

Called to Order: 3:35 p.m. by President Betsy Rush.

Board Attendees: Trustees (Position): Tom Mosher (1), Doug Deaton (2), Dick Burkhart (3),
Quorum Present Luba Johnston (5), and Betsy Rush (7)
Minister: Todd Eklof (ex-officio)
Recording Secretary: Marilyn Johnson
Absent: Lilia Riordan-Rogers (4) and Catherine Trestrail (6)

Agenda: Approved with the addition of Day/Time of Meetings, Retreat Planning, & Suggestions for Incoming Board; and deletion of Legacy Society Meeting report., which will be added to the next meeting agenda.

Minutes: Minutes of the May 2024 Board of Trustees (BoT) meeting were approved as presented.

Minister's Update: T Eklof welcomed newly elected board members Justin Bell (7) and Cindy Fine (6), who were both in attendance. He also thanked B Rush for her service and work as BOT President.

T Eklof sent a 15-minute video to the congregation and NAUA on his views of the UUA Article II changes that removed the Seven Principles and essentially eliminated key values like individuality, freedom, autonomy, and democracy. D Burkhart mentioned that proposed amendments to add reason and peace to the changes both failed during General Assembly.

President's Update: B Rush briefly described President, Vice-President, Secretary, and Treasurer jobs, stressing that the President mostly serves as a moderator and facilitator for the BoT and is not the church President.

Seven Principles & UUA Membership:

The congregation rejected adding the Seven Principles to the UUCS ByLaws during the Annual Meeting. Many seemed to feel they don't belong in the ByLaws. The next Board of Trustees takes over in July and will likely want to address possible withdrawal from the UUA. This would require more time to discuss with the entire congregation. The Personnel Team would also need to review employee UUA benefits for any impact and options. If two-thirds of UUCS members vote to leave, the withdrawal process is fairly simple.

BoT Email Policy: T Mosher and D Deaton presented an alternative Email Use Policy as an amendment to the adopted one. It was submitted to the Trustees by email with brief explanation (Attachment A). The email and attached existing and proposed versions are included in Attachment A. It was recommended that it be considered at the next regular BoT meeting.

B Rush expressed that it is hard to deliberate and make decisions via email, as keeping up with lengthy email threads is very time consuming and confusing.

Lynn Jinishian reported the Shared Ministry Team's three main concerns:

1. Keeping up with and confusion from constant, lengthy email conversations and threads.
2. Misunderstandings with the sender's dual role as both a Trustee and a church member.
3. Effectiveness, transparency, and clarity of extensive emails between a few people.

Discussion followed.

Lynn was asked to put the concerns in writing to help M Johnson with the meeting minutes. So, following the meeting Lynn sent the summary in Attachment B. (Items not discussed during the meeting are noted as such in the attachment.)

Operations Team Report: D Deaton reported on the Operations Team June 11th meeting, see Attachment B.

UUA Article III: D Burkhardt reported that the UUA ByLaws Renewal Team plans to next work on an Article III UUA bylaws amendment like they did for Article II. They will likely look at

- adding more than congregations as voting members, e.g. other groups and individuals, and
- developing mutual obligations between members and the UUA, which could lead to requirements to be “in covenant” and restrict congregation staff and ministers.

He also mentioned that current affiliates, which have no vote, have basically been disaffiliated, including those that provided program resources to congregations.

Essentially, the UUA is working to centralize power and control programming.

Suggestions for Incoming Board: The 2023-2024 BoT suggested the following items for the 2024-2025 BoT to work on:

- Develop a Five-Year UUCS Strategic Plan to coordinate and communicate a vision.
- Add more fundraising to fill financial shortfalls.
- Determine how best to communicate the Seven Principles to members and visitors.
- Work with the congregation to determine if UUCS should leave UUA.

Unfinished Business: Retreat Planning

Other Business:
A. Volunteers to Set Agenda: T Mosher, D Deaton, and L Johnston
B. Next BoT Meeting Date: July 24th at 4 p.m.

Adjourned: 5:14 p.m.

Next BoT Exec Committee Meeting: July 17, 2024 4:00 p.m. (T Mosher, D Deaton, and L Johnston)

Next BoT Meeting: July 24, 2024 4:00-5:30 p.m.

Attachments:
A. Proposed Alternative Email Use Policy and Explanation Email
B. Summary of the Shared Ministry Team Email Concerns
C. Operations Team 05/14/2024 Meeting Report

Submitted by Marilyn Johnson, Recording Secretary.

