

# TAHOMA UNITARIAN UNIVERSALIST CONGREGATION

## SPECIAL MEETING AGENDA

SUNDAY, FEBRUARY 21, 2021

**PRE-MEETING:** *The Room will open with Church Administrator Libby Ball admitting each participating screen and announcing who is entering. **Nominating Committee** will check in participants as they enter Zoom room. **Debbie Cafazzo** will welcome people, explain the entering process, and what will be happening. Also will note that the chat is turned off, but everyone can contact the hosts through the chat. More to be explained as we go along.*

Meeting Call to Order	Cynthia Hackett, President, Board of Trustees
Appoint Debbie Cafazzo as Moderator for the Meeting	Debbie Cafazzo
Lighting of the Chalice	Rev. Dr. Linda A. Hart, Minister, and Nancy Slocum, Director of Religious Exploration for Children and Youth
Reading of Meeting Norms and Procedures	Sheila Whybrow

### **VOTE: Poll 1 – Vote to Accept meeting norms and procedures**

Introduce Helpers for the Day	Debbie Cafazzo Parliamentarian: Jeff Ruthford Timekeeper: Sylvia Huerta Keeper of Questions and Comments: Holly Coryell Vote Tabulation: Jan Lind, Thomas Oliver, Patty McPhee
Verify Number of Participants	Jan Lind, Nominating Committee
Minutes from June 14, 2020 Congregational Meeting	Sheila Whybrow, Board Secretary

### **VOTE: Poll 2 – Vote to Accept the Minutes from the June 14, 2020 Meeting**

## **Safe Parking Report**

Ad Hoc Committee on Building and Grounds Security

Thomas Oliver

### **VOTE: Poll 3 – Vote to Accept/Reject Resolution**

#### **Safe Parking Resolution**

**Whereas:** The need for safe parking is an on-going and rising need in the city of Tacoma, and;

**Whereas:** The Safe Parking Initiative has been organized and funded to assist un-homed individuals find security and resources to address and counter this trend, and;

**Whereas:** One of the Unitarian Universalist principles is belief in the inherent worth and dignity of every individual, and;

**Whereas:** Tahoma Unitarian Universalist Congregation is in possession of a parking lot suitable for participation in the Safe Parking Initiative, and;

**Whereas:** The Safe Parking Initiative Pilot Program offers an excellent opportunity to apply its principle in action.

**Therefore:** It is resolved that the Congregation supports TUUC participation in the Safe Parking Initiative Pilot Program through use of our parking lot, and the Congregation supports TUUC seeking grant funding from the Safe Parking Network Funding Committee, and the Congregation supports continuing participation after the pilot program ends, provided it is in the interest of, and has the support of, the Congregation.

#### **Moderator Debbie Cafazzo returns meeting to President Cindy Hackett**

Closing Remarks

Cynthia Hackett

Extinguishing of the Chalice

Rev. Dr. Linda A. Hart and Nancy Slocum

Adjourn Meeting

Cindy Hackett

Procedures for Online Congregational Meeting  
February 2021

1. The chat function will be turned off for the duration of the meeting. All participants will be able to use the chat function to communicate with those who are running the meeting.
2. Keep your audio muted unless you have been called on by the Moderator.
3. If you have a question, concern, or comment, use the chat to message Christine Chansley who will be managing the list of upcoming speakers. If you are having a problem with something in the meeting and need technical help, use the chat to communicate with everyone.
4. When discussion is opened, speakers will be called on by the Moderator in the order their requests were received by our Question and Comment Keeper.
5. When voting today, each poll will show two questions. The second question is only to be used when there are two people voting from one screen. However, if you are the only one using the screen, you must also click the last answer in the second question. That answer is "You must click here if you are the only one voting or your vote won't count."
6. When the poll closes, results will show as percentages rather than the numerical count of votes. The Moderator will share the numerical vote following each vote.

## **TUUC Congregational Meeting Norms**

1. The following parts of the TUUC Covenant of Right Relations are applicable to congregational meetings:
  - a. I will connect with people in a respectful and loving way by listening carefully, by welcoming newcomers and members alike with kindness and encouragement, and by promoting diversity.
  - b. I will support the Board of Trustees, its committees, and the staff in the governance of the congregation, and will express my opinions through these channels, especially if I disagree with a decision.
  - c. Recognizing that conflict can be an opportunity, I will engage with others in responsible problem solving by speaking respectfully and directly to the person involved first; and by listening carefully, respecting confidences, and being willing to participate in mediation.
2. The Board of Trustees (BOT) calls for and sets the agenda for congregational meetings and they will be consistent with the TUUC bylaws.
3. Members may speak for no more than two minutes on the issue on the floor.
4. Clarity of the question or answer may be requested by any member present.
5. One member speaks at a time.
6. Members may be invited to speak a second time on a given issue if all those who wish speak a first time have done so.
7. Members will respect the Time Keeper's instructions.
8. Members will use the microphone to ensure that everyone is clearly heard.
9. There will be a summary of all decisions made during the meeting.
10. The congregational meeting norms will be reviewed at the beginning of each congregational meeting and congregational acceptance of these norms will be requested.



