

- Called to Order:** 4:00 p.m. by President Tom Mosher. **Note: Resulting action items are highlighted & bolded.**
- Board Attendees:** Trustees (Position): Tom Mosher (1), Doug Deaton (2), Dick Burkhart (3), Sue Stiritz (4),
 Quorum Present Luba Johnston (5), Cindy Fine (6), and Justin Bell (7).
Minister (Absent): Todd Eklof (ex-officio)
- Guest(s):** Lynn Jinishian, Jean Larson
- Agenda:** Approved as presented.
- Minutes:** Minutes of the May 2025 BoT meeting were approved as presented.
- 2025-2026 BoT Officers:** New Board of Trustees were elected by motions that passed unanimously as follows:
- President, Cindy Fine;
 - Vice President, Nancy Avery;
 - Secretary, Luba Johnston; and
 - Treasurer, Dick Burkhart.
- Next BoT Exec Committee Meeting:** July 16, 2025 4:00 p.m. (T Mosher floating Trustee)
- Next BoT Meeting:** July 23, 2025 4:00 p.m.
- Minister’s Report:** None. T Eklof is on modified sabbatical through July.
- President’s Report:** T Mosher reported the following:
- 1) He signed the Apartheid-Free Community petition of behalf of UUCS, as directed by the Membership at the 2025 Annual Meeting.
 - 2) T Mosher and D Burkhart were UUCS delegates for the Unitarian Universalist Association (UUA) 2025 General Assembly (GA). **Action: D Burkhart will prepare a summary of the formal actions taken to share with the congregation.**
 - 3) T Mosher presented the issue of the Board's Annual Report being substantially edited and modified as published in the UUCS 2025 Annual Report. The BoT Annual Report Showing Unapproved Changes is in Attachment A.
 - 4) He let Rebecca know that any funds remaining from his \$1500 donation to match what was collected to help pay for the Annual Generosity Campaign Kickoff Luncheon can be used for any income enhancement incentives.
- Operations Team Report:** L Johnston’s report is in Attachment B.
- Secretary Report:** C Fine’s report is in Attachment C.
Action: C Fine and L Johnston will work with Rebecca to update the Bylaws with the amendment approved during the Annual Meeting.
- Treasurer’s Report:** D Burkhart’s report is in Attachment D.
- Team Reports:** Social Justice Coordinating Council (SJCC): Deferred to the next BoT meeting.
- Unfinished Business:** Outside Income: N Avery and L Jinishian are leading this effort. Their report was deferred to the next BoT meeting. J Bell mentioned that he sent them a list of his ideas and T Mosher said he sent them the BoT Income Enhancement Subcommittee report.
- New Business:** BoT Annual Report Editing: All the Trustees expressed that they are very concerned about the editing that occurred without BoT coordination. They are very interested in making sure this doesn’t happen in the future and want to have a clearer understanding of how the BoT’s report gets stated in the Annual Report.

Recommendations to 2025-2026 BoT: The Trustees also voted to recommend the 2025-2026 Board consider the following as issues to be addressed:

- Review/Renew the Ministerial Agreement between our Minister and the Board;
- Review/update the Five-Year Strategic Plan, possibly with a visioning process;
- Review/update the Ends Statement in the Policy & Procedure governance document, with input from the Congregation, possibly as part of a visioning process;
- Continue focusing on additional non-pledge/outside income;
- Encourage the best possible participation by remote Friends and Members;
- Work with Administration to clearly define the content of the Board’s annual report with the intent to avoid the editing issue that arose this year; and
- Review/consider the concept of an appointed Trustee/Treasurer.

Member Input:

J Larson expressed concern regarding the editing of the Board's Annual Report and urged the matter be dealt with since such editing without interface with the Board is completely unacceptable. Discussion continued regarding the editing of the report and what to do about it, with a variety of opinions. The prevailing opinion was that it shouldn't have been done without consultation with the Board. Without a formal vote, consensus was reached by the Trustees that an inquiry be made as to why the report, adopted by the Board, was changed and how do we avoid this in the future. S Stirtz agreed to do this and report to the Board in July.

Adjournment:

5:40 p.m.

