

Called to Order: 4:07 p.m. by President Pro Tem Tom Mosher.

Board Attendees: Trustees (Position): Tom Mosher (1), Doug Deaton (2), Dick Burkhardt (3),
Quorum Present Luba Johnston (5), Cindy Fine (6), and Justin Bell (7).
Minister: Todd Eklof (ex-officio).
Absent: Lilia Riordan-Rogers (4) and Marilyn Johnson (Recording Secretary)

Agenda: Approved with addition of Month-to-Month Board Guidelines.

Minutes: Minutes of the June 2024 Board of Trustees (BoT) meeting were approved with some corrections and an added attachment of the proposed alternative email policy with the email explanation.

Minister's Report: T Eklof reported the following:

- 1) The church is replacing the UUA employee benefits plan with a new one that will cost less.
- 2) Lilia Riordan-Rogers decided to step down as a Trustee, as she can't make the meetings anymore. T Mosher moved and D Deaton seconded to accept her resignation. The motion passed without objection. BoT will work with the Nominating Team to locate a replacement Trustee.

Operations Team: D Deaton's report from the July 9th Operations Team meeting is in Attachment A.

Endowment Team: Karen Dorn Steele reported that the Legacy Society held their annual meeting on June 2nd where an issue about handling unfulfilled pledges due to a church member's death was identified. The BoT decided to ask the Operations Team, Finance Team and Operations Manager to develop a process by the next Generosity Drive for members to specify in writing whether they'd want an unfulfilled pledge to be honored before fulfilling an endowment bequest. This would allow the church to know a member's wishes before death.

Officer Election: BoT officer candidates were nominated and elected without objection:

President: Tom Mosher (Position 1) Secretary: Cindy Fine (Position 6)
Vice Pres: Doug Deaton (Position 2) Treasurer: Dick Burkhardt (Position 3)

Meeting Dates/Times: The BoT will continue to meet the fourth Wednesday of the month 4 p.m. – 5:30 p.m. with votes to extend a meeting, as warranted.

The Executive Committee will continue to meet the third Wednesday of the month at 4 p.m. to prepare the BoT meeting agenda. The committee will include T Eklof with the BoT President, Vice-President and a floating Trustee.

Retreat Date/Time: The BoT will meet at T Eklof's house September 21st 10 a.m. – 2 p.m. for bonding, lunch, Policy Governance overview, and discuss goals for the year ahead.

BoT Documents: T Mosher emailed everyone the current board Policies & Procedures (P&P) and UUCS ByLaws, which are available on the church website; and a Month-to-Month Board Guidelines, which is in Attachment B. Trustees can ask the office for printed copies, if they prefer.

Other Business: Future continuing items:

- 1) Income Enhancement / Increase Fundraising.
- 2) UUA Membership discussions with congregation.
- 3) Possibly post the Seven Principles in church. (They are on the church website.)
- 4) Treasurer Duties/Resources
- 5) Proposed amendment to BoT Email Use Policy (See T Mosher email in Attachment C.)

- 6) Required/Optional BoT Appointments:
 - a. Past Presidents - tbd
 - b. Recording Secretary - Marilyn Johnson
 - c. Historian - tbd
 - d. Moderator - T Mosher will ask Gordon Diddens
 - e. Operations Team Liaison - Luba Johnston
 - f. Optional Parliamentary Advisor - Tom Mosher
- 7) Review primary/standing (non-elected) teams and member status:
 - a. Operations Team: 2 - 4 Members for 2-year terms
 - b. Finance Team: at least 2 Members unlimited terms + BoT Treasurer
 - c. Personnel Team: at least 2 Members appointed by Todd & approved by BOT for 3-year terms
 - d. Shared Ministry Team: at least 4 Members appointed by Todd w/advice and consent of BoT
- 8) Review Ministerial Agreement every three years, next review 2025-26 Fiscal Year
- 9) Review/Revise/Update Five-Year Strategic Plan likely in 2025-26 Fiscal Year

Next BoT Exec Committee Meeting: August 21, 2024 4:00 p.m. (L Johnston floating Trustee)

Next BoT Meeting: August 28, 2024 4:00-5:30 p.m.

