & facebook accounts.

Ministerial Report

Rev Mary is on study leave this week. Realm transition is going beautifully. Contractor in Texas is already through May's information and the reports are very good. Finance Consulting team is developing policies and this is important for managing risk.

Realm has changed to OUUC Connect. It looks good! There was a question about the phone app, which has not changed.

Executive Session use

The current definition of the executive session is quite broad. We need to ensure that the Board is transparent to the congregation. Perhaps the use of our last executive session was not necessary?

If we go into session, should our first question be "is this a proper use of executive session?"

Barry pointed out the UUA take on Executive Session, noting that anxiety in a crisis can be a reason.

Discussed whether to add this to the Bylaws, and the Bylaws committee will review this for potentially adding to the December changes..

Rich recommended that as we minute the topic of the session, we also list the reasons for the question to be addressed in the executive session.

Execute Session -staffing question

Closed.

Brian moved that we add the reserve budget question to the agenda - *Approved unanimous*

This is to approve the use of reserve funds to make staffing changes per Rev Mary's staffing and religious education plan

Barry moved that we release the reserve funds in the amount of \$6,500 to fund this plan, and work with the stewardship team to include this in the budget request going forward. -*Approved unanimous*

Discussed funding and budgets.

Stewardship Team participation and Board role

Rev Mary reviewed the history of Stewardship at this congregation, and that the Stewardship Team needs direction, which should come from the board. Since this is a new governance model, we need to build this infrastructure as we go. Many churches have already done their stewardship drives online, and there are great resources now for us to review.

Wendy noted that we should probably have one or two board members on the committee as ex-officio or on the committee.

Barry and Wendy volunteered to join the committee as the board liaisons. Barry will contact Sally B. about joining the team.

Non-Covenantal Behavior Policy - moved to next month. Review new business and assignments for next meeting Tasks and assignments:

Chris will verify new members for Capacity Planning, and present finalized list in August for approval Diana & James will join the Revenue Enhancement subcommittee

Barry will do this month's board video

Bylaws Committee will present identified changes to bylaws & gov manual next month Bylaws Committee will review the Executive Session bylaws to possibly increase transparency Barry & Wendy will join the Stewardship team

Barry will send Doodle Poll for Board Saturday availability in August for a retreat.

For next meeting (Thursday, August 13) Sally & Rich will do opening & closing words Brian will grade the meeting

Closing

Respectfully submitted this 9th day of July, 2020 by Board Secretary, Barry Zickuhr

August 2020

OUUC BOARD MEETING MINUTES

Thursday, August 13, 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: Sally

Check in Review Agenda

Consent Agenda - July Board Minutes clarifications needed. Moved to end of agenda for approval

Congregational Member Concerns/Comments no congregational members present Chris will do the monthly board video

Ministerial Report

Study week did not happen as there were several issues that needed attention, including Tom Joldersma's passing. Sent calendar to us.

Media specialist update - first & second interviews complete. Second Interview panel was staff with Mike K. & Martha

G.

Good candidates. Rev. Mary is making reference calls and will hopefully make a selection soon. There is hope to overlap with Rev. Kari.

Question about Tom J's picture, and noted there is a memorial page on the OUUC website

Question about Realm transition. 99% there, with some cleanup. The contractor is really good - Paveway. Transition is going great.

Question about transferring \$6,500 out of reserve. No one has asked about this to date. Q&A session is planned once/month for Pathways questions. This may conflict calendaring the board listening sessions.

Quarterly Financial Report

Financial statement is on Google Drive. Pledges are 110% of budget. Auction not showing as it is in July, and it was

\$13,000 above projected. Other areas are coming in over projection as well.

Reviewed reports and explained some of the ways categorization is making the numbers a bit odd. Example, staff benefits seem to be in the negative, but it's because other items of listed in a different category. It actually balances out.

Bottom line, expenses are less than budge by about \$30,000 so far.

PPP - we are still awaiting final instructions. John T, as signer on the loan, is helping us move through the process. We are still waiting on the forgiveness to move the\$ into the general fund. It has been spent for payroll, but until the loan is forgiven we will keep that\$ in a different account. We're just waiting on the form & process for the forgiveness application.

