



Southeast Unitarian Universalist Summer Institute, Inc.

Board Meeting Minutes

6:30-8:30 pm Eastern, February 5, 2025

Virtual: Zoom

Present: Stacie Vecchietti (President), Andrew Diamond (Treasurer), Bethany Cecere (Secretary), Russ Taddeo (Trustee), Erin Lieb (Trustee), Misty Lewis (Trustee), Anthony Quandt-Judd (Trustee), Angel Wall (Trustee), Mia Lazar (Trustee), Renee Phillips (Youth Rep), Amy Nordeng (Risk Manager), Chris Breivogel (Director)

Joining us: Brian Cooley (Staff Treasurer), Pooja Jhunjhunwala (Outreach Committee member)

Absent: Stephen Shanahan (Trustee), Claire Nutt (Youth Rep), Sarah Gonzalez (Director Emerita)

Opening

- Check-in
- Chalice Lighting
- Call to order 6:35pm

Consent Agenda

- 2024-10-05 SUUSI Board Meeting Minutes

→ **Motion to approve the consent agenda**, seconded, approved unanimously

Officer and Committee Reports

- 2025-2-5 Officer & Committee Reports (*in appendix*)
- HeaRT Report (kept confidential)

→ **Motion to accept the Officer and Committee reports, including the HeaRT Report which is confidential**, seconded, approved unanimously

SUUSI 2025 Budget

- 2025 SUUSI Budget Proposal (*in appendix*)

- 2024 Recap
 - Staff spending and staff credits under budget (\$32,000 & ~10 Xs)
 - Income also under budget
 - Surplus of \$39,521 after \$29,000 grant from Foundation re-paid – very close to projected surplus of \$37,120
- 2025 Budget overview
 - Expenses
 - Staff requested budgets ~10% higher than 2024
 - Staff credits almost the same as 2024
 - Includes increased costs of beds (up 10%) and meals (up ~7%)
 - Income
 - Assumes same attendance as 2024
 - Registration cost same as 2024, except fee for single rooms
 - Proposes increased pricing for Common Ground and Nature trips
 - Deadline for refunds for Nature trips with outside vendors
 - 2024 surplus = \$39,521
 - 2025 projected surplus \$13,799
 - Factors that could affect projected surplus: Attendance, unanticipated expenses, and unfilled staff positions

→ **Motion to approve the 2025 SUUSI budget as presented**, seconded, approved unanimously

Policy and Bylaw Updates

- Conflict of Interest and Disclosure Statement (*in appendix*)

→ **Motion to ratify the SUUSI Conflict of Interest Policy**, seconded, approved unanimously

- Resolution to Terminate Banking Relationship with Wells Fargo (*in appendix*)
 - Background: Wells Fargo has been embroiled in several controversies over the years, ranging from unethical banking practices to significant legal and regulatory penalties. These issues include, but are not limited to, the creation of unauthorized customer accounts, discriminatory lending practices, and violations of consumer protection laws. As an organization dedicated to ethical conduct and social justice, SUUSI finds these practices inconsistent with its values and mission.

→ **Motion to approve the Resolution to Terminate Banking Relationship with Wells Fargo**, seconded, approved unanimously

- Resolution to Establish Banking Relationship with PNC Bank (*in appendix*)
- The authorized signatories to open and manage the business account will be:
 - Andrew W. Diamond, Board Treasurer
 - Brian Cooley, Staff Treasurer
 - Chris Breivogel, Director
 - Stacie Vecchietti, Board President

→ **Motion to pass the Resolution to Establish Banking Relationship with PNC Bank, as presented**, seconded, passed unanimously

- SUUSI Credit Card Issuance and Usage Policy (*in appendix*)

→ **Motion to rename policy Section 8 from “STAFF COMPENSATION & EXPENSE REPORTING” to “FINANCE AND STAFF COMPENSATION”**, seconded, approved unanimously

→ **Motion to accept the new proposed policy Section 8.3**, seconded, approved with one abstention

