

**OLYMPIC UNITARIAN UNIVERSALIST FELLOWSHIP  
BOARD MEETING MINUTES  
March 8, 2026**

1. Meeting call to order 12:48PM
2. Roll Call – attending:
  - Emily Beals – At-large
  - Brian Berardo – At-large
  - Joan Cotta – President
  - Ken Nielson – At-Large
  - Dave Large – At-large
  - Nels Peterson – Finance Director
  - Diane Whitaker – Vice President
  - Elinor Tennyson – Minute Taker

**3. Lighting of the Chalice**

**4. Agenda Approval**

**Motion made to approve the March 8, 2026 agenda  
PASSED**

**5. Minutes Approval**

**Motion made to approve the February 8, 2026 Board Minutes  
PASSED**

6. **Finance Report** – Nels P. See Finance Director Dashboard and Pie Chart  
Discussion regarding future investments taking into consideration the current economy and world events.

**Motion made to approve the March 8, 2026 financial report as presented  
PASSED**

**7. President's Message** – Joan C.

**8. Monthly Reports** (~~All written reports attached~~; additional comments noted below.)

- Administrator – Elinor Tennyson **RECEIVED**
- Communications & Music Director – Harmony Rutter
- Capital Improvements Committee – Dave L **RECEIVED**  
Report was discussed, especially options for replacement of portable/trailer during construction. Need more information from the county to determine what would be allowed. Could we put another shed on the property?
- Care Team – Dianne B **RECEIVED**
- CRE & Family Outreach – Rose P. **RECEIVED**
- Kitchen Crew – Dianne W.
- Landscape – Lou F **RECEIVED**

- Little Free Pantry – Vicki S.
- Social Action Committee – Emily B. **RECEIVED**
- Sunday Services – Bob N.
- Website Committee – Brian B **RECEIVED**
- Welcoming and Membership – Emily B

## 9. Old Business

9.1 OUUF bylaw revisions – Dianne W

**The item was postponed until the next meeting**

9.2 Program Director Position – Dianne W  
Dianne has accepted this position

9.3 Prairie Remnants Discussion – Nels Peterson

From Nels: “I’ve gathered resources that I would like to share. I would also be happy to take anyone that’s interested to see two Prairie remnants that are within 50 miles of Sequim. One small piece is the Kah Tai Prairie Preserve at the Port Townsend Golf Course. The other is the Pacific Rim Institute acreage on Whidbey Island. If this proposal is approved by the OUUF Board, I’ll do my best to support any project you choose to do.” See attached

**The item was postponed until the next meeting**

## New Business

10.1 Executive Session: Hour and pay change for Elinor Tennyson – see attached request

**Motion made to change hours and pay for Elinor Tennyson per request effective March 1, 2026.  
PASSED**

10.2 Approve procedures and policies:

- Emergency Safety Procedures – Joan Cotta  
Attached
- Website Policies – Brian Berardo  
Attached

**Motion made to accept Emergency Safety Procedures and Website Policies  
PASSED**

There being no further business, the meeting was adjourned at 1:48PM

**OLYMPIC UNITARIAN UNIVERSALIST FELLOWSHIP**  
**EMERGENCY SAFETY PROCEDURES**  
Board Approved and Adopted: March 8, 2026

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**1 FIRE EMERGENCY**

**If You Discover Fire or Smoke**

1. **Call 911 immediately.**
  2. Notify administrator or board member
  3. Use a fire extinguisher only if the fire is small, you are trained, and you have a clear exit.
  4. Fire extinguishers are located in each area plus hallway
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**Evacuation Procedures**

- Service leaders, board members or rental user persons in control direct occupants to the nearest marked exits.
  - Close doors as you exit.
  - Assist children, elders, and persons with disabilities.
  - Teachers bring attendance sheets.
  - Proceed to designated assembly area (Friendship Garden).
  - Evacuation maps must be posted and kept current.
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**2 MEDICAL EMERGENCY**

**Serious injury or illness**

1. Call 911 immediately.
  2. Assign someone to meet EMS at entrance.
  3. Retrieve AED (check DNR list inside case).
  4. Begin CPR if trained. for safety.
  5. Do not remove the person unless necessary for safety.
  6. Clear the area and maintain privacy.
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**Minor Medical Incidents**

- Use first aid kit. Kit (kitchen drawer marked "First Aid Kit").
  - Notify administrator or board member.
  - Complete incident report.
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**3 SEVERE WEATHER – see Severe Weather Policy**

### **Earthquake**

- **DROP – COVER – HOLD ON**
- Stay indoors until shaking stops.
- Avoid windows and tall furniture.
- Evacuate if building damage is suspected.

### **Wind/Storm**

- Move people away from windows.
- Shelter in interior rooms.
- Monitor weather alerts.

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### **4 ACTIVE THREAT / VIOLENT INTRUDER**

This should be handled calmly and without creating fear. ~~culture.~~

#### **If an Immediate Threat Is Identified**

1. Call **911 immediately**.
2. Alert worship leader, administrator, or Board member.
3. Follow **Run – Hide – Fight** principles:

#### **RUN**

- Evacuate if safe.
- Leave belongings.
- Keep hands visible.

#### **HIDE**

- Shelter in secure rooms (e.g. closets, restrooms).
- Turn off lights and silence phones.
- Remain quiet and out of sight.