Question on the UU pledge. We will opt for a conservative approach. Kudos to Jason

Committee Reports

Capacity Planning

Members of the committee are Frank Turner, Mayanne THomsom Reviewing the health requirements from the state.

Revenue Enhancement

Met two weeks ago. Jason, James, Diana, Wendy Tanner, Steve Tilly & Rev Mary

They ask that the board determine what the needs are for the funds. To what end, and how does this tie to our missions

Discussed operating fund changes due to demographic changes as we shift to younger less. Possibly another auction or holiday bazaar? (just thoughts, no commitments)

Discussed retiring the debt and freeing up funds for operating budgets

Endowment was discussed. Why did we create this foundation when we had a large mortgage debt. Question, does it make more sense to pay off the mortgage, and pay the church back the endowment.

Again, these are brainstorming thoughts, and this is an ongoing discussion.

Building rentals (unfortunately COVID), capital grants from the Growth Foundation- perhaps more solar panels. Encourage people to pay into paying off the capital debt rather than the endowment - incentives like a room name.

Very lively discussion!

Bylaws & Governance Proposed changes

Barry reviewed the document

Brian moved to adopt the Governance manual changes outlined by Barry. Motion seconded by Sally, **approved unanimous.**

Barry will incorporate those changes and send the updated document to Rev Mary & Darlene for posting on the website.

Neighborhood representation and homelessness issue on church property

Main issue about parking lot campers, and children using the outside space.

There is some suggestion that we allow the parking lot to be used by overnight parkers - but this is something that may not be disapproved by the neighbors. We need to be compassionate & also protect our assets.

Steve Tilley has done a lot of work on this issue with the city & other UU Churches. Where does this fit in our vision/mission and our staff time? Steve has requested a meeting with Rev Mary about this. There will be need to be buy-in with:

1. Leadership
1. Neighbors
1. Volunteers

Noted an issue with people using the grounds for a bathroom, filling the dumpster.

Question about clarity on who is responsible for this - there needs to be a discussion with the staff, board, congregation

& neighbors. There is no intention to allow people into the building.

There are large operating questions. The moral owners, our congregants, say that environmental issues & climate change are of more importance than homelessness at the current time.

Discussed the Faith and Action visioning that will be on October 3, to discuss where we want to go as a congregation. The larger question is where does this fit with our Social Justice process.

James & Diana will coordinate who to meet with the Neighborhood Association. We will wait for the proposal from Steve Tilley.

Non-covenantal Behavior Policy update & adoption

James reviewed document and we made changes. Discussed 911 response vs emergency personnel

Safer congregation team is working on safe response as well. Discussed restorative justice circles be added.

Should we add examples such as restorative justice circles, etc?

Barry moved to accept the changes and adopt the policy. Brian seconded. **Approved unanimous Stewardship Team questions for Board**

Tabled due to time constraints, may be answered via email or at next meeting

Board and volunteer group recognition/installment ceremonies

Discussed recognition and installation during worship services.

Retreat agenda & location finalization

September 19. It looks like we need to break the retreat into two sessions. We need an external facilitator for our Ends, Mission & Vision. We will need to expend funds. We will likely not be able to do this AND our other items. James will work on the new agenda and notify the board.

Review new business and assignments for next meeting

Tasks and assignments:

Chris will do the monthly board video

Chris will email Barry Capacity Planning members

Barry will complete Governance manual and send it to Rev Mary/Darlene for posting Barry will finalize the Non-covenantal Behavior materials and get them ready for posting

James & Diana will coordinate who to meet with the Neighborhood Association, and move forward pending the plan based on Rev Mary's meeting with Steve Tilley

James will work on splitting the agenda for the retreat and notify the Board of our new agenda(s) James will notify us of dates after the meeting later

For next meeting (Thursday, September 10) Wendy & Diana will do opening & closing words Rich will grade the meeting

Minutes as changed approved Closing Rich

Respectfully submitted this 13th day of August, 2020 by Board Secretary, Barry Zickuhr

September 2020

OUUC BOARD MEETING MINUTES

Thursday, September 10, 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: Wendy

Check in

Review Agenda James reviewed the agenda.

