

- Called to Order:** 4:00 p.m. by President Cindy Fine. **Note: Resulting action items are highlighted & bolded.**
- Board Attendees:** Trustees (Position): Tom Mosher (1), Doug Deaton (2), Nancy Avery (4),  
Quorum Present Luba Johnston (5), Cindy Fine (6), and Justin Bell (7).  
Minister: Todd Eklof (ex-officio)  
Absent: Dick Burkhart (3)
- Guest(s):** Dan Eacret, Jean Larson
- Agenda:** Approved with addition of dates to floating Trustees, Policies and Procedures updates, tracking appointed teams and members, Operations Team members, financial review/audit, and Minister's Report..
- Minutes:** Minutes of the September 2025 BoT meeting were approved with a correction for the \$5000 grounds aesthetics donation offer description.
- Next BoT Exec Committee Meeting:** November 19, 2025 4:00 p.m. (D Deaton floating Trustee)
- Next BoT Meeting:** November 26, 2025 4:00 p.m.
- Minister's Report:** T Eklof reported the following:
1. He liked the Strengths, Weaknesses, Opportunities and Threats/Challenges (SWOT) process the NAUA used to develop a strategic plan. He gave an overview of how it worked and suggested the BoT consider using it too.
  2. He mentioned the church has never paid for a professional finance audit. This was discussed further under New Business.
- President's Report:** C Fine reported that she signed the Ministerial Agreement and sent it to T Eklof for his signature. Once signed by her and T Eklof, she will send it to all the Trustees; so, they each have a copy.
- Operations Team Report:** L Johnston's report is in Attachment A.
- Secretary Report:** L Johnston reported that she forwarded the approved August meeting minutes to Rebecca.
- Treasurer's Report:** C Fine reported that Rebecca sent out several reports about an hour and a half before this meeting, which were in very small print, and she could not read them. N Avery said she forwarded the reports to all the BoT members and could only read them on screen by zooming in and noted that paying for childcare for two Sunday services wasn't planned for.
- T Mosher mentioned they still need a finalized statement for last year.
- Action: C fine ask Rebecca for the finalized 2024-2025 Fiscal Year statement.**
- Team Reports:** Outside Income Enhancement: N Avery reported the following on Fundraising:
- So far, they've raised \$1500 on book and t-shirt sales, the Makers' Market, a Real Change collection, a honey raffle, and Sponsor-a-Song.
  - Upcoming events include an October 30<sup>th</sup> concert, a Lisa Conger poetry reading with book signing and sales, a December art show and sale. The Sip and Paint is being rescheduled and N Avery plans to add a raffle for an Italian dinner with homemade lasagna.
  - November is the annual auction.
- Unfinished Business:** Unpaid Pledges: N Avery reported there are only two upcoming pledges impacted by a member's death, one is pending the estate settlement and the other still has a living spouse. She concluded there really isn't a big problem.
- Strategic Plan: The Operations Team uses the Strategic Plan and checks off items when they are accomplished. Basically, the BoT works to envision the big picture and overarching goals with congregational input and teams help fill in actions steps to achieve the goals. D Eacret said that in the past, the results were voted on by the congregation.
- Discussion continued about the SWOT technique and potentially using a facilitator to help collect congregational input. Karen Dorn Steele and Barb Stuebing have been trained as facilitators by Spokane Alliance and would be willing to help.

T Mosher sent Trustee comments he'd gathered on strategic planning and information on the NAUA Strategic Plan to BoT members.

A Strategic Plan Development Subcommittee consisting of N Avery, T Mosher, and L Johnston was formed to conduct a SWOT analysis and draft a list of key areas/goals. T Eklof agreed to attend their first meeting and help explain the SWOT technique.

**Action: The Strategic Plan Development Subcommittee will perform a SWOT analysis to draft a starting list of overarching, visionary areas to present to the BoT.**

**Action: N Avery will send out information on SWOT and the NAUA Strategic Plan.**

Bylaws and Policies & Procedures Updating: T Mosher asked if updated versions of the Bylaws and Policies & Procedures were now accessible on the church website and said he has unofficial versions.

**Action: C Fine will ask Rebecca if the updated Bylaws and Policies & Procedures documents are on the website.**

Operations Team Membership: Currently only one church member is assigned and there needs to be two to four assigned members. See last paragraph of Attachment A.