→ **Motion to rescind Policy 8.2 paragraph 5 and to renumber policy 8.2 paragraph 5**, seconded, approved unanimously

SUUSI 2025 Outreach Kit

- Media Kit has been created by the Outreach Committee
- 700 postcards were sent to people who have not returned to SUUSI since 2019
- Request to the Board to share media and reach out to people who might want to come or return to SUUSI, and to local congregations

Policy and Bylaw Updates, con’t

- Teens Turning 18 During SUUSI Week Policy (*in appendix*)

→ **Motion to accept the new Section 12.12 Teens Turning 18 During SUUSI Week Policy as presented**, seconded, approved unanimously

Closing

- Upcoming Board Meetings
 - Spring: Saturday April 5, 9am-5pm, zoom
 - Pre-SUUSI: Saturday July 19, 3-5pm, in-person

- At SUUSI: Friday July 25, 12:30-2pm, in-person
- Adjourn 8:35pm

Minutes recorded by: Ivy Breivogel, Board Administrator, 2/5/2025

A handwritten signature in black ink, appearing to read 'Andrew W. Diamond', written in a cursive style.

Andrew W. Diamond, Treasurer, 2/5/2025

2025-2-5 SUUSI Board Officer & Committee Reports

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Board President

February 5, 2025

A lot has happened since we spent time together in Raleigh in early October 2024. I was told by a friend recently that we need to 'love local'. She was talking, I think, about how to manage when things feel overwhelming and out of control globally or nationally. She was encouraging me to think about, as Parker Palmer said, '... creating a corner of the world where you can thrive and where you can help others thrive.' I have realized over the past couple of weeks that SUUSI is one of the places where I plan to do everything in my power to help people thrive.

The Executive Committee [EC] met in October and December of 2024 and January of 2025. The EC spent time debriefing how things went at the fall meeting and delegating the ideas/suggestions that emerged from the SUUSI survey, as well as our work with Core Staff, that were board-related to various board committees, as appropriate. We have also spent some time, in no particular order, discussing the SUUSI Survey, new Board member recruitment, and officer succession planning, as well as planning the February Board meeting.

Additionally, there has been quite a bit of discussion of, and collaboration with, the SUUSI Foundation. **Special thanks to all of you that participated in the Giving Tuesday Campaign to support SUUSIships in 2025!** The EC and the SUUSI Foundation Board leadership continue to explore ways to enhance communication and support between our organizations. More to come on this in our April Board Retreat/Meeting.

Speaking of communication and support, the relationships and connections between the SUUSI Board and Core Staff continue to deepen and grow in beautiful ways. You all have been so

willing to show up and represent the Board at the monthly Core Staff meetings. **Shout out to Mia, Anthony, and Erin who held down the November, December, and January Core Staff meetings**, respectively. If you want to remind yourself of what Core Staff meeting you signed up for, or sign up for one if you haven't already done so, you can go to this [LINK](#). While we are on the subject of meetings, I have been holding monthly meetings with the Director Team as well as weekly meetings with the Risk Manager.

As of our meeting on February 5, 2025, it will only be 165 days until the next SUUSI, which means we have passed the SUUSI-quinox [the half-way point between SUUSI's]. I think of this point in time as the crest of a hill, and now we will pick up speed as we head closer and closer to SUUSI 2025. Buckle up, my friends, here we gooooooooooooooooooooo!



SUUSI Director

Director's report to the Board for the Feb 5, 2025 meeting

Submitted by Chris Breivogel, SUUSI 2025-2026 Director on 1/25/2025

SUUSI Staff Meetings

Since August 2024, the core staff has met and will continue to meet virtually once a month on the second Tuesdays from 7-9 pm, and will meet in person in October (with the Board). An in-person, on-site meeting is planned for the weekend of June 6-8, 2025.

2025 Location and Dates

As you now know, we have a signed contract to hold SUUSI 2025 at Radford University July 20-26, 2025. Staff are working to assure compliance with the stipulations of the contract, including Radford's new policy for protection of minors on campus. The current plan is to have all of the same dorms and spaces as in 2024, except that we may have an additional dorm (Washington Hall) if registration numbers are higher.

