

Called to Order: 4:05 p.m. by President Tom Mosher.

Board Attendees: Trustees (Position): Tom Mosher (1), Doug Deaton (2), Sue Stiritz (4),
Quorum Present Luba Johnston (5), Cindy Fine (6), and Justin Bell (7).
Dick Burkhardt (3) arrived during the Minister's Report.

Minister: Todd Eklof (ex-officio) - Absent

Guest(s): Lynn Jinishian, Sue Stiritz, Barb Stuebing, and Terry Anderson

Agenda: Approved as presented.

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

Vacant Trustee Position: C Fine moved, and J Bell seconded that Sue Stiritz fill the remainder of Trustee Position 4 term.
The motion passed unanimously.

Next BoT Exec Committee Meeting: December 11, 2024 4:00 p.m. (S Stiritz floating Trustee)

Next BoT Meeting: December 18, 2024 4:00 p.m.

BoT Email Use Policy: D Deaton moved, and L Johnston seconded that the BoT Email use policy be amended as stated in Attachment A with the addition of "to deliberate or" inserted before "to make decisions" in item 1 of paragraph a. Following a lengthy discussion, the **motion passed** unanimously.

Minister's Report: T Eklof was not present, but others reported on his behalf:

- 1) L Jinishian reported that the Shared Ministry Team put together congregation survey questions about UUCS possibly leaving the UUA. She shared the questions they prepared based on Jacksonville FL church questions. A few BoT members expressed concern about possibly setting off alarms and conflict when the intent is really to start conversations and gather data about how best to provide information and discuss this issue with church members prior to any congregational vote.
- 2) T Mosher reported that he understands the new Social Activities Team, formed in the Operations venue, is focusing on meals and potlucks after the second service, with some attention to welcoming and membership. Clarification should be forthcoming from Todd.

President's Report: T Mosher reported the following:

- 1) Rebecca found a church mission statement on the UUCS website that is similar to something posted on a kitchen wall. Discussions to match them up are underway.
- 2) T Anderson reviewed Attachment B information from T Mosher's Visit with the UUSpokane Sunday morning Zoomers.
 - a. He pointed out that anyone can request they be added to the Church's email delivery of the SUUN and other church info and said that he mentions that via Zoom periodically.
 - b. He suggested the posted upcoming Zoom events be clarified, e.g., Problem Solvers discuss what sort of problems - church operations, world issues, etc.
 - c. Although there was discussion about a trial single 10:00 am service during Todd's five-month sabbatical, T Mosher shared that T Eklof wishes to continue with two services and does not want to have only a single Sunday Service.
- 3) T Mosher has been asked about the church possibly sponsoring a KYRS Spokane public radio station program aimed at 25- to 45-year-olds. The BoT asked him to explore this more and report back.
- 4) The UUA asked congregations if they have safety concerns given the recent USA election results. The BoT asked T Mosher to explore this more with the UUA and report back.

Apartheid-Free Congregation Update: Mosher summarized interaction with the Social Justice Coordinating Council (SJCC) regarding the Apartheid-Free Congregation national petition to foster awareness and stand against Apartheid wherever it rears its ugly head. The SJCC has already signed, as the UUCS SJCC. SJCC recommended the BoT vote to also sign in support of the national petition and to bring the issue to our entire congregation.

- 1) D Deaton moved and S Stirtz seconded that a resolution be presented for a congregation-wide vote during the Annual Meeting. The **motion passed** unanimously.
- 2) T Mosher moved and D Burkhart seconded the BoT sign the petition. The **motion failed** with 1 vote to approve, 6 votes to not approve, and 0 abstention.

Operations Team Report: L Johnston's report from the November Operations Team meeting is in Attachment C.

Treasurer's Report: None. It was mentioned that the Annual Auction raised a bit more than the goal.

Member Policy Proposal Process: T Mosher did a second reading of the draft amendment to the BoT's Policies and Procedures governance document, which was presented at the last meeting and is repeated in Attachment D. The amendment would add an item 5 protocol/process for individual members to propose Congregational Meeting resolutions. T Mosher moved and J Bell seconded a motion to adopt the amendment. The **motion passed** unanimously.