Attachments:

- A. BoT Annual Report Showing Unapproved Changes
- B. Operations Team Liaison Report
- C: Secretary’s Report
- D: Treasurer’s Report

Submitted by M Johnson, Recording Secretary

**UUCS BOARD OF TRUSTEES ANNUAL REPORT TO MEMBERSHIP (as edited
without permission/consultation prior to publication in the FISCAL YEAR
2024-2025 UUCS Annual Report)**
(prepared by Tom Mosher, President - approximately mid-May, 2025)

This Board began its year on July 1, 2024 with six Trustees and one vacant position. The one vacant position was a result of the resignation of Lilia RIORDAN-RODGERS effective July 1, 2024. Sue STIRITZ was appointed several months later to fill the remaining one year of that three year term/position. Officers were elected effective July, 2024. Your officers are Tom MOSHER, President; Doug DEATON, Vice President; Cindy FINE, Secretary; and Dick BURKHART, Treasurer. Justin BELL and Luba JOHNSTON are Trustees, along with Sue STIRITZ as an appointee. The Board was ably served by the dedication of Marilyn Johnson, its Recording Secretary

The Unitarian Universalist Church of Spokane (UUCS, ~~hereafter~~) is governed by a model commonly known as *Policy Governance*. This means the Board ~~works on the vision and sustainability of the church including policies, attempts to deal with larger policy issues and delegates to the Operations Manager,~~ the Operations Team ~~and staff members work on and other established teams and committees the details of~~ on the day-to-day operations, ~~events and activities of the church UUCS and the Minister and Ministry Teams organize and produce Sunday worship services. Although this is the desired/intended approach, there were times in which the Board establishes subcommittees to achieve certain objectives/goals that resulted from policy decisions. There were also times in which the Board referred various issues to the Senior Minister and/or to established teams and/or committees.~~

Below are the issues the Board dealt with ~~as of May 2025. This is up-to-date as of about the middle of May, 2025, and does not include items handled in the May 21st Board meeting.~~ The below topics are approximately in chronological order of when they first occurred. Although in many instances, the topics covered several months.

- **BOARD EMAIL USE POLICY:** ~~The Board inherited an email use policy, which was problematic in that it virtually prohibited any email contact between Trustees. Since July 2020, no Board has neither deliberated nor made decisions by email and that was certainly the norm and fully accepted by this Board. However, the Board found that not being able to share information in advance of meetings, while neither deliberating nor making any decisions, was problematic. Ultimately, over several months the Board revised this policy, as is now contained in the Board's 'Policy and Procedures' governance document, to ensure that Trustees can communicate with each other as long as neither deliberations nor decisions are made by email. This policy has worked well and allowed the Board to be both productive and efficient. The Board updated their current email used policy, which they felt needed improvement to allow a certain email contact between Trustees. Ultimately, over several months, the Board revised this policy, as is now contained in the Policy Governance 'Policy and Procedures' document, to ensure that Trustees can communicate with each other as long as neither deliberation, nor decisions are made by email.~~
- **MEMBER-SPONSORED RESOLUTIONS FOR A CONGREGATIONAL MEETING:** ~~A matter came up in~~ The question presented at a Board meeting about whether UUCS had a bylaw or

a policy to handle any resolution, not sponsored by the Board, that may come before the Membership, e.g. in the Annual Meeting. UUCS has no Bylaw or policy that covers this situation. The Board decided to develop a policy to address this and to be included in the Board's Policy Governance 'Policy and Procedures' governance document. A Trustee subcommittee was assigned the task to bring wording to the Board for consideration. Such was brought to the Board and it was adopted as new section 5 of the Policy Governance 'Policy and Procedures' governance document. It was later used to guide the presentation of the *Apartheid-Free Community* resolution, which is on the Annual Meeting agenda.

- **BOARD SUBCOMMITTEES:** ~~in order to not monopolized time in Board meetings,~~ The Board created two Trustee subcommittees to deal with *income enhancement* and *increased attendance*, with hope there would be a resulting spinoff of increased membership. These subcommittees produced *ideas results* that were brought to the Board and then referred to the Operations Manager for review/comment with regard to any past history. ~~Shortly after that referral, one of the suggestions – monthly potlucks – was initiated by a new Social Activities team established by Operations.~~ The Board decided against pursuing any additional fundraising efforts this year.
- **DEATH WITH DIGNITY (ASSISTED SUICIDE) IN OUR FACILITY:** After receiving an open letter from a *person former member* inquiring about the use of UUCS facilities for legal assisted suicide consistent with the WA state *Death with Dignity Act*, the Board discussed this matter in several meetings. Ultimately, the Board deferred ~~to the decision previously made by that inquiry to~~ our Senior Minister *which was that we do not allow this in our building for a multitude of reasons.* ~~To this date, there has been no formal decision provided to the Board.~~
- **ENDOWMENT FUND LEGACY BEQUESTS & PLEDGES WHEN A DEATH OCCURS:** ~~Situations have occasionally risen in the past~~ *On the rare occasions* when a deceased Member or Friend has an established annual pledge, and also estate *bequest documents that make an Endowment Fund legacy bequest.* The concern arose that *this* death, during a fiscal year, may result in unpaid pledge, even though the bequest may eventually end up in the Endowment Fund. If this occurs, it adversely impacts the (budget) pledge income. The Endowment Team and the Board discussed this issue, including a discussion before the Legacy Society in 2024. ~~It was decided, and recommended by both the Board and the Endowment Team, that the Team would work with the Operations Manager to include a statement on the 2025 Generosity Campaign pledge forms that would acknowledge that any unpaid pledge, in the event of the death, would be covered by any endowment bequest from the same person. That did not get accomplished and such a concept is now back in the hands of the Endowment Team. We are required to follow the current bylaw which determines usage of designated vs. undesignated funds.~~
- **UUA EMPLOYEE RETIREMENT PLAN:** ~~The Board approved the necessary resolution to continue our UUCS participation in UUA's retirement plan for some of our employees.~~
- **PAST-PRESIDENT ADVISOR TO BOARD:** ~~UUCS Bylaws state the Board may appoint a past-president as an advisor for the fiscal year. The Board decided not to appoint a specific past-president; but, instead seek advice from past-presidents as the situations may arise.~~
- **RECOMMENDATIONS FOR THE 2025-2026 BOARD TO ADDRESS:** As this Board discussed items of importance for the future of UUCS, it identified three items that should be dealt with in the next fiscal year: (1) an update of the Five Year Strategic Plan; a review/update of the Ends Statements, which are found at the beginning of the *Policy Governance*