Adjourned: 5:45 p.m.

Attachment:

- A. Operations Team Liaison Report
- B. Month-to-Month Board Guidelines
- C. T Mosher 7-12-24 Email Re: BOT Email Use Policy - and attachments:
 - C.1. Existing Policies & Procedures Policy
 - C.2. Proposed Replacement of Adopted Board Email Policy
 - C.3. Policies & Procedures Email Policy with Proposed Mark-Ups
 - C.4. "ENDS" Item One of BOT Policies and Procedures

Submitted by Marilyn Johnson, Recording Secretary, based on meeting video.

D Deaton reported the following:

The Ops Team held a brief meeting on 7/9/24. Discussed were buildings and grounds issues:

- Water damage due to gutter problem has been corrected. Still working on issues with birds at the back of the chapel. The new RE wing doors are going to be painted.
- Weddings were discussed:
Weddings are tough on the property. The rule on facility host requirements is being changed to two hosts for larger groups. The fee will be raised from \$800 to maybe \$1500 or more, as well as raising the damage deposit.

MONTH TO MONTH BOARD GUIDELINES - version 2.1
(L JINISHIAN WORKED WITH R ADAMS TO CREATE A GUIDE - updated July 22, 2024)

July - Select Board officers: President, Vice President, Secretary, Treasurer; Select third Board member (in addition to Pres. & VP) to serve on Exec. Team (for agenda setting). Make appointments according to Bylaws (Article VII, Section 13)-Historian, Recording Secretary, Moderator; Ensure other team positions are filled or addressed: Finance, Personnel, Shared Ministry

August-September - Retreat in Sept

October - Begin discussion of budgetary Board priorities; Annual Church Auction begins this month and generally runs for one month

November - Make decisions re budget priorities; Prioritize the list and send to Rebecca (Church Admin) December (Ops Team starts the budget process for next year) Be sure budget priorities info to Rebecca before December Ops Team Meeting

December - May need to cancel or change meeting date due to holiday conflicts

January - UUA certification (Church Admin); internal audit (Treasurer); end of year tax work (bookkeeper); Budget work-initial review of budget

February - Budget summit (2nd or 3rd Wednesday); Start thinking about Members who might wish to attend GA (General Assembly) as Delegates for our church, get in touch with Nominating Committee to start researching possible candidates for opening Board positions

March - Confirm Delegates for GA; Begin Annual Meeting Prep; Rebecca will attend; Generosity campaign begins; Rebecca will begin reminders for Annual Reports (Written by Board President and Treasurer) - Will likely be due first week of May for prep for Annual Meeting

April - Generosity campaign wraps up at end of April-Prior to COVID we had an Annual Dinner celebration-Perhaps something jointly planned with Ops Team? Second budget summit if necessary following results of Generosity Campaign - Get Annual Reports to Rebecca by first week of May-Final approved budget necessary; Annual Reports sent to Rebecca; Documents for Annual Meeting completed and sent to Rebecca (agenda, bylaw changes, nominees with bios)

May - Manage details of June Annual Meeting; deal with any Member sponsored Bylaw amendments

June - Annual Meeting typically the second Sunday of month (avoid Father's Day); set date for next Annual Meeting; final board meeting in June for wrap up of year and setting date for Board Retreat with newly elected Board members.

From: Tom Mosher
Subject: BOT Email Use Policy ...
Date: July 12, 2024 at 4:39:46 PM PDT
To: Lilia Riordan-Rodgers, Todd Eklof, Dick Burkhart, Doug Deaton, Tom Mosher, Luba Johnston, Cindy Fine, Justin Bell, RUSH Betsy, TRESTRAIL Catherine
Cc: Lynn Jinishian, GAMMON Dick

Hi fellow Trustees and Shared Ministry Team (even though Betsy and Catherine are not on the current Board, I have included them herewith):

The below is lengthy. But, the topic is complex, should not be taken lightly and can not be adequately discussed in a meeting allocating 10-20 minutes to the topic. That said, this is background information for a discussion & deliberation regarding the Email Use Policy amendment Doug Deaton and I propose and submitted in the June Board meeting.