BoT 2025-26 Budget Priorities: T Mosher reviewed possible board priorities listed in Attachment E for the 2025-2026 fiscal year budget. Rebecca would like this to help with the church budgeting process for the 2025-2026 fiscal year. The BoT will consider this list and narrow it to the top three priorities during the December BoT meeting.

Old/Unfinished Business:

In-Person Attendance: T Mosher sent the list of ideas presented in the October BoT meeting to Rebecca for comment and advice. But she's been busy with the auction. He will also share the list with the Social Activity Team to see what they could handle.

Income Enhancement: T Mosher sent the list of ideas presented in the October BoT meeting to Rebecca for comment and advice. But she's been busy with the auction.

Shadow Treasurer: The BoT discussed how a "Shadow Treasurer" might be found that has finance experience. Ideas included publishing something in the SUUN, asking Rebecca and/or Todd if they know of a possible church member for consideration. It was identified that a job description is needed, which T Mosher will research. BoT also wondered about what is needed, what is done now, and what works, as our church has been operating without a Shadow Treasurer for a while now.

Future Business: Items not to be forgotten:

- 1) Review End Statements with church membership
- 2) 2025-2026 Update Strategic Plan, possibly with review of End Statements and a visioning process
- 3) 2025-2026 Review Ministerial Agreement

Member Input: Some concern about handling of the UUA/UUCS membership survey was expressed and discussed. Returning to in-person BoT meetings was suggested.

Adjournment: 6:06 p.m.

Attachments:

- A. Adopted Amended BoT Email Use Policy
- B. Terry Anderson's Notes of Tom Mosher's UUCS Spokane Sunday Service Zoomers Visit
- C. Operation's Team Liaison Report
- D. Possible 2025-2026 BoT Budget Priorities
- E. Adopted Policies & Procedures Document Addition Document
(5. MEMBER-GENERATED CONGREGATION MEETING RESOLUTION)

Submitted by M Johnson, Recording Secretary.

ADOPTED AMEDED BOARD EMAIL POLICY

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 Trustees 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 deliberate or 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 decisions 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

UUCS Board President, Tom Mosher's Visit to the UUSpokane Zoomers
(Notes by Terry Anderson)

Tom was invited to chat with us after the Nov 17th 2024 Sunday service. The following are some notes that I took to share with the UU Spokane zoom mailing list.

Tom briefly overviewed the history of the congregation from its inception in the late 1880s. He noted the very long tradition of the congregation expressing and supporting Humanist thought. He reminded us (as many of us have heard from Todd's talks) of the influential role of John Dietrich who was minister prior to his move to Minneapolis and founding of American Humanism. He was a signatory of the First Humanist Manifesto.

Tom overviewed the features of the building and the over 2 acre site in which it sits.

Tom encouraged us to subscribe to the Weekly SUUN newsletter (emailed on Thursdays) and the email with current week Zoom addresses emailed on Tuesday each week. One can sign up from the website. He also encouraged Zoomers to become members and to make an annual pledge contribution.

Tom noted that Board meetings are open to visitors and briefly described the board structure. He also overviewed the "operations team" that includes the minister and the Church administrator Rebecca. This team is responsible for day-to-day operations of the Church.

On Finances Tom noted that the past Generosity campaign had fallen \$10,000 short of its goal despite a 4% increase in average pledge. Treasurer, Dick Burkhart noted that the congregation was forced to withdraw substantial money from reserve funds this current year and that Todd has voluntarily taken a \$25,000 pay cut for the last 2 fiscal years.

Tom also noted that the congregation has an endowment fund of over \$900,000 and withdraws about 4.5% annually for operations.

Tom noted Rev Eklof has exercised his sabbatical options from his contract and plans to take a sabbatical semi-leave from March to July 2025. He will continue to preach 3 sermons a month but will not be involved in administrative tasks or decisions.

The Board is exploring ways to have the building used by more groups, thus increasing rental income.

