



Board of Trustees Meeting Minutes
Tuesday, 21 November 2023
via Zoom

Approved

Attendees:

Board of Trustees / BoT: Jean Polmateer, Arlene Joy Christiansen, Paul Roof, Rev. Charles Perry, Dorothy Bosteder, Sharon Wolf

Board of Trustees absent: Shelley Lish

Staff observing: Monica McDowell-Elvig

Guests observing: Cathy Lane, Lisa Singer

Meeting called to order: 4:34 pm PST by Jean.

Consent Agenda and Minutes: Rev. Charles moved, Dorothy seconded, to approve Consent Agenda as amended and BoT 2023 October Minutes – passed.

Reports: Full reports with meeting attachments provided for review prior to board meeting

Financial Review per Treasurer Dorothy:

- For the first time in 2023, October Net Operating Income Gross Profit is positive at \$2,144.00!
- As of October, we continue to hold our own from a cash flow perspective, thanks in large part to higher-than-budgeted LO, continued expense management and financial benefit of vacant positions.
- YTD Income is lower than budgeted by \$43,549 (a drop of \$2000 from Sept), comprised primarily of love offerings (\$21,762), education (\$10,005) and fundraising (\$7,663).
- YTD Rental income exceeds expectations by \$10,571, which partially offsets the lack of income identified in the budget as Grace/Potentiality (\$15,000).
- YTD Expense is lower than budgeted by \$40,699.
- We continue to draw down the Operating account balance to cover the shortfall.
- As of October, we had \$22,545 in Operating account (netting out accounts payable & credit card), \$31,900 in Capital funds and \$15,647 in Prudent Reserve.
- Operating and Prudent Reserve funds total \$39,692, about 1.5 month's expense (\$24,598 in Sept), well below goal of 3 months operating expenses in liquid accounts.

Ministry Operations Review:

Rev Charles said about 4 candidates for Music Director; each will be a guest artist on a Sunday service.

Board Operations Review:

Jean emailed to BoT summary and decisions from Board Retreat Day 2.

Committees:

Jean moved, Rev Charles seconded: new temporary ad hoc Budget Committee, led by Rev Charles with end date 30 January 2024; purpose to develop 2024 budget with Board Advisor Dorothy and members TBD by Rev Charles – passed.

Jean moved, Joy seconded: to end the following inactive Committees: Stewardship, Membership, Diversity Action and AV Improvement – passed.



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Newly formed under Governance Committee auspices:

- Sub-Committee: Board Self-Assessment
- Sub-Committee: Board On-boarding for New Members

Jean moved, Sharon seconded: Sacred Service Handbook, part of Policy Manual, as written plus remove “Volunteer and” from handbook title – passed. Based on Minister recommendation and Board concurrence, all volunteering is a form of sacred service.

Jean moved, Sharon seconded: Governance Committee’s approach to how Policy Manual Section 10 is written and organized – passed. Going forward, these are the only areas of Section 10 which require Board approval to change:

- 10.4: Nomination Committee References
- 10.5: Sacred Service handbook
- 10.6.3: Employment Contracts
- 10.6.6: Performance Evaluations
- 10.7.1: Guideline for writing a job description
- 10.9: Guidance for Ministerial Transitions

Follow up Items:

Confirmed Annual Membership date of Sunday, 25 February 2024.
Confirmed Regional Board Training date of 2 March 2024 at Unity of Seattle.

Regular Board Meeting adjourned at 5:36 pm PST.

Closed Board Meeting started 5:37 pm PST.

Decisions from closed meeting:

Budget Committee comprise of Rev Charles, Jean, Treasurer and Center Administrator.

Jean moved, Dorothy seconded: since Washington state now has a state level FMLA program, BoT per Board Retreat Day 2 discussions, the UoB Sick Leave Policy applicable to all employees who receive sick leave benefits, will be changed from a total cap of 720 hours to an accrual basis of accumulation with cap of 80 hours annually calendar year and can rollover a quantity up to 80 hours – passed.

Closed Board Meeting adjourned at 6:24 pm PST.

Next Board Meeting on Tuesday, 19 December at 4:30 pm PST.

Submitted by: *Arlene Joy Christiansen*
Board Secretary