2024 Budget

The budget for the 2024 year was confirmed to yield a surplus for the first time since 2019. The final number (or very nearly final number if it's not THE final number) appears to be \$40,042 surplus, after the \$29,000 from the Foundation that was given last year is returned to the Foundation.

2025 Budget

The new budget is nearly ready for Board review at the February 5, 2025 meeting. The finance committee met with me (Director) and the staff Treasurer (Brian Cooley) January 8 and 15 and went through the budget proposal line-by-line. The general plan is to keep departmental budgets and the cost of registration mostly the same as for 2024 (registration for an adult was and will be \$975), even though the prices charged by Radford are going up slightly. Room rate per bed are going up by 10%, and meal costs are going up 5.7%, but the cost of renting spaces like classrooms and auditoriums is staying the same. The difference in registration cost is that there will be an additional charge of \$75 for a single room (for a total of \$1050 for an adult staying in a single room). In 2024, SUUSI paid an additional charge for single rooms (vs the cost per person of two people sharing a double room), but that cost was not passed along to registrants. For 2025, this charge would pass that cost along to registrant(s). The 2025 budget proposal projects a surplus of just under \$10,000.

Related to the budget, we are working on (with the Board's approval) moving some of SUUSI's banking to a new institution that would allow us to get credit cards for staff use. This will allow

somewhat better control and monitoring of spending and would not require staff to use their own money and get reimbursed or for the treasurer to send checks and pre-paid cards to staff.

Changes for SUUSI 2025

Based on the initiative started by Amy Carol Webb when she was director and the previous Volunteer Coordinator (Kim Breivogel), a new way to volunteer for “jobs” at SUUSI is being implemented. Our Technology staff (mostly Art Schell) has made the changes in SOLIS to allow registrants to sign up for volunteer jobs similar to the way people can sign up for and then drop or add workshops and nature trips. This will put volunteering more front-and-center, and will allow us to capture more data on how many participants are volunteering, how many hours they are contributing and who is volunteering. It will also allow the Volunteer Coordinator (now Tami McKay) to monitor whether registrants with required volunteer hours (SUUSIship recipients and folks arriving early with a staffer) have signed up for the correct amount of hours.

There will be no Serendipity (and possibly no CACHE) on Sunday night. There will instead be a new SUUSI-wide social event Sunday night (probably called “Sundae Night Social”) that will include snacks (ice cream bar, etc.) and some get-to-know-you activities. The main reason for not having Serendipity is the cost, since it costs about \$1000/night for the bar service, catering and security, and the fact that there are not many attendees on Sunday night. Another reason is that the social event will (hopefully) be more welcoming to newcomers and other participants who don’t already have a close social group at SUUSI.

Another change will be the piloting of some Public Hallway Groups. This idea was proposed by Ivy Breivogel and Cate Farrell. These will be groups people can choose such that they will be housed in a dorm near others with a similar demographic and/or interest. There are already many “private housing groups” where people who know each other can indicate a preference when registering to be housed with others in that group, but they are not advertised to others outside the group. The initial proposal is to recruit a person to voluntarily “coordinate” each group and for this year proposed groups include possibly BIPOC, neurodiverse/low stim, seniors and/or trans and non-binary. The main intention of this is to make SUUSI more welcoming, especially to newcomers or to others who have not found their “people” at SUUSI yet. It’s possible that Medians will transition from a staff-run group to a Public Hall group for 2026.

SUUSI 2025 will have a mobility scooter campus tour led by Accessibility staff in addition to the “regular” tour led by the Board. The point will be to help participants that use scooters or wheelchairs find the accessible entrances to each space. There is also a plan to have the Banner Parade follow a route to Ingathering via the accessible entrance to the building.

The core staff and some other key staff have transitioned to using SUUSI google account (e.g. chris.breivogel@suusi.org) to make using Google tools more efficient and secure. Personal email addresses have been removed meaning that the core staff shared Google drive is no longer shared with non-suusi gmail accounts. The staff is learning to use the various free tools within the Google suite, and plan to phase out the use of paid Zoom accounts.