Tom emphasized that like most UU congregations, the congregation mostly have liberal political interests, but that they try to create a home for everyone – including those with conservative orientations.

The group also discussed one Sunday service versus two Sunday services in Spokane and the impacts to the zoom community.

Operation Team Meeting

November 12, 2024

November Ops team meeting covered the matters of financial standing, current business, and some church activities.

The community auction successfully met the goal of its fundraising. Good news about our Endowment fund; it's healthy and growing thanks to several gifts as well as George Girvin bequest.

The ongoing big projects for Rebecca and Michelle are 1) the transition to a new accounting software and 2) the church website update. The new accounting software works well though there are technical difficulties in switching to it from Quick books. Hopefully, the transition will be completed by January 1st. Updating the church website is a lengthy process because with the new technology it requires taking tutorials.

The annual inspection of the church kitchen revealed that our old refrigerator needs to be replaced either by a big size regular frig or a commercial one. Rebecca will research a better and less costly option.

Thanksgiving lunch after the second service gets popularity. An idea of a monthly potluck on a certain Sunday may become attractive too. New Member Welcome Team combined with Social Activities Team is represented by four church members: Barbara Rodriguez, Michelle Atwood, Lynn Diddens and Lany Prell. There's a wish for more volunteers to join the team.

Big changes in the music department are happening now with both Madeline and Maura leaving. Jackie is taking over the responsibilities of a pianist.

Budgeting takes a joint effort of the Ops team and the Board since our funding covers operations costs, repair and replacement costs and social events. In the past the BOT strategic plan was both about long-term the goals and the current priorities. Coming up with new ideas any team should identify who is going to implement them. Going through the list of the church members concerns, the BOT team needs decide which one the board will be dealing with. Budgetary activity requires knowing the directions we are going, what priorities have been set by the BOT. When new traditions are created they need to be funded. Clearing up terminology would be helpful too

POSSIBLE

BOARD BUDGET PRIORITIES FOR 2025-2026 FISCAL YEAR

- Non-pledge income enhancement (Board subcommittee and others)
- Increased in-person Sunday morning attendance (activities to attract in-person attendance) - *If budget implications*
- Rejuvenation of Welcome and Membership teams (maybe combined) - *If budget implications*
- Generosity Campaign kickoff/Annual Dinner with incentives, wine and entertainment - *If budget implications*
- Mobilization/enhancement of virtual/remote Members/attendees & possible integration into overall UUCS community - *If budget implications*
- Outreach to community-at-large to attract to others to UUCS – *If budget implications*
- Greater UUCS presence in the community - *If budget implications*
- Update Strategic Plan - *If budget implications*
- Re-establishment of Music Director and choir
- Increased funding of Capital Reserve Fund
- Firewise treatment of trees in SW corner of property

NON-MONETARY ITEMS OF INTEREST

- Pulpit promotion to attract Member/Friends to join teams and committees (Todd and team representatives)

Add an item 5 to the UUCS Policy Governance Policies and Procedures document, as follows:

4. BOARD-OPERATIONS TEAM/MANAGER LINKAGE: As set forth in Section 2 (Operations Team) and 3 (Governance Process) of these Policies and Procedures and Article I of the Bylaws (Name, Purpose, and Governance), the Board is responsible for overall governance whereas the Operations Team/Manager implements the policies and oversees day to day operations of the Church.

5. MEMBER-GENERATED CONGREGATIONAL MEETING RESOLUTION: Member-generated resolutions proposed to come before a Congregational Meeting must not appear on the agenda for such meeting until subject to and in compliance with the following:

Submitted with a minimum of ten supportive signatures of UUCS Members or submitted by a UUCS Team of group recognized by the Operations Team.

Submitted to the Board at least 6 weeks prior to such meeting for the Board to review for consistence and compliance with (i) Federal and State laws and (ii) UUCS Articles of Incorporation, UUCS Bylaws, and the Board's Policies and Procedures.

The Board, by majority vote of the currently serving Trustees, may modify/alter the wording of the proposed resolution for consistency with 5.b., while maintaining the spirit and intent of the proposed resolution.