In preparation for the July Board (BOT) meeting and in response to the Shared Ministry Team's (SMT) verbal and recent written summary, I submit the following ... *(Ironically, even presenting this info probably violates the intent of the SMT. On the other hand it is information needed to respond to the SMT's several verbal and one written summary to the BOT regarding an email use Policy.)* I requested a written version of the recent verbal commentary from the SMT to the BOT because it struck me that what I heard was substantially *opinion without documentation or factual backup*.

As I am sure y'all know by now, I have a major issue with almost any Board email use policy (EUP), particularly the one proposed by the SMT and even the one adopted in modified form by the BOT in May.

For those of you who don't know, I have a unique perspective on this issue: basically, what are DISCUSSIONS, DELIBERATIONS and DECISIONS. As part of my duties at Spokane County Planning Department, I was for over 10 years the County's Zoning Adjustor - in common terms a 'LAND USE HEARINGS OFFICER.' I conducted public hearings, listened to testimony (**discussions** in a formal setting), **deliberated** the testimony in light of the zoning laws, and issued written **decisions**, formatted as *Findings of Fact, Conclusions of Law and Decision*. Testimony that was emotional and void of facts was seldom considered as I later deliberated and finally made a decision. Not surprisingly, I am a fact-oriented person. Furthermore, as a Parliamentarian, I am oriented toward laws (in UUCS world - policies and bylaws).

UUCS has had a BOT for over 135 years. It has had a SMT for a little more than 2 years. The world has had the tool of email for about 30 years. Email is universally used extensively for the sharing of information. At some point, the SMT felt the BOT needed an EUP. The BOT hadn't identify a BOT email use problem and didn't ask the SMT for an EUP. The SMT took it upon itself to present a '**solution in search of a problem**.' It came to this conclusion, and its proposed EUP, with no known or documented facts, survey or opinion-gathering from our UUCS membership.

Without citing in full the responsibility of the SMT, here is a summary from the Bylaws (Article XV). including the definition of Shared Ministry:

"... monitoring the relational health and the overall ministry of the Church ..." and "... for making recommendations needed to promote a healthy and meaningful Shared Ministry, as set forth in the Ends statements established by the Board." and "... may be any of the following ... as they address the relational health of the Church: a. support the Minister(s) ... b. enhance the Congregation's understanding of Shared Ministry."

"**Shared Ministry** - Refers to engagement of Members, the Congregation, the Board, Minister(s), teams, and other groups as they collaborate with one another to achieve the UUCS Ends statements, including UUCS's involvement in the larger Spokane community. Shared Ministry is the 'life' of the Church."

Mentioned in both of the above is "Ends statements." These are the first portion of the BOT's Policies and Procedures (see #4 below). They don't contain anything remotely related to the matter of a BOT EUP.

As I look at the above, and assessing the many issues facing UUCS, I ponder if the matter of a BOT EUP is of sufficient concern to warrant the time and energy the SMT has devoted to this matter, particularly without any survey or facts representative of Member concerns ... and then causing the BOT to devote time/energy to the same? To date, the only other SMT products, of which I am aware, in its two years of existence are: (1) a survey of some randomly selected Members' thoughts concerning UUCS leaving UUA, including a written report to the BOT; and (2) an all-Member question (in the SUUN) seeking suggestions for dealing with UUCS's ailing income situation, with no written report to the BOT or Membership - only a short verbal report to the BOT. I know that several members submitted suggestions in response to the survey. At least two Members have asked me where are the results - was there a report? That stated, at least these two endeavors had some semblance of survey and effort to gather facts - an important observation in this discussion, deliberation and decision.