Consent Agenda - December Congregational Meeting Date, 12/12/2020 (10am-noon)

Congregational Member Concerns/Comments none

Ministerial Report

Question - what is a dashboard? As part of the retreat we will work on monitoring policies, and then display some information every month like attendance, and other issues we deem important to monitor monthly.

Realm is 99% done with some cleanup issues remaining. Like people going back to pay past pledges, etc. We may never get to 100% as there are always things changing.

The bookkeeping company gave us a reduced price for 3 months, which ends this month. We will keep them on indefinitely, and it is in the budget for next year. We have the funds, and they know realm and our policies.

Question - there is to be an annual review of the ministerial agreement. Is there a plan for that? Rev Mary does not know of one. James noted we have had discussions but not had a formal review. Rev Mary will provide the board with the agreement, and the board will review it individually, and then use time at a board meeting if there are any questions.

Budget development is coming well. There will be a big ask this fall. Staffing changes are about \$13000-\$14000 and getting back to right relations with the UUA is \$20,000. Rev Mary did not put in funding for an intern minister. Suggested compensation is \$20,000/year, which is both a financial investment as well as the educational investment. This may not be the year to add that to the budget.

James verified that our staff are being fully utilized. Staff are working outside of their job descriptions and there is plenty of work for all.

Committee Reports

Financial Report

UUA provides a service for people to donate stocks to sell and convert to liquid funds. We had previously worked with Vanguard, which has been tough. We will close the Vanguard account and utilize the UUA service from now on as it's easier to use for stock conversions.

Our Key savings account is down to .01% interest, so we are looking at other options.

Capacity Planning

Capacity task force is: Frank Taylor, MaryAnn Thompson, Jerald Dodson, Tim Ransom, Polly Taylor, Marie Arensmeyer, Chris Parke, and Rev. Mary ad hoc

Realm has a way to keep attendance. Sally has road tested the proposed policies and the only issue was central hand sanitizer, but everyone has that in their car.

Concerns about hard of hearing accommodations and that everyone would have to remove masks to be lip-read. There were questions about ventilations.

Restrooms - Marie would like to have the two large restrooms closed and we use just the smaller restrooms with one person at a time. Marie also wants to have 6' stickers for the floor, signs about the restrooms and lids on the toilet seats. This was agreed to by the committee and these were purchased and installed.

OUUC pandemic covenant, and the committee thought this should come back to the board. There was discussion about the term "Covenant".

This might be a good thing to use Board Listening Sessions for - this would be a good educational process. Discussed the process of adopting or formally accepting this and implementing the protocols. There is consensus to move forward implementing these protocols.

Revenue Enhancement

Has not met since last board meeting. If we pay the mortgage off early, there's a \$20,000 penalty. However if this is done in the last 5 years we will save \$60,000 in interest so it would be paid off.

Discussed the Holiday Bazaar Auction. Assuming \$0 for church rental this year.

Noted that BBB is not happening this year, and then discussed the possibility of changing the Fiscal year. Changing to a July/June Fiscal year would align us with UUA.

Stewardship

Reported on gifts, key dates and items coming up. James volunteered to do the Board message with Sally B. Discussed commitment, board getting their pledge in prior to the end of September.

From the Stewardship team:

Our campaign theme is Together in Spirit Sub-themes include

- united by love,
- connection always, no matter what, especially now
- hearts open
- listening to each other and to spirit

Our robust campaign includes:

1. Sept publicizing stewardship is coming at group meetings.

We are encouraging the board and stewardship team to lead by pledge early in the campaign) Here is a link to pledge: <https://www.ouuc.org/giving/pledging/>

2. early Sept calling 50 people that are involved at OUUC but not pledging to invite them to connect more (Sally)

3. late Sept calling 240 people that pledged in 2020 to check in and remind them stewardship coming (stewardship team)
4. 9/30 mail stewardship materials
5. October three Sundays where stewardship is part of the service (10/4 sermon, 10/11 video testimonials, 10/18 more testimonials, team appeal)
6. Sat Oct 10 stewardship serenade music event
7. Sun Oct 18 drive thru event live at church to pick up thank you
8. Oct 21-Oct 31 call 40+

August Minutes change

Barry clarified the notes in the August Minutes. Minutes were **approved, unanimous Retreat agenda & Consultant Process/cost**

Roger B. has 2 different proposals, \$2500, and another \$5000.

