



Board of Trustees Meeting Minutes  
Tuesday, 16 May 2023  
via Zoom

**Approved**

**Attendees:**

Board Members: Jean Polmateer, Shelley Lish, Dorothy Bosteder, Arlene Joy Christiansen, Paul Roof, Sharon Wolf, Rev. Denese Schellink

Staff observing (except during operations report): Monica McDowell-Elvig

Guests observing: Cathy Lane, Linda Hillesheim

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

**Agenda:** Jean moved, Joy seconded, to approve agenda with no changes; motion passed.

**Minutes:** Dorothy moved, Paul seconded, to approve the board minutes from the April 18, 2023 board meeting passed, with Sharon abstaining.

**Reports: Full reports provided for review prior to board meeting**

Minister Report:

New Member classes: Part 1 attended by 3 persons;

Part 2 on Wednesday, May 17, from 6:30 pm - 8:30 pm PST via Zoom only;

Part 3 on Sunday, May 21, as New Member Dedication during service celebration.

Youth & Family to restructure; Shelley as current lead with Sabrina's departure.

Quantum Living Process started weekly on Thursdays from May 11, to June 15, via Zoom from 5:30 pm – 7:30 pm PST.

Leadership Development tentatively scheduled for Wednesday, June 21, until Jean confirms Governance Committee can change their meeting schedule.

Sacred Listening Circle scheduled for Sunday, May 21, at 12 pm PST in the Library.

Compassionate Communication Practice held on 2nd Fridays at 4 pm PST and 3rd Wednesdays at 4:30 pm PST. Exception in June, with only 1 class on Friday, 9 June.

New series "What's IN the Way IS the Way" will start on Sunday, May 21, till Sunday, June 18.

Operations Report:

Souper Sunday scheduled for May 21.

Jaime Sasse led Neighborhood Cleanup Walk on April 23, with 17 participants.

Holy Soles Hiking Group hike on May 6, had 5 hikers.

Reviewed ongoing and new rentals.

Facilities – continue ground clearing for labyrinth, with Dr. Mary Ellen Johnson as consultant.

Non-religious grant \$5560 ideas – a) Landscape Committee write proposal about labyrinth;

b) use to buy food for Little Pantry

c) suggest to Lisa Singer to write proposal about covid memorial marker / plaque



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Zoom Room proposal put into 2023 June BoT Board Meeting agenda.  
Monica will conduct another Reiki I and II classes in Fall.

Treasurer Report:

With just over \$15,000 in operating account, not have a solid financial foundation.  
Should have 3 months reserve instead of current one month.  
Doing great with expense management, though bringing in less revenue vs spending.  
Will need to go to congregation for “community ask” in about 1 - 2 months.  
Sharon moved, Shelley seconded, to approve Financial Report; passed with Rev Denese abstaining.

President’s List:

Hospitality co-chair Cathy Lane asked if Board be Lead Host for lunch on 5<sup>th</sup> Sundays; Board overall declined being Lead Host due to various schedule / work conflicts but able to help.  
Reviewed Board Host schedule for May and June months.  
Jean and Joy to draft “Special Rules” proposal for the use of Roberts Rules of Order.  
Reviewed briefly Agenda for the Board retreat on Saturday, 20 May at Rainbow Lodge.  
Agreed with Dorothy to have financial audit; Monica check with Kim and Jean check with local ministries for auditor referrals; follow up in June Board meeting.

Ministerial Recruitment:

Committee submitted to Board 1 candidate; will continue to receive applications.  
Board scheduled candidate 1<sup>st</sup> interview on Thursday, 18 May.  
Committee member resigned; no plans to replace.

Follow-up Items:

Monica and Joy met about insurance review process; handed off to operations.

**Regular Board Meeting adjourned at 6:04 pm PST, with staff and guests excused.  
Closed Board Meeting started at 6:05 pm PST and adjourned at 7:18 pm PST.**

Decision from Closed Board Meeting:

Jean and Shelley finished staff performance evaluations.  
Rev. Denese will inform congregation about staff changes.  
Jean write community survey results summary and present at June Q&A.  
Becca Palm’s contract to extend on monthly basis temporarily, until outcomes from minister hire.

Decision from Closed 2023 April Board Meeting:

To allow confidential staff discussions and decisions by Board to revert Youth & Family staff position back to part-time and Sacred Service Coordinator from staff to volunteer role under Minister’s direction - now disclosed in May Board meeting minutes. These decisions were made to align UoB with current levels of congregation and youth attendance plus financial status.

Next Board Meeting on Tuesday, 20 June, at 4:30 pm PST.

Submitted by: *Arlene Joy Christiansen*, Board Secretary