#### **New Business:**

Financial Review/Audit: Several options were discussed to conduct a financial audit and possibly pay for a professional audit, which has never been done. According to the Bylaws a financial "review" must be done every year. D Eacret said that conducting audits is good professional practice to protect the Board of Trustees, church employees and Operations Team. A few suggestions were made:

- A Bylaw change to conduct a professional audit every three years could allow time for the church to save for such a service.
- Use a team of volunteers, i.e. more than one person, ideally with financial experience.

It was decided to ask the Finance Team, which has not met for a long time, resulting in questions about team membership and whether there is a vacancy.

**Action: C Fine will ask all four Finance Team members to meet and provide the BoT their financial review/audit ideas with cost estimates.**

Tracking Team Memberships: T Mosher read into record the Attachment B proposed amendment to the BoT Policies & Procedures document he drafted about tracking appointed teams and members.

**Action: Trustees will read Attachment B and prepare any comments they may have.**

Limit Emails: N Avery asked that email be limited to the week before each BoT meeting; so, they don't get lost in a mass of messages. L Johnston agreed and T Mosher said that sounded reasonable.

Church Grounds Aesthetics Donation Offer: T Mosher reported that the \$5000 offer is pending. Some things are in work to plan church grounds aesthetic improvements. A city representative will be making some suggestions, and an irrigation system issue has been identified.

#### **Not to be Forgotten:**

Income is a top priority  
Ex-officio Trustee/Treasurer

#### **Member Input:**

Clearer communication and coordination requests about church foyer improvements were shared, as some important materials were unexpectedly removed. D Eacret said the improvements are a-work-in-progress, and he'd look into coordinating changes. T Mosher asked if the church history display could be updated and J Larson mentioned she'd worked on the current history panel.

#### **Adjournment:**

5:32 p.m.

#### **Attachment:**

- A. Operations Team Report from L Johnston
- B. Proposed Amendment to BoT Policies & Procedures regarding appointed team/member tracking

Submitted by M Johnson, Recording Secretary from meeting video

October 14, 2025 Operations Team meeting  
(Report from Luba Johnston)

There were four main items on the agenda this time. Jean Larson, a guest at the meeting, talked about Aesthetic team preparing for the Art show in December and the timeline for the Art sale as part of fundraising. Rebecca added that accumulated over time donations of art needed to be cataloged. The Aesthetics team can make a decision what to be left for the church and what to be donated for the sale.

Rebecca also mentioned the progress with Quick Books online. After a lot of tedious work and Rebecca's assistance the bookkeeper feels more confident now. The new website is close to finishing, the new calendar looks modern and much easier to manage. Rebecca is fully focused on the Auction now; the wall displaying the auction items will be ready soon.

The news on the Building and Grounds: a landscaping company has been scheduled to assess the property and discuss possible improvements. The Fire Department found a problem with the back up batteries that were too small. New batteries will be installed using the money from Property Management and Repairs fund.

Thanks to the vision of Lynn Diddens and the muscle of the Operation Team the Friendship hall looks much better now. There are several names on the list for the open positions of the Operations Team. It's necessary to talk to the people before they are confirmed as candidates.

## **PROPOSED AMENDMENT (an addition) TO THE BOARD'S POLICIES & PROCEDURES governance document v1.0**

**BACKGROUND:** During discussion of the Ministerial Agreement update, the matter of a volunteer Board not having a practical or efficient means of tracking of Board-appointed team members, pursuant to the Bylaws, arose. The agreed-upon solution was to amend the Policies & Procedures to have the Ops Team track these appointments and keep the Board advised of appointees and the need for reappointment or replacement. Tom Mosher volunteered to draft such a proposal for Board consideration. The below, in blue, is an initial attempt. I recommend a first reading in the October Board meeting including entertainment of initial comments and a 2nd reading and finalization in the November Board meeting. Tom Mosher

### **1. OPERATIONS TEAM**

The Operations Team (as set forth in the Bylaws) shall not cause or allow any practice, activity, decision, or Church circumstance that is either unlawful, imprudent, or in violation of our Unitarian Universalist principles or of commonly accepted business or professional ethics.

**2.12 BOARD-APPOINTED TEAM MEMBERS:** The Operations Team shall not fail to keep the Board of Trustees advised of team members appointed by Board action and reappointment of team members, pursuant to the Bylaws, including:

- a. Annual notice, at the beginning of each fiscal year, of current Team members appointed by the Board;
- b. Expiration of dates of Board-appointed Team member terms and names of members needing reappointment or the need for new appointments;
- c. Team vacancies due to resignations or other reasons, prior to term expirations;