Discussed the processes. Starting on the 19th, he would lead the discussion and start a healthy congregation team. This would end with a survey for us to start the vision, mission, ends statements.

The higher price would include listening sessions with small groups to update the vision, mission and ends statements. This would provide new data for us, and will be more work. It will be a time demand for the cottage meetings.

Decision is which option we want to move forward on.

MST noted that their dataset was not significantly different from the prior MST. However times have changed. Are we engaging the congregation in ways that provide better information. Is this worth the extra \$2500?

Discussed moving the date, intent of meeting, costs, pushing it off to winter, etc. Question about where the extra money would come from. Budget is actually pretty good right now.

Essentially the first process is the Board analyzing past questions and bringing a new mission, vision, ends to the congregation.

The higher cost is for the board to go to the congregation to reask those questions, and then build the mission, vision, ends.

There has been a lot of dissatisfaction with the ends previously created by the Congregation. There seems to be a general feeling that we are missing a cohesive vision for the congregation.

Question on why we need to decide asap, and the issue is that Roger needs to know asap. Question on when the MST collected the data, so that would have been 2017.

Proposal was to have Roger could help us at the 19th meeting to help facilitate a conversation on how we are going to proceed.

*The board authorizes expending up to \$5000 for the vision, mission, ends process with Unity Consulting but it is contingent on a zoom call and formal proposal from Unity Consulting Prior to the expenditure. **Approved unanimous***

Review new business and assignments for next meeting

Tasks and assignments:

James will represent the Board on the Stewardship video Jason will do the monthly board video

For next meeting (Thursday, October 8) Brian will do opening & closing words Barry will grade the meeting

Closing Diana

Respectfully submitted this 10^h day of September, 2020 by Board Secretary, Barry Zickuhr

October 2020

OUUC BOARD MEETING MINUTES

Thursday, October 8, 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: Brian

Check in everyone

Review Agenda James reviewed the agenda.

Consent Agenda - Moved minutes to agenda for clarification **Congregational Member Concerns/Comments** none **Ministerial Report**

No comments on ministerial monitoring report (attached). Ministerial agreement.

James noted that Minister's salary is not tied to the other staff salaries. Rev. Mary noted there are reasons to not tie the two, as in last year when there was a raise for the staff but Rev. Mary was in her first year.

For salary changes, we can do an addendum as needed, after the budget passes.

Noted that we just review the agreement, not renegotiate every year. This is from the UUA boilerplate, so it is pretty standard.

Committee Reports

Financial Report

Meeting is after this one. Quarterly report will be shared at the next Board meeting

Capacity Planning

Building detailed mitigation plan per state requirements. Lots of detail. Especially as guidelines change and progress.

Music has been a big issue with guest singers, etc. Troy's got a long cord for guests across the room

State has no guidelines about toilets as yet.

Stewardship

Good energy. 17% with 40 donors so far. People at the large donor event bought up the idea of a capital campaign to retire the debt.

Revenue Enhancement

Has not met since last meeting -will meet on the 20th • **Will** have recommendations for Board next month, with questions on the endowment and other items.

Major Donor Event report

Lots of energy, very good. Rev Mary did all the "hard work" according to Chris. Some people thought the zoom meetings were better than the previous ones.

Question on how much of the budget is tied to the major donors. Rev Mary noted it was a bit higher than it should be. Chris noted they were mostly long term members, not many new ones.

Question on the "cutoff" of what constitutes a major donor. Rev Mary will find out.

James raised the question on whether the Endowment Committee is meeting. The Revenue Enhancement committee may bring forward the concept of Legacy Gifts instead of Endowment. These can be directed as needed instead of in the endowment restrictions.

Review Board Priorities

For first section, what constitutes "community"? Discussed this - one thought is to define community as "friends and members of the congregation (and possibly in the long term, the larger Olympia community."

Is it OK to be ambiguous? The consultant may not like that.

Perhaps remove "potentially" from Fiscal/Church year re-alignment. We need to do this. James added some changes. He will forward to everyone.