**Tahoma Unitarian Universalist Congregation Annual Meeting  
Minutes**

**Sunday, June 14, 2020 \* 12:00 noon**

**(Following Sunday Service via a Zoom webinar)**

*[Note: conducting the TUUC annual meeting via Zoom required a great deal of process planning from the TUUC Minister and Staff to ensure accurate counting of members to determine a quorum and accurate counting of votes. Thank you for this effort.]*

**Debbie Cafazzo**, President of the Board of Trustees (BOT), called the meeting to order, appointing Andrew Ayres as Moderator.

**Rev. Dr. Linda Hart**, Minister, and **Nancy Slocum**, Director of Religious Exploration, lit the chalice.

**David Pettit**, member of the BOT, read the meeting norms and procedures. The attendees voted to accept the norms and procedures.

**Andrew Ayres** introduced Parliamentarian Bob Hayes, Timekeeper Penny Douglas, Keeper of Questions and Comments (offered through the Chat function of Zoom) Christine Chansely, and Voting Tabulation Assistants Bob Hays, Jan Lind, Thomas Oliver and Christine Chansely.

**Bob Hays**, Nominating Committee, verified that there was a quorum.

**Cindy Hackett**, Board Secretary, moved to accept the minutes from the Congregational Meeting held November 3, 2019. Motion seconded; minutes were approved.

**Rev. Dr. Linda Hart** presented the Minister's Report. Highlights include acknowledging Ministerial Intern Erien Babcock for her work with our community and the wider community, and crediting her for TUUC's quick and effective pivot to online church in response to the restrictions required because of COVID 19. Rev. Hart also acknowledged the revitalization of the TUUC Social Justice Committee.

**BOT President Debbie Cafazzo** presented her report. Highlights include the impact of COVID 19 on the TUUC budget, including the BOT decision to not hold a Stewardship drive because of concerns about how COVID 19 has impacted the financial stability of members and friends of our congregation. The BOT decided instead to propose a "hold the line" budget for the first 6 months of the 2021 fiscal year, urging people to keep their pledge stable or increase if they are able. Debbie outlined the positive impact of the Payroll Protection Program funds that TUUC applied for and received, enabling us to keep all staff on the payroll. She emphasized that we have work to do in the coming year to keep our community connected.

**Bob Hays**, Nominating Committee, thanked the committee - Janet Lind and Thomas Oliver - for their enormous effort to find a full slate of nominees. He moved that we have one vote to approve the slate (seconded and passed) and then a second vote to

approve the slate of nominees (seconded and passed). Slate as passed: President, BOT: Cindy Hackett; BOT Members: Michelle Fox, Sylvia Huerta, Sheila Whybrow; Endowment Committee: Bob Hays; Nominating Committee: Patty McPhee. Thank you to outgoing BOT members: Penny Douglas, David Pettit, and Mark Schemmel.

**Jeff Ruthford**, TUUC Treasurer, presented financial information including the additional workload borne by Administrator Libby Ball because of COVID 19 and the retirement of the person TUUC paid to do the payroll. (Note: hiring a person outside the TUUC staff to do the payroll was a best practice instituted by the BOT about 8 years ago.) Jeff also outlined the PPP award. He moved to pass a "hold steady" budget as presented because of the financial unknowns generated by COVID 19.

**Congregants posed several questions** about the information and lack of information in the proposed budget vis a vis the PPP award, building security, current status of FY2020 pledges, Fundraiser income and events that didn't happen because of COVID 19, loss of rental revenue, membership, and financial software transition. Rev. Linda Hart, Debbie Cafazzo, Libby Ball, and Jeff Ruthford responded to the questions and concerns raised by members of the congregation.

**Jeff Ruthford** moved that the proposed budget be passed. Motion seconded and attendees voted to adopt the proposed budget.

**Andrew Ayres**, Moderator, requested that the minutes show that TUUC Board of Trustee Meeting Minutes and the Budget information will be on the TUUC website.

**Debbie Cafazzo** offered closing remarks on the challenges of the past several months, encouraging the congregation to maintain "this community of seekers. Let us hold on to each other and pledge today to offer our unique gives to maintain this faith that we all share."