'Policies and Procedures' ~~governance~~ document; and the prescribed three year review of the Ministry Agreement with our Senior Minister.

- **APARTHEID-FREE COMMUNITY PETITION:** The Social Justice Coordinating Council (SJCC) recommended ~~to the Board~~ that the Board sign the petition. The Board decided not to sign as a Board of Trustees. Rather, it referred the item back to the SJCC for it to consider whether to bring a resolution before the Annual Meeting for the Membership to vote to sign the petition as an Apartheid-Free Community. Ultimately, SJCC came back to the Board with a request that this matter be brought before the Membership at the Annual Meeting, ~~as per Section 5 of the Board's Policy and Procedures~~. A formal motion was jointly decided upon and the Board placed this resolution/motion on the agenda for the Annual Meeting.
- **TREASURER'S REPORTS TO BOARD:** ~~At almost every Board meeting, a brief summary report of UUCS finances was reported by the Treasurer, Dick BURKHART. At times the quarterly financial statements prepared by the Operations Manager were used. As the 2025 Generosity Campaign progressed, the Board received updates.~~
- **APPOINTMENT TO FINANCE TEAM:** The Finance Team is to be composed of two Members, the Treasurer and the Senior Minister (or his/her appointee) as an ex-officio, nonvoting, member. A vacancy existed. Donna BORDEN-ROADS was appointed to the Team and was to serve as its Chair. Unfortunately, Donna passed away recently, and there is now a vacancy on the Team. ~~The next Board will have to address this issue.~~
- **TODD'S STUDY MONTH & MODIFIED SABBATICAL:** ~~Our Senior Minister, Todd, is contracted to take an annual sabbatical. While he typically uses February as a study month, he has, over the years, deferred several sabbaticals and accrued unused time. For 2025, Todd has requested a modified sabbatical from March through July. During this period he will continue to deliver Sunday sermons, collaborating with the Pastoral Care team, and meeting with the operations manager as needed. Typically, our Senior Minister, Todd, uses the month of February as a study month in which he is relieved of nearly all responsibilities. This year, Todd requested that he be granted a modified sabbatical from March through July, 2025. Todd has not had a sabbatical, other than annual study months, since he was hired in 2011. The agreement reached was that Todd would continue to present three Sunday morning UUCS services during each month, consistent with his current Ministerial Agreement, and otherwise not be expected to perform any common UUCS responsibilities. Although, he is available for certain emergency and other important responsibilities. He will be in touch and work with the Pastoral Care Team during this period of time. There is an understandably measure of flexibility; but, the intent is for this to be mostly a traditional sabbatical leave. During the Sabbatical period, the Operations Manager, will deal with daily matters, contacting Todd only as may be needed.~~
- **RADIO PROGRAM UNDERWRITING TRIAL:** Consistent with the Board's interest in increasing attendance, the idea of underwriting one or more local radio programs surfaced. This was favorably looked upon; but, there are budget restrictions. ~~A Member Tom Mosher volunteered to pay for some trial program underwriting, as this is not budgeted for. Tracking data will be available when visitor intake forms are completed. Currently, there is a 13-week trial underway to underwrite five programs on KYRS Thin Air Community Radio. Our paperwork for new visitors at the foyer Welcome Table now includes a question inquiring 'how did a new visitor learn about UUCS.' If this underwriting trial is productive, such coverage might be considered for future UUCS promotion.~~