SUUSI Leadership

I have so far discussed taking on the role of Director-Elect for 2026 (to be director 2027 and 2028) with 2 people. One declined and I am waiting to hear from the second. I will continue to reach out until someone is identified. If any Board members have suggestions for who might be a good fit for this role, please pass those along to me.

The SUUSI Foundation funded the Leadership Academy for 2024, but is not doing so for 2025. Only one of the five participants from 2024 has taken on a leadership role so far. That combined with the fact that there are not an abundance of vacant leadership positions at this time, resulted in the decision to not fund the academy from the SUUSI operating budget for 2025. It is expected each 2024 participant would take on a leadership position within 3 years, so based on the success of the program and perceived need for the program, it may be repeated in future years. I don't anticipate the need to train 5-6 people every year in any case.

Outreach Update

The Outreach staff person (Pooja Jhunjhunwala) has sent a first round of postcards to former participants who have not attended SUUSI for the last few years. Digital media kits are to be released soon, and there is discussion of staffing a booth at or placing an ad in the program at General Assembly.

Risk Manager

Risk Manager Board Report - February 2025

Amy Nordeng, SUUSI Risk Manager

Insurance

- We have a new insurance agent (Judy Roberson, President, Business Insurance Solutions, Inc. (BISIO)).
- Stacie Vecchietti and I worked with Judy to submit an application for general liability insurance to the Alliance of Nonprofits on January 22, 2025. Thanks for all the help we received gathering the detailed information we needed. Judy is traveling but we are hopeful she will have some insurance options for us beginning the week of Feb. 3.
- Judy is a registered broker for Philadelphia Insurance Company, which is the company providing our Directors and Officers (D&O) insurance. We have filed a request to make Judy our broker of record for this insurance, which renews on 2/21/2025. We have previously used Charles Fister of Manry Heston as our D&O broker but have also received communication from an insurance broker in Georgia. In order to clean up our processes, we plan to move this all to Judy.

Background Checks

- After reviewing the Radford University policy "Protection of Minors on Campus" and meeting with Lee Blackwell at Radford, we have determined the people needing criminal background checks are: core staff and board members, youth staff, and family co-op participants. I am working with the Policy and Bylaws Committee to update the policies to reflect these requirements.
- We will be working with True Hire, which is the company we have used before, to perform the background checks. Our discounted rate is \$12.99 for a Social Security Trace, Sex Offender search and Nationwide Criminal Record search. Should an "AKA" name be found, there is an additional charge of \$9.99 per name searched.
- I will manage this process and the search results will be stored in the True Hire portal.

Additional Updates

- I have been working to solidify our processes for identifying and addressing individuals who are not allowed to attend SUUSI and/or to be on staff. Prior to sending outreach materials to former attendees, the list was scanned to remove former attendees who are not welcome back at this time. Future work will include operationalizing this information in the registration process.

Finance Committee

SUUSI and SUUSI Foundation

		End of Year 2022	End of Year 2023	End of Year 2024	YTD Change in Value
<i>SUUSI</i>					
	Fidelity Account - Zxxx9370	\$35,933.64	\$2,904.52	\$74,490.25	\$71,585.73
	Wells Fargo	\$5,000.00	\$5,809.62	\$3,125.30	(\$2,684.32)
	Prepaid Cards	\$0.00	\$0.00	\$917.80	\$917.80
	PayPal Account	\$0.00	\$49.47	\$0.00	(\$49.47)
		\$40,933.64	\$8,763.61	\$78,533.35	\$69,769.74
	Less Liabilities	\$0.00	\$0.00	\$1,100.78	\$1,100.78
	Net Equity	\$40,933.64	\$8,763.61	\$77,432.57	\$68,668.96
<i>SUUSI Foundation</i>					
	Fidelity - Operating Account (xxx990)	\$36,301.72	\$32,545.17	\$27,898.50	(\$4,646.67)
	Fidelity - Investment Account (Zxxx035)	\$76,760.43	\$83,784.39	\$49,595.78	(\$34,188.61)
	Fidelity - Endowment (xxx916)	\$104,571.72	\$124,261.55	\$141,327.31	\$17,065.76
	PayPal Account	\$0.00	\$528.86	\$0.00	(\$528.86)
		\$217,633.87	\$241,119.97	\$218,821.59	(\$22,298.38)
	Aggregate for Both SUUSI and Foundation	\$258,567.51	\$249,883.58	\$296,254.16	\$46,370.58