**Chalice extinguished; meeting adjourned.**



## **Safe Parking Network Pilot Program/Safe Parking - Frequently Asked Questions (FAQs)**

### **What is Safe Parking?**

Safe Parking is a program where people who are living in their vehicles become temporary guests of an organization that has a parking lot. The organization provides an assigned parking place and access to basic sanitation (toilet/porta-potty, handwashing station, trash receptacle) and a secure place to park. Other amenities may be offered but are not required. The organization and each guest agrees to written behavioral expectations which include "good neighbor" behaviors.

### **What is the Tacoma/Pierce County Safe Parking Network Pilot Program (SPNPP)?**

Funded by a grant from the Greater Tacoma Community Foundation, Safe Parking Network Pilot Program (SPNPP) is an effort to identify and support faith-based and other organizations to become Safe Parking locations. During the pilot program duration (currently through April 30, 2021) grant money can cover the expenses of setting up and operating a SPNPP location: porta-potty, handwashing station, extra trash removal if needed. The grant will also cover striping parking spaces, signage, and other measures that will help limit access to the parking lot by those who are not approved guests.

SPNPP staff will assist with managing the sites, including setup, background checks on potential guests, intake interviews of potential guests, and connecting guests with required social services among other supportive tasks. The goal of the SPNPP is to provide guests a safe place to sleep and stabilize while SPNPP staff quickly get them connected to services and assistance and help them with the transition into stable housing situations.

### **Why participate in the Tacoma/Pierce County Safe Parking Network Pilot Program?**

Historically TUUC has experienced use of our grounds for toileting, trash dumping, and other activities that impact our space negatively. This activity has increased since we have not been in the building with any regularity since March 2020, despite exterior security cameras that Church Administrator Libby Ball monitors remotely. The Social Justice Committee pointed out to the Board of Trustees that fencing the protected alcoves did not reflect our principles or our statement that we are a welcoming congregation. (Additionally, fencing even the alcove areas would cost around \$15,000.) Agreeing, the BOT identified an Ad Hoc Committee on Building and Grounds Security in Fall 2020. The Ad Hoc Committee determined some landscaping options that will limit privacy, consulted with an architect who reviewed a modification that could help (and will be costly), met several times to clean up the grounds so the building looks more cared for, and extensively investigated Safe Parking after learning of the SPNPP.

The Ad Hoc Committee has been meeting weekly to share information and learnings from SPNPP weekly meetings, site visits to two Safe Parking locations (Lake Shore United Methodist Church in Kirkland WA and Edmonds UU Congregation in Edmonds WA) and extensive interviews with the coordinators of those programs, and two seminal manuals on Safe Parking. Safe Parking reflects our values and has proven to enhance the safety of the parking lots hosting guests. Our guests would not be responsible for making the grounds safe, but their presence on site and their investment in having a safe place to park will tend to significantly improve the safety of the parking lot and the neighborhood.

The Ad Hoc Committee has shared their learnings with the congregation during two Zoom meetings following worship services, and with several articles in the ENews.

### **What is TUUC's role?**

TUUC will offer Safe Parking with basic amenities. We will provide a liaison(s) [dedicated contact person(s)] who will assist with communication between the guests and SPNPP staff. TUUC will also provide and organize volunteers who are willing to help make guests welcome. There is already a team working on developing the parameters of the program such as: how many vehicles we will host; who we will host (families, couples, singles, LGBTQIA+, etc); hours they may park; and any amenities we might provide beyond the basics. This team is working under the umbrella of the Social Justice Committee in

the area of housing insecurity and it is organizing now so we can move forward as quickly as possible should the consensus of the congregation be to move forward to participate in SPNPP.

### **What would be the scope of the TUUC program?**

SPN staff recommends that we start with 3-5 cars and the team working on the parameters of the program concurs. That team is currently working on hours cars are permitted to park, mandated quiet hours, and other parameters. The goal is to start small and simple. (See answer above.)

### **What are TUUC's responsibilities?**

During the SPNPP, the SPN staff is the "on the ground" oversight group responsible for monitoring/managing the site. They will handle the paperwork (intake and screening), visit the site regularly, and will help monitor compliance/enforcement of the behavior expectations that guests will agree to with their signature. In partnership with the TUUC liaison(s), the SPN staff will reinforce the Security Plan with guests: who to call when a problem surfaces. For instance, if the situation requires Police intervention, they would call the police (911). The Tacoma Police department has pledged full support of this program and has committed to respond as needed and do periodic drive-bys for visual observations. During daytime hours, if the given situation does not need police intervention, the guest has a contact name and phone number for Safe Parking Network staff to discuss the issue. The TUUC liaison will be another point of contact for guests during daytime hours and will support communication between TUUC, guests and SPN staff. If any concerns arise about a guest, the TUUC liaison will contact SPN who would then take the appropriate action.