It is unclear to me, upon reading the SMT's initial EUP, what is its intent. Before the BOT adopted the current (revised version) policy (#1), several completely objectionable and irrelevant portions were (nearly unanimously) deleted. Apparently, the thrust of the SMT was/is to try to *keep Trustees from: (1) discussing among themselves by email any substantive matters regarding UUCS and (2) discussing any UUCS issues with UUCS Members that might even remotely end up before the BOT in the future - notwithstanding that conversations (and maybe texting) are apparently OK; since they aren't 'email.'* To me, the choice of wording stifles communication and the exchange of information with UUCS Members ... as is set forth in the SMT's EUP section **PROHIBITION** as follows:

"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. *(emphasis added)*
- a2. Emails should not be used to solicit the opinions of other Trustees regarding Church business outside of scheduled meetings." *(NOTE: this is entirely reasonable and is common sense and courtesy)*

Partially based upon the above observations AND in an effort to retain any concept of an EUP, Doug Deaton and I presented to the Board in, its June meeting, a revised EUP for consideration as an amendment to the adopted one as currently set forth in P&P 3.4. In our process of review, we incorporated a version of **Dick B's email comment** (an EUP violation in and of itself ... ??), the use of **common sense**, examination of dictionary definitions/distinctions of **discussion, deliberation** and **decision**, including the use of **AI Chat BOT**. Doug's and my case to amend/replace the previously adopted BOT EUP (below #1) with the proposed amended EUP (below as #2) was presented in the June BOT meeting. Also, below (as #3), although tedious to study, is the delete/addition work we undertook to arrive at our proposed amendment/replacement (#2).

Fundamentally, we believe that an EUP isn't needed, as there is no history, since July, 2020 of the Board **making decisions by email or even deliberating by email**

[[**DELIBERATE: verb:** də'libə,rāt - engage in long and careful consideration: *[with object] consider (a question) carefully: jurors deliberated the fate of those charged* - source = New Oxford American Dictionary]].

The original EUP policy document from the SMT, as well as the modified one adopted by the BOT, failed to deal with the distinctions between *discussion, deliberation* and *decision*. Additionally, it is void of factual support and is fundamentally an *opinion* of three persons.

One of the exercises Doug and I used was to ask "AI Chat Bot" the distinctions between '**discussions,**' '**deliberations,**' and '**decisions**'. Chat responded:

- ****Discussions****: *These involve exchanging ideas, opinions, and information between individuals or groups. They are conversational in nature and aim to explore topics or issues.*
- ****Deliberations****: *These involve more structured and careful consideration of the information and opinions shared during discussions. Deliberation implies a deeper level of thinking and analysis to reach a well-considered conclusion.*
- ****Decisions****: *These are the conclusions or outcomes reached after discussions and deliberations. A decision marks the end of the deliberative process.*

"In summary, **discussions** are about sharing and exploring ideas, **deliberations** are about carefully evaluating those ideas, and **decisions** are about choosing a specific course of action based on that evaluation."

What the SMT initially proposed (#1), and continues to promote is an *opinion* without factual documentation and fails to recognize the distinction between **discussions**, **deliberations** and **decisions**.

By way of summary, the version (#2) Doug and I offered in June contains the following points in favor of the amendment/replacement:

- Clarifies that email exchanges of ideas and thoughts between Trustees and Trustees and Members are **discussions** and neither **deliberations** nor **decisions**; and are not prohibited.
- Clarifies that BOT decisions made by email **ARE indeed PROHIBITED**.
- Clarifies that an email from a Trustee must clarify whether it is addressing the subject from a personal standpoint or a Trustee standpoint.
- Is consistent with *Policies and Procedures* protocol - that is, if an action **isn't PROHIBITED**, everything else, for the most part, is therefore **PERMITTED**, which would include:
 - email *discussions* (not including *deliberations* and *decisions*) between Trustees and Trustees and Members.
 - emails responding to Member inquires.
 - emails sharing official BOT actions/decisions, Articles of Incorporation, Bylaws, polices of the BOT and/or of any team (such as Finance, Personnel, Endowment, Operations, etc.).
- Clarifies that there is **no such thing** as "*Official Records*" as far as "*All emails pertaining to Board matters*" as set forth in the original "3.4.c. *Emails as Part of Official Records.*" Hence, we dropped that section.
- Clarifies that an email from a Trustee, that discusses UUCS matters, be shared with the other Trustees.
- Clarifies that any email related to anything UUCS, from a Trustee, must identify whether it is a personal response/opinion, a conveyance of BOT/UUCS info, etc.
- Clarifies that an email from a Trustee ensures that sensitive info is protected and privacy is maintained.