The below original was sent from Doug to the Board on June 24, 2024. It includes one-page email plus two single page documents - the existing/adopted version and our proposed amendment version.

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Dear Trustees, Trustee elects, and Todd,

Below is a proposed replacement for the BOT email policy which we adopted recently. Tom Mosher and I have collaborated on this because we feel that the existing policy is overly restrictive, promises to make our work as a board more difficult, lacks clarity, and fails to address some matters of concern to us.

For instance, we feel that the current policy might be misinterpreted so as to prohibit Trustees from interacting by email with one another and with Members, in matters regarding the UUCS community, with clarity, efficiency, and transparency. We believe our proposed replacement deals more effectively with these issues and accomplishes the spirit and intent of the current policy.

We're forwarding it to you in advance of the meeting for your familiarization, but not for discussion at this Wednesday's meeting. We are proposing that it be discussed and acted upon at the next regular meeting, likely in July.

Thanking you for your consideration, we are
Doug Deaton, VP
Tom Mosher, Secretary

EXISTING POLICIES AND PROCEDURES EMAIL POLICY

3.4.BOARD MEMBERS' EMAIL USE POLICY: The purpose of this policy is to clarify the appropriate use of email among Board members to foster transparency, maintain proper records, and uphold the integrity of the decision-making processes. The scope of this policy applies to all Trustees. This policy will be reviewed annually by the Board and may be amended to adapt to new circumstances and to better meet the needs of the Board and the Church community. *Accordingly:*

a. Prohibition of Deliberation via Email:

a1. Trustees must not use email, or any other form of electronic communication, to discuss, deliberate, or make decision on matters that are, or will be under consideration at formal Board meetings.

a2. Emails should not be used to solicit the opinions of other Trustees regarding Church business outside of scheduled meetings.

b. Permissible Uses of Email:

b1. To schedule, organize, and remind fellow Trustees and others as needed about upcoming official meetings and agendas.

b2. To distribute Church-related information and documentation necessary for upcoming Board meetings.

b3. To facilitate non-substantive logistical planning or clarification (e.g., meeting times, locations or agenda distribution).

c. Emails as Part of Official Records:

c1. All email pertaining to Board matters, even those for scheduling and logistics, will be considered part of the official record and may be subject to review for compliance with Church bylaws.

d. Clarification on Personal Opinions:

d1. Trustees may share personal updates on general information related to Church life or their individual participation in Church activities via email. However, such communications must clearly be marked as personal opinions and not represent or imply Board decision or perspectives.

d2. Any personal electronic communication must adhere to the spirit of the policy and not breach the prohibition on discussion of Board business.

e. Confidentiality and Privacy:

e1. Trustees should exercise caution and discretion when sending emails, ensuring that sensitive information is protected and that privacy is maintained.

e2. Use of email to share confidential information is discouraged; if necessary, such information should only be transmitted securely and clear labeling as confidential.

f. Compliance:

f1. Trustees are encourage to report any use of email they believe to be in violation of this policy to the Board President. (3.4 in entirety added 4/24/24)

PROPOSED REPLACEMENT OF ADOPTED BOARD EMAIL POLICY**(neither an act to amendment nor rescind)**

3.4. TRUSTEES' EMAIL POLICY: The purpose of this policy is to clarify the use of email: (1) between Trustees and (2) between Trustee(s) and Congregation Members to foster transparency, to encourage appropriate, respectful and professional dialogue between Trustee and Members, to maintain proper records, and to ensure that the Board's decisions do not take place by email. This policy may be reviewed annually by the Board and may be amended to adapt to new circumstances and/or to better meet the needs of the Board and the Church community.

Accordingly:

a. Prohibition of Decisions via Email:

a1. Trustees shall not use email to make decisions affecting the Board, UUCS Members or UUCS.

a2. Emails should not be used to solicit the opinions of, engage in discussions or exchange critical information with other Trustees regarding Church business outside of scheduled meetings, unless all Trustees are included as contacts during such an exchange.

b. Permissible Uses of Email:

b1. Any email communications not prohibited by 3.4.a. above are allowed, including email exchanges between fellow Trustees, staff and/or UUCS Members. Trustees shall exercise caution when discussing sensitive or confidential information with non-Trustees. Trustees are expected to communicate respectfully and professionally in all email exchanges,

b2. Any email communication with a Member(s) discussing an issue of concern to that member(s) for the purpose of understanding that issue, clarifying existing rules/regulations and determining how that issue might be presented, as may be appropriate, to the Board.

