

## **SUNDAY Q&A: December 3, 2023**

### **SINCE NOVEMBER Q&A THE BOARD HAS...**

- Financial recap. See back of handout.
- 2023 Board Retreat Day 2 was held Nov 18. Summary: Centered around re-grounding in spiritual unity, policy reviews, and determining what is important to focus on for 2024. We centered on a Mr. Rogers theme and practices from Desmond Tutu's book, "The book of Forgiving". See back of handout for business decisions.
- Membership meeting date is finalized: 02/25/24
- Policy Manual – Defined schedule for informational sessions. Will be accessible on the website sometime this week.
  - Staff Only: Dec 5 12:00 – 1:00 pm
  - Community: Dec 14 (Th) 2:00 – 3:00 pm and Jan 4 (Th) 6:00 – 7:00 pm
- Committees are alive and well! Have you been thinking of doing some service work? Committees are a great way to serve! We're actively recruiting for both Fundraising and Governance teams. Please let us know if you have interest.
  - Focused Ministry Program (FMP) – Chair: Rev. Charles. Board Advisor: Rev. Charles. Continuing to work through UWM's worksheets. Submittal to Board planned for Q1.
  - Fundraising – Chair: TBD (Jean filling in for now). Board Advisor: Dorothy Bosteder. Meets next Dec 5 to start brainstorming for an annual event and also start formulating activities for 2024 calendar.
  - Governance – Chair: Jean Polmateer. Board Advisor: Jean Polmateer. Meeting Dec 6 to finalize bylaws change proposal. Board to review in Dec. Board meeting. Info to be made available to Members in Jan/Feb. The Board of Trustees formed two subcommittees to specifically address Board related policies:
    - New Board Member Onboarding
    - Board Self-Assessment Process
  - Landscaping – Chair: Linda Hillesheim. Board Advisor: Paul Roof. Finished the Labyrinth.
  - Nomination – Chair: Ken McClellan. Board Advisor: Sharon Wolf. Members: Sara Agassiz, Sharon Wolf, rita Schwarting. See them if you have interest in a Board Seat.
  - Budget – Chair: Rev. Charles. Board Advisor: Dorothy Bosteder. Reviewed financials and created draft 2024 budget. Will be finalized after pledges are received. We'd like to have your pledge cards by Dec 17 please!
- To contact Rev. Charles: [RevCP@unityofbellevue.org](mailto:RevCP@unityofbellevue.org) or call at 425-429-5914.

### **In Partnership: WHAT BOARD NEEDS FROM COMMUNITY**

- Include in your daily affirmations: UOB is abundant, prosperous, and thriving.

### **In Partnership: WHAT COMMUNITY NEEDS FROM BOARD**

- In person: Step up to the microphone (this allows those on-line to hear better).
- On-line: Post questions in chat. Monica will read for you.

## FINANCIAL SUMMARY (as of October)

- For the first time in 2023, October Net Operating Income Gross Profit is positive at \$2,144.00! This is worth celebrating with anticipation of a new trend.
- Cash Flow – Holding thanks in large part to higher than budgeted love offerings, continued expense management, and financial benefit of vacant positions.
- YTD income – Lower than budget \$43,549 (drop of \$2K from Sept), comprised mostly of love offerings (\$21,762), education (\$10,005), and fundraising (\$7663).
- YTD rental income – Exceeds expectations \$10,571. Offsets lack of budget’s Grace/Potentiality income (\$15,000).
- YTD expense – Lower than budgeted \$40,699. Continue to draw down the Operating account to cover the shortfall.
- Operating Account – \$22,545 in Operating account (netting out accounts payable & credit card), \$31,900 in Capital funds and \$15,647 in Prudent Reserve. ~\$1,200 to be expensed to Capital Fund in Nov for two new dishwashers installed 10/23.
- Operating and Prudent Reserve funds total \$39,692, ~ 1.5 months expense (\$24, 598 in Sept), well below goal of 3 months operating expenses in liquid accounts.
- Monthly financials are posted on the bulletin board in the atrium. Prior month's financials are available after each board meeting; financials are posted around the 20<sup>th</sup> of the month.

## RETREAT (Nov 18) – Business Decisions

- Sick leave policy decision. Current policy allows for an employee to accrue up to 720 hours for full-time employees and there is no cap on roll-over. This was originally intended to be a form of short-term disability. Now that WA has a state level FMLA program this significant amount of sick leave is not needed. Decision: Sick leave to be restructured. Staff will be briefed with Policy Manual update Dec 5. No one will loose sick time already on the books.
- Annual review of core policies. Will remain as is for another year. One community member’s input...
- Policy established around use of e-mail for Board Business.
- Policy established around content of Board meeting minutes.
- Determined Minister Performance Review process
- Reviewed 2023 strategy and determined we’d met all of the critical goals we’d set out to do. Determined 2024 timeline – what’s important. Decided time is not right for opening preschool so deferred another year. Will re-evaluate strategic and tactical plans after Power of Focused Ministry Committee has completed UWM worksheets.
- Revisited decision to provide 401K to employees.
- Agreements about committees and Teams. Result: Three categories of workgroups: A) Sunday service Support teams, B) Ministry teams, C) Committees. All operations defined by Sacred Service Handbook (currently being finalized).

SUNDAY SERVICE SUPPORT TEAMS						
Welcome: Greeter	Welcome: Usher	Hospitality	AV	Bookstore	Floral	Platform
L: NONE	L: NONE	L: Cathy Lane (V) & Patty McClellan (V)	L: Craig Palm (S)	L: Monica McDowell-Elvig (S)	L: Linda Hillesheim (V)	L: Rev. Charles

MINISTRY TEAMS							
Prayer	Small Group	Reiki	Youth & Family	Sacred Service	EarthCare	Music	Safety/Security
L: Susan Neidig (V)(PC)	L: Susan Neidig (V)	L: Monica McDowell-Elvig (S)	L: NONE	L: Rev. Charles	L: Linda Hillesheim (V)	L: NONE	L: NONE

COMMITTEES							
Executive - AH	Governance - P	Landscaping - P	Fundraising - P	Facilities - P	Marketing - P	Nomination -T	Budget - T
L: Jean Polmateer (V)	L: Jean Polmateer (V)	L: Linda Hillesheim (V)	L: Jean Polmateer (V)	L: Paul R. working on	INACTIVE NOW Revisit after PFM	Ken McClellan (V)	L: Rev. Charles
BA: n/a	BA: Jean Polmateer (V)	BA: Paul Roof (V)	BA: Dorothy Bosteder (V)	BA: P		Sharon Wolf (V)	BA: Dorothy Bosteder (V)

S = Staff  
V = Volunteer  
L = Lead  
BA = Board Advisor  
T = Temporary / Seasonal  
P = Permanent  
AH = Ad Hoc (as needed)