

**Evergreen Unitarian Universalist Fellowship (EUUF)**  
**Board of Trustees Meeting Minutes**  
**July 2, 2020, 6:30 - 8:00 p.m.**  
Online via [Zoom](#)

## Attendance

- **Board Members**
  - Pastor:** Tom Bozeman
  - President:** Fred Haist
  - Vice President:** Ann Kelleher
  - Past President:** Ken Rines
  - Treasurer:** Ryan Weber
  - Secretary:** Sally Malan
  - Trustee At-Large:** Marilyn Bosckis
  - Trustee At-Large:** Tom Gaskin
- **Visitors** – Nancy Miller
  - Quorum** (*At least four people in addition to Pastor Tom*)

**Call to Order and Chalice Lighting & Reading** – Fred

**Check-In** – All

**Review Board [Covenant](#)** – Fred

## Declare Meeting Roles:

- **Note Taker:** Sally
- **Timekeeper:** Ann
  - Supporting Document: [Timekeeping Document](#)

**Review Updated Process Observation Process**

**Open Commentary Period**

## Approval of the Agenda

- Move to change the agenda – Ken moved to move the Skagit UF joint services discussion to the August board meeting because the needed conversations have not happened yet. Ken will email Marilyn about it after the meeting. No objections.
- Approved – [\[Name?\]](#)
- Move to approve the agenda – Ken
- Second – [\[Name?\]](#)

Approved

## Consent Agenda

*NOTE: The procedure is that the motion to approve is a motion to approve everything on the consent agenda.*

- a. Approve [Board Minutes for June Business Meeting](#)
  - b. Receive [Office Administrator's Report](#)
  - c. Receive Financial Statement
  - d. Receive Treasurer's Report
  - e. Receive [Minister's Report](#)
  - f. Receive [RE Report](#)
- Move to change the consent agenda – Ann moved to approve the consent agenda with the exception of the financial items. No objections.
  - Move to accept – *[Name?]*
  - Second – *[Name?]*
  - Approved

## Discussion

### 1. Debrief Annual Congregational Meeting

- **Supporting Document:** [Minutes for 2020 Meeting](#), Congregational report, Voting Talley
- **Desired Outcomes:** Determine if any actions are necessary to address any issues raised in meeting
- **Discussion:** Fred suggested we adopt the same procedure that is used in the General Assembly, which is to have any discussion during a board meeting before the Annual Congregational Meeting, and just ask for an approval vote. All agreed.

### 2. Zoom

- The meeting kept being interrupted by someone using the Zoom account, so Pastor Tom changed the password. The Zoom account is being upgraded to allow multiple meetings at the same time, so this issue should be fixed in the next couple of weeks.

### 3. July Board Retreat Agenda

- **Supporting Document:** [Agenda](#)
- **Desired Outcome:** Agreement on agenda
- **Action Items:**
  - Send out e-mail invitation – Pastor Tom

- o Complete the pre-reading prior to the orientation session on July 11<sup>th</sup>, 9:00 a.m. – 3:45 p.m. – All

#### 4. Reopening the Church to Gatherings/Garage Sale in Parking Lot

- **Supporting Documents:**

- o Drafts from Safety Team
  - [Draft addendum to rental agreements](#)
  - [Email response from Ann](#)
  - [Draft letter to congregation from safety team](#)
- o Outside Guidance:
  - [Keeping your staff safe at work](#)
  - [Interim Guidance for Communities of Faith](#)
  - [UUA Guidance on Gathering In-Person when Covid-19 Subsides](#)
- o Other:
  - [Parking Lot Use](#)

- **Questions for the Board:**

- o Who are we as a congregation called to be right now?
- o Acknowledging that every person in our congregation might have contact with many people outside of our congregation, who is part of the “we” we are considering in our decision-making?
- o If we are legally permitted to gather in person before the pandemic subsides, what would be the social/emotional/spiritual costs of gathering? Who would we exclude? How would this fit with our mission and identity?
- o Should we allow community parking lot use/with church participation/no outside use at all/further discussion for things like community yard sale?

- **Desired Outcome:** Agreement and position on gatherings

- **Discussion:** Allie has been asked about building use. Ken reported that the Safety Team met ten days ago and drafted a building use agreement based on public health guidelines. It included things like mask use, social distancing, cleaning requirements, and kitchen restrictions. However, the covid situation is no longer stable and Snohomish County is changing course, so everything is already outdated. The board discussed liability.

- **Decision:** The board decided to table the issue until the county is in phase three. We’ll revisit the question then and possibly approve the documents and send them out to the user groups.

- **Action Items:**

- o Respond to Alonna Chatburn - Ken
- o Inform Congregation - Ken will write an announcement for the weekly update and board announcements saying we plan to keep services on

Zoom throughout the end of August and explaining the process that will be used to determine when we can resume in-person meetings.

- o Also, in light of the delay, we may want to consider doing the following:
  - Adjust the budget to account for lost income.
  - Reduce the janitorial service's disinfecting procedures, since the building isn't being used.
  - Make building improvements to improve airflow to make it safer to use.
  - Have people sign a release when they come into the building?

#### 5. Skagit UUF Joint Venture

- **Supporting Document:** Ken's report
- **Desired Outcome:** Determination on whether EUUF and SUUF will conduct joint services/trade services
- **Action Item:** Ken and Marilyn will meet to discuss.

### Executive Session

- Motion – Ken
- Second – Tom G.
- Approved
- *Note: Nancy logged off.*

#### 1. Quarterly Personnel Update

- o Pastor Tom to give scheduled, quarterly update on personnel issues
- o **Desired Outcome:** Keep the Board abreast of current personnel matters
- o **Discussion:** Pastor Tom provided a quarterly update on how the staff is doing, the status of issues, and what is going well. Overall, the congregation has stabilized staff-wise.

### Open Commentary Period

#### Action Item Review

- **Building Use:** Respond to Alonna Chatburn and inform congregation – Ken
- **Retreat:**
  - o Finalize Agenda - Pastor Tom will add a few additional document links by the end of the day tomorrow.
  - o Read the supporting documents before the meeting – All
  - o Send out e-mail invitation – Pastor Tom
- **Skagit UUF Joint Venture:** Determination on whether EUUF and SUUF will conduct joint services/trade services – Marilyn and Ken to discuss and reach out to Skagit congregation.

**Check-Out**

**Chalice Extinguishing & Reading – Pastor Tom**

**Adjourn – *[Time?]***