b3. A Trustee may share by email official adopted information with other Trustees and/or Members, including Bylaws, Policies and Procedures, internal rules/policies, and website information best able to address the need or issue; while maintaining appropriate boundaries, respect and professionalism.

c. Clarification on Personal Opinions:

c1. Trustees may share general information related to Church life or their individual participation in Church activities via email, including personal opinion comments on any aspect. However, such communications must clearly be marked as personal opinions and not represent or imply Board decision or perspectives, unless citing official adopted Board Policies and Procedures, Ops-Team policy and/or any other UUCS policy/rule and/or UUCS Bylaw..

d. Confidentiality and Privacy:

d1. Trustees should exercise caution and discretion when sending emails, ensuring that sensitive information is protected and that privacy is maintained.

As requested, Lynn Jinishian provided this summary via an email dated 07/11/2024 to the BoT members.

Note: Statements in blue were not discussed during the June 2024 BoT meeting.

From: Lynn Jinishian

Subject: Board Email Policy

Date: July 11, 2024 at 11:08:54 AM PDT

To: Betsy Rush, Douglas C Deaton, Todd Eklof, Tom Mosher, Catherine Trestrail, Lilia Riordan-Rodgers, Luba Johnston, BURKHART Dick, Cynthia Fine, Justin Bell.

Hello Friends,

At the last BoT meeting, I brought forward some concerns from the Shared Ministry Team regarding email use by members of the Board of Trustees in the name of transparency, trust, and communication. I was asked to share those words in writing and though the words prepared were rather lengthy, here is a brief summary of the main three points we hope you will consider as you move forward into the next church year and keep in mind if you plan to revise the previously adopted email policy:

1. "Constant Conversation" between meetings initiated via email becomes difficult to keep up with, confusing, and lacks clarity about the official stance of the board. We request that you consider how important it is that communication be structured and timely, with clear and concise messaging that aligns with the Board's decisions made during meetings.
2. Dual role in email communications from an individual serving a term as a Board member blurs the role and misleads recipients about the source and authority of the information being shared. We request that you consider consistency in your role for your term to aid in maintaining trust in you and transparency for all members of the congregation. (In other words—we're requesting that you recognize for the length of your term, in any group email you send, you are perceived as a Board member, even if you state otherwise.)
3. Effectiveness of email as a communication tool is a matter of opinion, however, in order to avoid misunderstandings, mistrust, and disruptions to the workflow of our staff, we request that you keep email reserved for sharing agendas, minutes, and subcommittee documents, verifying meeting dates, and coordinating schedules. All other conversations need to be given proper notice to take place in either a regularly scheduled meeting or a special meeting—so that any interested congregant may join you to listen to your deliberations and/or contribute their own.

Thanks for your attention to this important matter.

Shared Ministry Team

Lynn Jinishian

Dick Gammon

Todd Eklof

D Deaton provided this report on the Operations Team 6/11/24 meeting.

Items discussed were:

- Annual meeting: it was agreed that the annual meeting went well, and that it would be a good idea for the BOT to have better guidance for setting up the annual meeting in the future. The creation of an annual meeting planning/timeline calendar, similar to the budget process calendar, would be helpful, because there were some late and incomplete items. The annual meeting is the Board's responsibility.

Rebecca will create a visual checklist/ timeline to assist the Board in the future. The checklist would also include other items for the Board calendar such as the selection of UUA GA delegates, as this was also done last minute this year.

- Treasurer issue: it is essential that someone with knowledge of accounting practices serve as Treasurer, and because it is a bylaw requirement that this person is also a board member, the Board needs to consider that when choosing board members. Perhaps we need an accountant to assist the Treasurer.

Rebecca will review Washington State law regarding roles, responsibilities and requirements of both Board and Treasurer in these matters.

- Buildings and Grounds: the new toilets have been installed, the sprinklers repaired. Damage to parking lot posts will be repaired by Robert within a couple of weeks.
- Budget and Fundraising: There have been several last-minute pledges, and these along with gifts from deceased members has the new budget looking somewhat better, under \$10,000 short.

As was brought up at the annual meeting, we need to ramp up fundraising. The Ops Team is asking the Board to step up and make this a priority next year. A team of volunteers is needed that includes board members and that will focus on fundraising events, both annual events and new events. The BOT should sponsor, plan, and promote these events, with the support of the Ops Team and office staff.