- **BOARD BUDGET PRIORITIES:** ~~Traditionally, the Board submits its priorities for preparation of the next year's budget. This year the Board did so, identifying established~~ the following priorities for the 2025-2026 Fiscal Year: non-pledge income enhancement (fundraising); increased attendance/new members (not a budgetary line item); and increased financial commitment to our capital and reserve maintenance fund.
- **DIFFERENT TREASURER SITUATION:** ~~WA state law for nonprofit corporations, which UUCS is such a corporation, requires that a Board of Trustees have, as one of its officers, a Treasurer. It has proved awkward for seven elected Trustees to find among themselves the skills and qualities of someone to be Treasurer. Over the last several years the Boards have done the best it could with a Trustee volunteering to fulfill the position of Treasurer. Recently the Board posted a SUUN notice seeking someone to be a more formal Treasurer. That has produced no results. A Member of the Congregation suggested appointing a ex-officio non-voting Member as a Trustee/Treasurer. That concept was considered by the Board and was looked upon favorably. The President was asked to prepare some Bylaw options to achieve that. In the March Board meeting, the President presented three such options, ranging from an appointed ex-officio non-voting Trustee to an appointed ex-officio voting Trustee to an ex-officio appointee limited voting Trustee. After considerable discussion, some of it off point and involving unrelated ideas, the Board took no action as of its April meeting.~~
- **FILLING THE TREASURER POSITION:** Our current bylaw requires one of our elected board members to serve as Treasurer. It is proved difficult for seven elected Trustees to find among themselves the skills and qualifications needed of a Treasurer. A member of the Congregation suggested appointing an ex-officio Treasurer, as we have done for many years in the past. This means someone who automatically holds a seat on the board via position of the Treasure. This expands our pool of eligible people to serve in that role and allows them to serve as long as they would like to. That concept was considered by the Board and was looked up upon favorably. After considerable discussion, the Board took no action.
- **SHARED MINISTRY TEAM 'CONGREGATIONAL CONVERSATION':** The topics of UUCS withdrawing from UUA, discussion about the Seven Principles, and ~~even~~ discussion of changing UUCS's name, ~~came to the boards attention became topics of interest.~~ The Shared Ministry Team conducted a congregational ~~did a~~ survey. In January, the Team organized meetings a Congregational Conversation to discuss the survey results, generally inviting attendees the congregation to express their interest and concerns. As a result of that meeting, the Board considered what to do with these three topics. ~~There seemed to be no apparent single driving force, as confirmed by the Team, in any direction regarding these topics. Consequentially, The Board and consequently~~ decided to take no action regarding withdrawal from UUA, changing UUCS's name and took no action for emphasizing or displaying the Seven Principles. Any of these topics may be taken up in the future.
- **BYLAW AMENDMENT SUBMITTED TO BOARD FOR REVIEW/INCLUSION IN 2025 ANNUAL MEETING:** As per UUCS Bylaws, the minimum number of Members have submitted a proposed Bylaw amendment for review by the Board. The proposed Bylaw amendment would make the current non-voting ex-officio Trustee position of the Senior Minister into a voting Trustee, establishing the Board as having eight voting Trustees. ~~At the time of this writing, the outcome of the Board's review is unknown.~~

Tom Mosher, President of the UUCS Board of Trustees. The other Trustees have reviewed a draft of this report and their input is incorporated in this final version.

June's Ops team meeting

With the budget passed during the annual meeting, now the focus of the team is on day-to-day operation challenges. Condensing the Church's website from 80 pages to a recommended 10 is a tough task, a new website is slated for July.

Rebecca's business report emphasised ongoing problem with online accounting software. She spends much time comparing New Books with the previous ones fixing the errors in data imported by the book keeper. It's important to find a solution in regards with the the book keeping and the payroll transactions.

Apart from finding new appliances, also important is cleaning the kitchen, especially, if the church is going to rent it to Food Trucks that may help to increase fundraising. Since the church can't expect huge pledges from the members, we need more fundraising events, like renting the church for weddings.

I met with Rebecca on May 29, 2025. We discussed the following issues:

* I requested that the SUUN article encouraging UUCS delegates to UUA GA be continued with the additional information that the registration fee can be waived. Rebecca requested that I submit to both Michelle and herself as an official SUUN article. I did so.

*We tried to untangle the policies and procedures to reflect correct numbering of the sections and subsections, particularly section 5. Rebecca's (online) copy ends after section 4. This may be due to the work on the new website. To be continued.

*Board meeting minutes were not posted online for March and April. They are posted now.

TREASURER'S REPORT FOR JUNE, 2025

The report from Rebecca was that "The final total for the campaign with the additional donations came to \$269,366. This makes our fundraising goal total \$40,803."

That is, instead of a \$57,000 fundraising budget, we're down to a \$41,000 fundraising goal - still difficult but not impossible.

This was due to an extra appeal for stronger pledges, plus tardy pledges, at the end of Generosity Campaign.

However, this new pledge total of around \$270,000 is still about \$13,000 below last year's pledge total, reflecting an aging congregation. This trend is a longer-range concern.