It was noted that people brought up the expansion during the major donor events.

Listening session topics

October - Board & Minister priorities

October 18, Chris will lead, Brian, Wendy, Barry and others will attend. James will provide PowerPoint with high level priorities. Rev Mary will have her own slides as well.

November - Budget?

We need to meet on the budget as the board to adopt it, then have an introduction to the congregation prior to the Congregational meeting.

We'll bring up listening sessions in the November meeting.

Moving the board meeting to December 3 to review & approve budget. Congregational budget Q/A on December 6.

Congregational meeting on the 12th.

September minutes

Minutes changed and approved unanimous

Review new business and assignments for next meeting

Tasks and assignments:

Sally will do the monthly board video

Rev Mary will find out the %of budget that is the "Major donor" qualification. James will make changes as noted to the Board Priorities and send to everyone James will develop a high-level PowerPoint for the Listening session on October 18 Chris will lead the Listening Session with other Board members attending.

Barry reviewed the meeting and gave it an overall "Mostly", or B to B+ evaluation.

For next meeting {Thursday, November 12}

Rich will do opening and Diana the closing words Wendy will grade the meeting

Closing Brian

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

Olympia Unitarian Universalist Congregation

For October 8, 2020 by Rev. Mary Gear (completed 10-4-20)

- *The Minister shall not cause or allow the board to be uninformed or unsupported in its work.*

1. *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.

There is to be an annual review of the ministerial agreement. At your request, I sent a copy of the agreement for Board review.

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.*

I am not aware of non-compliance with Executive Limitations.

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 significant 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. (The amount of surplus seems extraordinary and I want to make sure it is for real.)

Stewardship: We are underway with the stewardship drive. By the Board meeting, James, Chris and I will have met with our highest donors and can give an update on those meetings. Sally Brennand deserves a medal.

Worship and Programs: We are back to higher Sunday service attendance, which runs about 155-165 logins. There are usually 20-25 logins with more than 1 person, so I estimate our attendance at about 180, which is a bit more than when we were in person. Fall RE programs are underway.

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*
 1. *fulfilling individual requests for information or*
 1. *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.

November 2020

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 l(eyBank. 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 \$251< 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 l<eybank 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 reinhabiting 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)

1. *The Minister shall not cause or allow the board to be uninformed or unsupported in its work.*

1. *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*
 1. *fulfilling individual requests for information or*
 1. *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.

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:

1. **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**
1. **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**
1. **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:

1. Early pay-off penalties vs. interest over time; a campaign would likely take a year or more to complete
1. Could use reserve funding of about \$70K to incentivize donations to debt relief
1. Could combine this strategy with a return to the building kick-off event

1. Significant investment of time and money to accomplish the work
1. Could open the door to a future capital campaign for upgrading the building once the current building is retired
1. Benefit of adding \$2800 payment per month back into operating funds through 2028

Personal Loan Repayment: Full Payment of the member personal loan

Considerations:

1. Could be paid off with reserve funding assuming PPP loan forgiveness
1. Benefit of adding about \$1700 per month in cash flow through December 2023
1. The member has agreed to early payment if desired.
1. 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
- o Legacy Giving Committee Key Actions:
- Reforming the committee
 - Updating and refreshing records
 - Updating the board governance policy

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

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

Considerations:

- 1. 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
- 1. 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:

- 1. Analyze options for grants <https://pnuugf.org>
- 1. Seek alignment with projects that could be deployed e.g. solar panels
- 1. 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:

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

eSales Support

- 1. 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

1. There was significant discussion and consideration of the endowment
1. 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
1. The board could review the \$5001< cap and decrease it to \$4001< 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
1. REC recommendation is to leave Endowment policy as is and encourage donations to the \$5001< 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

1. Develop a plan that identifies timelines, resource requirements and desired outcomes
1. Provide training to board members and congregants as needed to lead and facilitate parts of the plan
1. 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
1. Organize notes and conduct thematic analysis using qualitative research methodologies
1. Use research, expertise and experience with other organizations to inform analysis
1. Create proposed language to update the vision, mission and ends and deliver to the BOT
1. Ensure that the ends provide clear direction for the minister, BOT and congregation at large
1. 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
1. The consultant will communicate progress, issues, risks and successes on a regular bi-weekly basis and more often as needed
1. All consultant actions will be completed in collaboration and transparency with the BOT

