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Cascade Unitarian Universalist Fellowship

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Minutes of BOT Meeting Thursday, July 18, 2024

Meeting Called To Order: 6:35 PM

BOT Members Present:

Julie McAlister, Rita Salama, Don Flick, Linda Herrington, Larry Tobiska, Heather Coonrod, Jerry Baillie

Opening Words/Check-In: Don Flick

Consent Agenda:

Approval of June Board Meeting Minutes.

June Congregational Meeting Minutes:

To be approved at the June 2025 meeting, the Board asked to review and provide feedback on accuracy in the interim.

Treasurer Report:

The FY 2023/2024 books still need to be finalized. Only Reverend Thomas can open the necessary files; he is on vacation leave until the end of July. Correcting this legacy issue from a previous minister's service is proving challenging. A team is working on the problem, so it was decided to defer discussion of financials and decisions such as allocating budget surplus amounts until the books are closed and recommendations from the Finance Committee can be obtained.

Investment fund update:

We are achieving excellent returns on Capital Funds invested in CDs.

Consent Agenda approval was moved by Larry Tobiska, seconded by Linda Herrington, and passed unanimously.

Business of the Board

New Member Welcome: Heather Coonrod, Jerry Baillie

Discussion relative to providing new members with BOT notebooks, appropriate orientation, and for existing members to return their notebooks to Petra for updating.

After Service with the Board:

It was agreed that the next meeting with the fellowship following services would be September 8th. This will permit the Finance Committee to participate, having had time to digest the final closing of CUUF's books for the preceding year.

Apostolic group update:

After discussing various requests to change the days the Apostolic group uses the sanctuary and Blue House, it was agreed to remain on the current schedule of Blue House use on Wednesdays and Sanctuary use on Sunday evenings. The fee will be \$5.00 per use.

Follow-up Zoom meeting with Rev. Schurr & RACI for NBTF:

Julie has written notes and completed the first RACI for the New Building Task Force (NBTF). The NBTF has approved this and will use it. Julie also completed a "master" RACI form for use. We will provide some education on RACI at the Retreat. Hopefully, then, we will provide some committee education and begin using the RACI format more consistently for clarity and structure.

Planning for Reverend Thomas's Installation Service:

Rita reported that the team she leads (Don Flick and Rhonnie Craven) has had its first meeting. The team has reviewed a UUA guidance document for planning and executing ordination/installation services. The following steps are to meet with Reverend Thomas as soon as practicable after returning from vacation to understand his desires and objectives for this critical service. A request has been made to the Treasurer regarding what budget amounts might be available to fund this service, and if none exist, to develop a recommended strategy for budgeting/funding.

A more detailed report and recommendations will be made at the August Board Meeting.

Reverend Thomas Performance Feedback:

The BOT has also completed its feedback to Reverend Thomas regarding his performance evaluation. Julie McAllister, Rita Salama, and Linda Herrington conducted the meeting. Feedback focused on areas of strength and areas for growth. The Pastoral Care Team also provided feedback.

Board Retreat Planning:

The yearly retreat is planned for August 24th. Discussions are ongoing to set the agenda and arrange for location, food, etc. The tentative agenda includes ice breaker activities, defining BOT goals for the year, discussing BOT educational

theme for the upcoming year, responsibilities regarding non-profits, training opportunities for BOT members, BOT job descriptions, conflict of interest issues, etiquette, resetting calendar for Exec Committee/BOT meeting schedule, addressing potential disconnects between policies/governance and bylaws, retain Hotchkiss as procedural “bible.”

Improvements to Process for Creating Order of Service and Weekly Newsletter, and document preservation:

Other actions include process improvements in creating the order of service document and weekly newsletter and ensuring we have an accessible history file for our services.

It was determined that two documents needed to be effectively proofread and checked for errors and omissions. Problems identified included input not being given to Petra by the required dates and no clear ownership of reviewing the documents.

It was agreed that the Worship Team needed to provide Petra with the Order of Service by Tuesday, with a document for review provided by Wednesday and feedback returned to Petra by noon on Thursday. A team has also been identified who will proof the newsletter each week.

Other Issues Discussed:

Procedures for congregants to raise issues with BOT are defined as congregants attending an Executive Committee meeting (Julie McAllister, Rev. Thomas, Rita Salama, Don Flick) and presenting their issues. The Executive Committee will decide on appropriate action regarding whether to refer to full BOT.

Congregant proposed having a CUUF social activity at Wenatchee Public Pool. This would involve CUUF renting the pool and making the activity an “official” CUUF event. It was decided that we should treat it in the same manner as the September Camping Event at Squilchuck State Park, which a Covenant Group proposed. Specifically, let the sponsor group conduct the event for the first time, assess attendance and enthusiasm, and then decide if it should become an official CUUF event.

Who Will Write Board Update: Don Flick

Following Meeting opening/closing words: Rita Salama

Meeting Adjourned 7:45 PM.

Following the formal board meeting, there was an informational meeting with the Methodist Church's regional leadership to explore opportunities for utilizing the former site of Trinity Methodist Church as the new home for CUUF. All parties have a genuine interest in determining whether a workable lease opportunity might be defined. It was decided that a small group meeting would be scheduled between CUUF representatives and Methodist representatives to pursue this opportunity further.