Treasurer's Report 2024 Q4

Income Summary - 2024

Registration, Housing, & Meals	358,192
Earned Credits for Staff	157,910
Workshop Income	39,195
Sales Income	25,648
Other Income	<u>8,863</u>
	589,808

Expense Summary - 2024

Host and Dining Costs	290,630
Programming and Support Expenses	132,721
Workshop Expenses	45,896
Sales Expenses	32,834
Other Expenses	<u>47,685</u>
Total	549,766
2024 Surplus/(Deficit)	40,042

Foundation Notes

To SUUSI From Foundation Operating Shortfall 2023	29,000
Foundation Grant for Outreach	1,000
Foundation Grant for Leadership Institute	6,000
Foundation Payment of Reg/Housing SUUSIShip	16,130
SUUSIShip and other collections to Foundation	<u>-3,253</u>
	48,877

The \$49000 used is partially offset by \$20,248.84 in Foundation Endowment Investment Income

Accounting Software

- 2024 Expense reimbursement and accounting completed using Google Sheets. We will look again at Zoho Books expense app for iPhone and Android for next year.
- Ledger continues to be performed in parallel between Zoho Books and Google Sheets. We won't sunset the sheets until we are certain we have covered all the bases.
- Per the Board Training in April, we are reporting by Activity and Category in a tabbed sheet following each SUUSI.

Risk Management

- Google Drive (Sheets) provided back-up for interim accounting to close out 2023. We are converting 2023 summary numbers to Zoho Books prior to tax filing
- 2023 taxes were filed within the extension period on 11/15/2024. We anticipate not needing an extension for 2024 taxes.

Banking

- PrePaid Cards were used during SUUSI 2024. Finance Committee discussed the pros and cons of this and are seeking other options.
- We are planning on going back to group credit cards as PrePaid cards provided logistical and operations challenges in 2024.
- This will be discussed at the 2/5/2025 meeting.

Financial Outlook

- We have substantial "carry over" seed money available for 2025 and in January 2025 have returned \$29,000 back to the foundation.
- We are planning to return an additional \$20,000+ to the Foundation in late 2025 / early 2026.

Elections & Nominations Committee

The Elections & Nominations Committee has not met since SUUSI 2024.

Members are: Bethany (chair), Renee, Claire, Chris, and Jenian (community member).

The Executive Committee of the SUUSI Board also considered the upcoming vacancies during their meetings and has reached out to additional community members to try to brainstorm a more diverse range of candidates for nomination or encouragement to election.

As a reminder, two appointed positions are filled each year and at least one elected adult and one elected youth representative are determined during SUUSI. We also hope to fill the position of Vice President in the near future, too.

Policy & Bylaws Committee

The Bylaws and Policy Committee (B&P) met on Tuesday, October 22, Wednesday, November 20, and Monday, November 25, 2024, in addition to doing a lot of work electrically via GoogleDoc and email.