Fundamentally, I adamantly feel that the original, and even the Board modified and adopted, EUP *stifles the generation and free exchange of ideas and creative thinking* that can take place in **email discussions** - and that exchange of ideas and thoughts among Trustee and/or Members is the **epitome of transparency and involvement**. Any and all creative ideas, thoughts and/or information regarding any matter of UUCS business, generated by any means - conversations, texts, emails, etc. - can be brought before the BOT for **OPEN discussion**, ultimate **deliberation** and finally a **decision** (as may be needed). If such open conversations/discussions are prohibited, we have lost some creative informational opportunities that can come from knowledgeable and interested Congregants/Members that might not otherwise make their way to the BOT meetings - **given that there are only 15 to 24 total hours (at best) of formal BOT meetings per year ... and furthermore, that on average, 0 to 6-10 Members attend a Board Meeting..**

Tom Mosher, Trustee

1. Existing Policies & Procedures Policy
2. Proposed Replacement of Adopted Board Email Policy
3. Policies & Procedures Email Policy with Proposed Mark-Ups
4. "ENDS" Item One of BOT Policies and Procedures

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 encouraged 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.

**PROPOSED AMENDMENT TO ADOPTED BOARD EMAIL POLICY
(deletions, additions & explanations)**

3.4. ~~BOARD MEMBERS' TRUSTEES'~~ EMAIL ~~USE~~ POLICY: The purpose of this policy is to clarify the ~~appropriate~~ use of email ~~among: (1) Board members between Trustees and (2) between Trustees and 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 uphold the integrity of the ensure that the Board's decisions decision-making processes do not take place by email. The scope of this policy applies to all Trustees.~~ This policy ~~will~~ 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 ~~Deliberation~~ Decisions via Email:
 - a1. Trustees ~~must shall~~ not use email, ~~or any other form of electronic communication, to discuss, deliberate, or to~~ make decisions affecting the Board, UUCS Members or UUCS ~~on matters that are, or will be under consideration at formal Board meetings.~~
 - 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. ~~To schedule, organize, and remind fellow Trustees and others as needed about upcoming official meetings and agendas~~ 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. ~~To distribute Church related information and documentation necessary for upcoming Board meetings~~ 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. ~~To facilitate non-substantive logistical planning or clarification (e.g., meeting times, locations or agenda distribution)~~ A Trustee may share by email the following official adopted information with other Trustees and/or Members: Bylaws, Policies and Procedures, internal rules/policies, website information, appropriate staff, etc. best able to address the need or issue; while maintaining appropriate boundaries, respect and professionalism.
- c. ~~Emails as Part of Official Records:~~

- ~~e1. 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. [[There are no such Official Records other than those maintained by the Operations Manager, Rebecca, - namely, Bylaws, Policies and Procedures, Board minutes as filed by the Recording Secretary/Secretary/President and information related to or a resulting from the Annual Meeting or any other formal or informal Membership gathering.]]~~
- d. Clarification on Personal Opinions: ((change to “c.”))
- d1. Trustees may share ~~personal updates on~~ 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..
- ~~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: ((change to “d.”))
- 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: ((change to “e.”))
- f1. Trustees are encouraged to report any use of email they believe to be in violation of this policy to the Board President.

1. ENDS:

The Unitarian Universalist Church of Spokane:

- is a bold voice, advocate, and active partner with national and local organizations to promote social and economic justice, environmental responsibility, worldwide peace, liberty and the democratic process.
- is an evermore diverse congregation overcoming the barriers that divide the human family.
- is a community where people find meaningful connections in groups large and small
- is financially sound, sustained by a culture of abundance that prompts generous gifts of time, talent and money that support the church and its programs.
- is mindful of our impact on the Earth and engages in environmental stewardship that is visible to the larger community.
- ministers to the needs of our local community and is proactive in making our presence known to those beyond our sanctuary walls.
- sustains and inspires individual transformation and growth for all ages and encourages exploration of world belief systems through those sources known as "Our Living Tradition."