

Called to Order: 4:01 p.m. by Vice President Nancy Avery. **Note: Resulting action items are highlighted & bolded.**

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

Guest(s): Tom Brattebo, Dan Eacret, Jean Larson, Sue Stirtz

Agenda: Approved with addition of Member Input.

Minutes: Minutes of the November 2025 BoT meeting were approved as presented.

Next BoT Exec Committee Meeting: January 21, 2025 4:00 p.m. (J Bell floating Trustee)

Next BoT Meeting: January 28, 2025 4:00 p.m.

Minister’s Report: None.

President’s Report: None.

Operations Team Report: L Johnston’s report is in Attachment A.

Secretary Report: L Johnston reported that she forwarded the approved October meeting minutes to Rebecca.

Treasurer’s Report: D Burkhardt reported that the Finance Team met.

Action: C Fine will send the Trustees her Finance Meeting notes.

So far, the Art Auction has raised about \$5,000 and has transitioned to other sales techniques for remaining valuable items.

The new Quick Books software is working well now. Darl Vander Linden plans to review the Quick Books data with Rebecca. Ideally the Treasurer would be in the Spokane area and D Burkhardt said he plans to complete his 2025-2026 Fiscal Year term but does not plan to continue as Treasurer after that.

Team Reports: Usher Training: T Mosher reported that about 2/3^{rds} of the Usher Team attended the training session and the instructions document has been finalized.

Finance Team: C Fine’s notes will be sent to the Trustees.

Social Justice Coordinating Council: N Avery reported the following

The One Parish, One Prisoner (OPOP) program will be the service topic this week. An information session will also be held following the potluck.

The SJCC agreed to urge UUCS to highlight Americans United in the SUUN with website links. Americans United is focused on separation of church and state, Christian Nationalism threat to Democracy, and freedom of religion.

Unfinished Business: Tracking Team Memberships: T Mosher gave a second reading of the proposed amendment to the BoT Policies & Procedures document he drafted about tracking appointed teams and members. He pointed out a few minor changes since the first reading in October.

T Mosher moved and J Bell seconded that the BoT Policies & Procedures document amendment in Attachment B be adopted. The **motion passed** unanimously.

Action: L Johnston will send Attachment C to Rebecca and forward it to the Trustees.

Emergency Procedures Manual: T Mosher said, as he worked with T Eklof on the Usher Team instructions, he noted that the Emergency Procedures Manual was written pre-Covid and is really out-of-date. J Bell said he was involved in writing it and felt some things were not covered. He agreed to take a look at it and possibly ask Rebecca to send it to the Operations Team.

Action: J Bell will review the Emergency Procedures Manual and report back.

Strategic Planning– Brainstorm UUCS Strengths, Weaknesses, Opportunities and Threats (SWOT):

N Avery said we need to look deeper into opportunities A discussion ensued about various ways to improve the church, especially public relations and advertising.

Since the SWOT should focus on the big picture and input from teams and congregants are needed, a few Trustees should develop a strategy for further SWOT development.

Possible next steps mentioned during the November meeting included the BoT:

1. identifying major areas/goals/themes,
2. gathering congregational input,
3. developing key objectives for the major areas, and
4. distributing objectives to appropriate teams to develop measurable action steps.

Action: N Avery, T Mosher and L Johnston agreed to start putting together a plan for further SWOT development.

New Business:

BoT Budget Priorities: T Mosher shared his thoughts and last year’s BoT budget priorities. The Bot decided to tell Rebecca their 2026-2027 budget priorities were to

1. minimize expenses, and
2. maximize outside income.

There seems to be confusion about designating donations for specific uses.

Action: N Avery will review the Bylaws and discuss the rules about designated donations with Rebecca for clarification.

Not to be Forgotten:

Income is a top priority

Ex-officio Trustee/Treasurer:

Action: N Avery will ask Darl Vander Linden about possibly filling this role.

Member Input:

Sue Stiritz encouraged the BoT to hold a financial audit beyond Rebecca and the bookkeeper Lynn.

Adjournment:

5:35 p.m.

Attachment:

- A. Operations Team Report from L Johnston
- B. Proposed Amendment to BoT Policies & Procedures regarding appointed team/member tracking V1.1

Submitted by M Johnson, Recording Secretary from meeting video

Luba 's Report from
December Operations Team meeting

In her business report Rebecca restated complications of keeping Quick Books online up to date. It was a lengthy process because the old format kept popping out. A different software has been used for payroll. Starting January 1st payroll will be switched back to new Quick Books which proves to be cheaper and all the finances will be in one place.

This month the Finance team will meet for the first time with Darl Vander Linden. The biggest problem for the team is to have a person who understands our church's finances, and not necessary a CPA. A good treasurer's quarterly financial report may qualify for an audit. The last audit, done by a church member, was in 2019. Currently the operation manager has to do it.

Our recent fundraising events were quite successful. As of this date the Art sale brought about \$950, cookie sale about \$100 and poetry book sale \$105. The numbers may change later.

The church's shed was broken into again, shortly after Robert J. fixed it. The shed will not be accessible until a more secure latch installed. The door is boarded for the winter. It may need some repairs too.

The search for a new refrigerator will start in January. Julianne and Rebecca will look for a commercial frig in the range of \$2,400. They take into consideration future possibility to rent the kitchen, as well as to save money on potential repairs. Luckily, the stove works well.

The upcoming Holiday Services will include Yuletide concert on the 23d, suggested by Fundraiser team, followed by Cosmic Event on the 24th and Requiem service in January.

Draft proposal to amend the Board's Policies and Procedures governance document to ensure that the Operations Manager/ Operations Team will keep the Board advised of vacancies and/or expiring teams'/committees' Board appointees, thus allowing the Board to maintain appointees to the various teams/committees.

(version 1.1 - 12/17/25)

2. 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.

2.1. UNITY OF VOICE: The Operations Team shall not fail to speak as one voice to all parties to whom the Team is responsible or over whom it has authority. *Accordingly, Operations Team members shall not:*

- a. Fail to include and consult with each other on all material issues.
- b. Fail to honor and support each other's views and positions on issues within their primary realm of responsibility.
- c. Fail to support the recommendation or decision of the Senior Minister regarding matters of mutual accountability when the Team does not reach consensus.
- d. Fail to notify the President of the Board of Trustees, **no less than 90 days before expiration**, of team/committees (i) vacancies and/or (ii) expiring terms needing reappointments that require action of the Board to maintain such Board appointees to these teams/committees as per the Bylaws.

Recall that during the discussion in the Executive Session regarding the Ministerial Agreement, there was consensus that the Board was not capable of keeping on top of teams'/committees' expiring appointee terms, either needing (a) new appointee(s) or (b) renewing reappointment(s) of existing team/committee members. The agreed-upon solution was NOT to include this in the Ministerial Agreement and instead to modify the Policies and Procedures to require that Administration track these various appointees/appointments and notify the Board of the need to engage in the appointment/reappointment process. ((NOTE: the above except from the P&P is from my personally-maintained P&P version I maintain as the Parliamentary Advisor.