At the February 5th, 2025, Board meeting, B&P is proposing **the following section be added to the SUUSI Policy Manual in Section 14: SUUSI Staff/Board Expectations: Section 14.4 SUUSI Conflict of Interest Policy.**

Additionally, it was requested that B&P create new policy language related to how to handle the logistical transition for a participant that turns 18 during the SUUSI week, specifically related to registration, housing, and age-specific activities. After consulting with Interger, Housing, and SOLIS staff, **the following language is being proposed to add to Section 12: Rules for Teens (Age 14-17)**

12. SUUSI recognizes and celebrates the transition into young adulthood that accompanies a person's 18th birthday. This transition is special to each SUUSI participant, their families, and the intentional communities housed in the Teen and Young Adult housing facilities. In the event that a person turns 18 during the SUUSI week and they wish to begin the week in the Teen dorm, these processes are to be followed:

- A. The individual will register and is placed in Teen housing.*
- B. The individual will be registered at the Teen registration rate for the full week.*
- C. SUUSI Staff are responsible for ensuring that adequate notification and coordination are given to manage the housing, spiritual, and programming needs of individuals subject to this policy.*
- D. The individual will not be given any role in Teen programming that will require their presence in the Teen dorm.*
- E. The individual will remain in Teen housing up until 11:59 p.m. the day before their birthday.*
- F. At midnight on the individual's 18th birthday they will update their registration materials to reflect their new adult status and transition either into YA housing or other adult housing.*
- G. Curfew will be removed for the individual and they will be allowed to participate in YA late night programming.*

H. They will be recognized as an adult henceforth, understanding and respecting the intentional community within the Teen program.

I. They may participate in Teen worship, TWOB, and the 17s Bridging Ceremony.

Finally, per the charge handed to the committee at the SUUSI Board meeting on Saturday, October 5th, 2024, the committee has been spending, and will continue to spend, significant time reviewing Radford's Protections of Minor's on Campus Policy as well as UUA recommendations related to effective safety policies and practices. **B&P plans to have several new policies related to these protocols and practices to propose for Board approval during the April 2025 Board Retreat/Meeting.**

Site Selection Committee

Site Selection report to the Board for the Feb 5, 2025 meeting

Submitted by Chris Breivogel, SUUSI 2025-2026 Director/Chair of the Site Selection committee,
1/25/2025

The SUUSI Board president received and signed the contract in December to hold SUUSI 2025 at Radford University the 3rd full week in July, which is July 20-26, 2025. In the fall and in consultation with the Board President, Stacie Vecchietti, the decision was made that there was no need to convene the Site Selection Committee at present. Since that time, around January 10, Angel Wall reached out to me to encourage the site selection committee to meet to review alternate sites for the future to be able to have other options if needed. There is a plan to convene the committee at some time in the near future which should be initiated by members of the SUUSI Board that have volunteered to participate.

Outreach Committee

The Outreach Committee has put together a new media kit that can be accessed here [SUUSI Media Kit 2025](#). This kit can be sent to people who would like to spread the word about SUUSI and includes sample emails and social media posts, flyers, a presentation, and suggestions for how to use it. The Committee also has about 2000 postcards to send out to former SUUSI goers and will have extras to send to people if they want to give them to friends and their congregations.

Policy Section 14.4: CONFLICT OF INTEREST

Add:

14.4: CONFLICT OF INTEREST

1. The purpose of this policy is to protect the interests of SUUSI by: (a) preventing the personal interest of the Board, key staff, and independent contractors from interfering with their duties to the organization and (b) avoiding any unethical financial, professional, or political gain on the part of such individuals. The intent of this policy is to supplement, not replace, any applicable federal, state, or local laws regarding conflicts of interest.

2. 'Persons concerned' means members of the Board, Officers, and all staff who can influence the governance and actions of SUUSI. This includes anyone who makes financial decisions, might be referred to as "management personnel," or have proprietary information regarding SUUSI.

3. It is impossible to list all the possible circumstances that could present conflicts of interest. Potential conflicts of interest include situations in which a member of the Board, Officer, and/or key staff or that person's relative or business:

- has an ownership or investment interest in any third party that SUUSI deals with or is considering dealing with;
- serves on the board of, participates in the management of, or is otherwise employed by or volunteers with any third party that SUUSI deals with or is considering dealing with;
- receives or may receive compensation or other benefits in connection with a transaction into which the SUUSI enters;
- receives or may receive personal gifts or loans from third parties dealing with SUUSI;
- serves on the board of directors of another nonprofit organization that is competing with SUUSI for a grant or contract;
- has a close personal or business relationship with a participant in a transaction being considered by SUUSI;
- would like to pursue a transaction being considered by SUUSI for their personal benefit.