#### **FIGHT (Last Resort)**

- Only if life is in imminent danger.
  - Commit fully to stopping the threat.
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## **5 SUSPICIOUS PERSON OR DISTURBANCE**

- Engage calmly and respectfully.
  - Greeters notify Administrator, Board member or Service leader.
  - Avoid escalation.
  - Call law enforcement if necessary.
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## **6 LOCKDOWN PROCEDURE (Non-Active Threat)**

Used for police activity nearby or uncertain external situations.

- Service leader announces lockdown.
  - Lock exterior doors.
  - Continue activities calmly indoors.
  - Monitor updates.
  - Announce when clear.
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## **7 CHILD & YOUTH SAFETY DURING EMERGENCIES**

- Teachers keep children with them at all times.
  - Bring attendance lists during evacuation.
  - Release children only to parent/guardian.
  - Follow the same evacuation or lockdown procedures as main service.
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## **8 COMMUNICATION PROTOCOL**

Designated roles:

- Safety Lead (Board member or assigned volunteer)
- Worship Service Lead
- Children's Program Lead

Only designated leader communicates instructions publicly.  
Use clear, calm language.

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## **9 POST-INCIDENT PROCEDURES**

- Complete written incident report.
- Notify Board President.
- Notify the insurance carrier if required.
- Provide pastoral support as appropriate.
- Conduct follow-up safety review.

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## **ANNUAL SAFETY TRAINING CHECKLIST**

- Board receives annual training and a copy of this procedure . (Board President documents date).
- All renters receive this procedure (Administrator documents date).
- All RE and childcare workers receive training (Administrator or President documents date).
- Annual safety review presented to congregation, including exit locations (President or designed documents date).

-end-

# OLYMPIC UNITARIAN UNIVERSALIST FELLOWSHIP

## WEBSITE POLICIES REV 2

Board Approved and Adopted: March 8, 2026

### 1. Purpose of the Website

- The Fellowship's website exists to:
  - Share information about worship services, events, and programs.
  - Communicate the mission, values, and beliefs of the Fellowship.
  - Provide resources and announcements for members and visitors.
  - Offer a welcoming and safe online presence for the community.

### 2. Ownership and Financial Responsibility

The website is owned by the Fellowship as a whole and operated in furtherance of its mission and values.

- Financial ownership:
  - The Fellowship shall directly pay for the hosting plan, domain registration, and any related one-time or ongoing costs.
  - Website-related expenses should not be paid from an individual's personal funds.

### 3. Governance and Management

The website is managed under the authority of the Board of Trustees (or designated leadership body).

- Administrative access:
  - No more than three individuals (including at least one staff member) shall have full administrative access.
  - Full administrative access includes usernames and passwords for hosting, domain registration, content management systems, and other critical utilities.
- Content management access:
  - At least three individuals including at least one staff member) shall share responsibility for updating content in a timely manner.
  - Training and documentation shall be provided to ensure continuity and effective website maintenance.

- Accountability and support:
  - The Website Team and Board of Trustees shall periodically evaluate whether the website furthers the Fellowship's mission.
  - Leadership shall ensure adequate support for those responsible for updating the website.

#### 4. Content Guidelines

- The website may include:
  - Service times, locations, and contact information.
  - Sermons, teachings, and ministry descriptions.
  - Event announcements and calendars.
  - Photos or videos of activities.
  - Donation and volunteer information.
- The website must not include:
  - Political endorsements or campaigning.
  - Commercial advertising unrelated to activities.
  - Offensive, discriminatory, or inappropriate material.
  - Confidential or sensitive personal information.

#### 5. Use of Images, Video, and Media

Photos and videos should reflect the life of the Fellowship respectfully and positively.

Parental or guardian consent must be obtained before posting identifiable images of minors.

Members who request **not** to be photographed or recorded will be respected when reasonably possible.

#### 6. Privacy and Personal Information

Personal contact information (phone numbers, addresses, emails) will not be published without consent.

Online forms will collect only information necessary for purposes.

Personal data will not be sold, shared, or used for non-Fellowship purposes.

Confidential or sensitive information (such as passwords) must be shared only in encrypted form using secure messaging applications such as WhatsApp or Signal.

### **7. Copyright and Intellectual Property**

Only content owned by the Fellowship or used with permission may be posted.

Proper credit must be given for sermons, music, images, or written materials when required.

Livestreamed or recorded music must comply with applicable licensing requirements.

The Fellowship should consider using copyright notices or Creative Commons licenses to clarify permitted uses of website content.

All posted materials must respect copyright laws and include only content the Fellowship has permission to reproduce.

### **8. Links to External Websites**

External links are provided for convenience and do not imply endorsement.

The Fellowship is not responsible for the content or privacy practices of linked sites.

### **9. Social Media and Comments (if applicable)**

If comments or social media links are enabled, respectful communication is expected.

The Fellowship reserves the right to remove comments that are inappropriate, abusive, or off-topic.

### **10. Accessibility**

The Fellowship will make reasonable efforts to ensure the website is accessible to people with disabilities.

### **11. Use of Name and Representation**

If the Fellowship's name appears in the title of a website, the Fellowship as an entity must have control over that website.

All official communications representing the Fellowship must be presented positively and accurately.

### **12. Policy Review and Updates**

This policy shall be reviewed periodically by the Board of Trustees.

Changes may be made to reflect legal requirements, technological updates, or evolving needs.