Timeline

1. Select consultants
1. Design process
1. Begin process
1. Review draft updates
1. Bring updated language to the congregation

1. Finalize updates

December 2020

December 2020/January 2021

January 2021

March 2021

April 2021

April/May 2021

Consultants Under Consideration

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

Desired Qualifications

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

Selection Process

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

Proposed Budget

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

December 2020

OUUC BOARD MEETING MINUTES

Thursday, December 3, 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 (late); Barry Zickuhr, Secretary

Members at Large Present: Brian Coyne, Diana Finch, Rich Kalman,

Ex-officio Member: The Rev. Mary Gear **Members absent:** Sally Alhedeff, Wendy Endress

Congregational members present: none **Opening words:** Chris

Check in everyone

Review Agenda James reviewed the agenda.

Consent Agenda - approved

Congregational Member Concerns/Comments Discussed letters from Jim L. & Emily R., and Cheryl Hanks & Seldon

Board Budget Approval

Rev Mary reported on pledging results. 4% increase from last year, 40% increased their pledges, only %16 decreased. Made 97.7% of goal(!)

Change in bookkeeping practices moved some numbers around. We were not following standard bookkeeping practices, but now we are. Noted in Executive/Board.

Reviewed specifics. Discussed use of PPP funds to replenish the lost revenue.

Discussed HVAC and moving into the church and that this exceptional expense would come from the B&G Reserve fund. We may hire an engineer to do an analysis of what we need in the church before going for an RFP.

Talked about reserve funds and how to fill or replenish those as necessary.

Noted we need to discuss the reserve funds with the congregation during the presentation & meeting.
Discussed Music & Worship Arts.

Noted the need to keep the UUA dues down from what they requested. Still not making it back to Honor Congregation status.

Noted that the 1% increase is not for all staff, the media specialist and RE assistant are new positions with recent salary negotiations.

Noted that staff are paid lower quartiles and from an HR standpoint should be in the higher quartiles based on experience and time in positions.

Rev May noted that the staff has agreed to share the staff quartile document if there are congregational questions. Noted that caretaker is not receiving benefits, and thus has a slightly higher salary.

Noted the status of the PPP forgiveness

Moved to accept the budget and use of PPP funds per Budget Proposal (attached), with the understanding that if the PPP funds are not forgiven, we will reduce the programs accordingly. **Approved unanimous**

Congregational Meeting planning and agenda

Noted the need for absentee ballots. Barry will send packet to Darlene including Agenda, Budget Proposal & Bylaw revisions for the congregational meeting.

Revised agenda

Barry will manage the Zoom meeting with some Tech Team assistance. Discussed listening session.

Barry will develop presentation for Congregational Meeting, and packet. Rev. Mary will rewrite the budget proposal for the packet, Barry will include the Bylaw revisions & agenda.

James will develop presentation for listening session including budget. Rev. Mary will present the budget, Barry will have one slide on the Bylaws

Safe and Healthy Church Restart feedback

Some specific feedback & questions. Discussed document, kudos to the people who wrote it. It is very comprehensive. Rev. Mary noted that we will take our queues from the state and our faith when coming back together.

Church Calendar Year evaluation volunteers

Discussed possible people to ask. James asked and Rev. Mary confirmed that staff should be involved, likely Darlene. Brian offered to serve on the committee/team. James will ask Wendy if she will be available.

Review new business and assignments for next meeting

Tasks and assignments:

1. **James will ask Wendy about the Calendar Team**
1. **Congregational Meeting packet documents for Darlene:**
 - **Barry will develop Agenda & Bylaws**
 - **Rev. Mary will create the budget proposal**
1. **Barry will develop Congregational meeting presentation, and have a slide on the bylaws**
1. **James will develop presentation for listening session**

Brian reviewed the meeting and gave us an A

For next meeting (Thursday, January 14

Barry will do opening and the closing words Diana will grade the meeting

Rich will do the board video

Closing Rich

Respectfully submitted this 3rd day of December, 2020 by Board Secretary, Barry Zickuhr