### **What is TUUC's time commitment?**

We are committed to provide safe parking to our guests until the end of the Pilot Program (April 30, 2021). The operational team will be monitoring congregational, neighborhood and guest feedback to determine if the program is working for all concerned. We will have the option of continuing the program past April 30, 2021 if the congregation agrees that the program benefits TUUC, our guests and the neighborhood. The SPNPP staff will help with the transition which may require additional volunteers and funding. The services provided by local non-profits and service agencies will continue.

### **What is TUUC's financial commitment?**

Costs of the program will be covered by the grant until **April 30, 2021**. This will include a porta potty and a handwashing station that we will continue to have on site free of charge if we continue participation past April 30, 2021. If we continue as part of the SPN after April 30, we may incur the following **monthly** costs:

Porta potty service (emptied weekly, wash out, restock):	\$131
Handwashing station supplies (including paper towels, handsoap, etc.)	\$80
Additional garbage collection (if needed):	\$60 (60 gal.)/\$82 (90 gal.)

We know that there is not a line item in the FY21 budget to support any housing insecurity programs. We also know that there is political will and community support in Tacoma and Pierce County to fund programs that support the housing insecure. Safe Parking is considered a cost effective intervention to help those living in their cars find and move into secure housing. Additional grant money may be available from Metropolitan Development Council (MDC) for Safe Parking and other funding sources will be explored.

### **What about liability?**

Liability insurance is a requirement for participation in the SPNPP. Libby Ball, TUUC Administrator, is working with the TUUC insurance company on the liability certificate for the program. There is no or minimal charge for this.

### **Does TUUC need additional security as a SPNPP host site?**



TUUC has security cameras that cover the parking lot. We have added removable plastic chains across the parking lot entrances to deter unauthorized vehicles from entering the parking lot. We have developed a contact plan to generate appropriate response to situations that might arise. SPNPP has full support of the Tacoma police who already have an excellent relationship with TUUC. SPN Coordinator Colin DeForrest has visited TUUC to evaluate the security and has deemed it appropriate.

### **What legislation supports Safe Parking?**

The right of a faith community to host a Safe Parking site on their property is supported by Federal legislation, the [Religious Land Use and Institutionalized Peoples Act \(RLUIPA\)](#), and by state legislation, [House Bill 1754](#). Essentially, these support religious institutions to host activity on their property that reflects their mission as long as that activity meets specific criteria (sanitation, safety, etc).

### **What is the process for someone in their car to find a Safe Parking location?**

When someone living in their car calls 211 for help they get connected to Coordinated Entry (CE) a program of Associated Ministries. Outreach workers or Coordinated Entry staff will work with this person to identify a Safe Parking site, complete intake documents, and contact Colin DeForrest, SPN Coordinator, to do a background check. When the person qualifies and is accepted into the program, Colin will meet them at the selected Safe Parking Network site, collect the paperwork (or, in some cases, complete the paperwork), get them into an assigned spot and give them a permit to place on their dashboard. The TUUC liaison or a volunteer will meet with Colin and the new guest to help orient them to the location which will include going over the site rules/behavior expectations and getting the guest's signature on that document. There could be some variation in how this works but our guests will be identified, vetted, oriented, and connected with the appropriate services. We like to think of this as a covenant agreement: both TUUC and the guest are expected to behave in certain ways.

### **What kind of staffing will TUUC provide?**

TUUC will provide a liaison(s) and volunteers to help with welcome and orientation. This is a congregational program and several congregants have already indicated that they would like to volunteer. Libby Ball, Church Administrator, will not be actively interfacing with the guests, but, as building manager will be in the communication loop.

We are working on identifying training for volunteers beyond a simple job description. Coordinators of the sites we have visited identify two important volunteer attributes: excellent listening skills and compassion. Ability to clearly understand and implement boundaries is also important. Interested volunteers can email the SJC Subcommittee on Housing Insecurity at [TUUCHousingSubComm@gmail.com](mailto:TUUCHousingSubComm@gmail.com).

### **What other churches or locations are part of the Tacoma/Pierce County SPNPP?**

South Hill Baptist Church in Puyallup and The Eastside Church of the Believers in East Tacoma are active sites. South Hill Baptist currently has 10 cars; three families have moved into stable housing and three more cars were able to park. The Eastside Church of the Believers is hosting three families. Several other locations are working on the process of navigating the hierarchy of review and approval at their institutions. This is a learning and trust building process for all: the sites and the guests.

This FAQ covers the questions that we, the Ad Hoc Committee on Building and Grounds Security, can anticipate based on the knowledge and experience of the SPNPP staff and coordinators of established sites outside the county with whom we have been in contact. We know that it is not complete. The unknown and the unintended are always part of our experience; we are always learning. We will continue to share what we learn from others and, hopefully, through practical experience with you.