4. Procedures

- A. Each member of the Board, key staff, and any other interested person is under an obligation to disclose the existence or potential existence of a Conflict of Interest as it arises.
- B. When a potential Conflict of Interest is disclosed, the Board will then provide the individual with an opportunity to disclose all material facts. The Board will collect all

pertinent information and question the involved parties. If it turns out that a conflict does not exist, the inquiry will be documented but no further action will be taken.

- C. If the Board determines that a conflict of interest exists, they will take the appropriate actions to address the conflict. This may include (but not be limited to): (a) prohibiting any Interested Parties from voting on any matter related to said Conflict of Interest or (b) terminating the individual's position with SUUSI.

Affected parties both within and outside of SUUSI, members of the Board, key staff, and independent contractors, will be notified. If the Conflict of Interest in question involves a member of the Board, that individual will be excused from deliberations.

- D. All conflicts of interest will be reviewed on a case-by-case basis. The Board has full discretion to deem what disciplinary action is appropriate and necessary for disclosed conflicts of interest.

If the Board reasonably believes a member of the Board or staff member failed to disclose an existing or possible Conflict of Interest, it shall inform the individual of the rationale for such belief and grant the individual an opportunity to explain the alleged failure to disclose the Conflict of Interest.

After hearing the individual's response and investigating further as warranted by the circumstances, the governing officers may take appropriate disciplinary action, including removal from the position at the organization.

- E. The minutes of any board meeting at which a matter involving a conflict of interest or potential conflict of interest was discussed or voted upon shall include:
 - i. the name of the interested party and the nature of the interest;
 - ii. the decision as to whether the interest presented a conflict of interest;
 - iii. any alternatives to a proposed contract or transaction considered by the board;
and
 - iv. if the transaction was approved, the basis for the approval.
- F. Every member of the Board and any other key person must sign a Conflict of Interest Disclosure Statement upon said individual's term of office, employment, or other relationship with SUUSI and must do so annually. Failure to sign does not nullify the policy.

Conflict of Interests Disclosure Statement

Date: _____

Name: _____

A conflict of interest, or an appearance of a conflict, can arise whenever a transaction, or an action, of SUUSI conflicts with the personal interests, financial or otherwise, of that of a board member, key staff, and independent contractors, or an immediate family member of those parties, or that parties employer (collectively “your personal interests”).

Please describe below any relationships, transactions, or positions you hold (volunteer or otherwise), or circumstances that you believe could create a conflict of interest, now or

in the future, between SUUSI and your personal interests, financial or otherwise:

_____ I have no conflict of interests to report.

I have the following conflict of interests, or potential conflicts of interests, to report:

1. _____
2. _____
3. _____

I have reviewed the SUUSI conflict of interest policy and I understand that it is my obligation to disclose a conflict of interest, or appearance of a conflict, to the President of the board when a conflict, or appearance of a conflict, arises, and that for transactions in which I have a conflict, I will disclose and abstain, as appropriate, from any vote on the matter involving the conflict.

Signature: _____

Date: _____

SUUSI Credit Card Issuance and Usage Policy

SECTION 8: ~~STAFF REPORTING AND COMPENSATION POLICY~~ FINANCE AND STAFF COMPENSATION

Section 8.2: EXPENSE REPORTING AND REIMBURSEMENT POLICY

~~4. For staff persons who have been issued credit cards, receipts for charges must be submitted for reconciliation within 14 days, in a manner and form as set forth by the Fiduciary Operations Staff. If this requirement is not observed, credit card privileges for this person may be revoked.~~

5. 4. For staff persons who incur out-of-pocket expenses on behalf of SUUSI, requests for reimbursement must be made on an approved Expense Report form within 90 days of the date of the expense. Expenses incurred after October 1 of any calendar year must be submitted by the following January 31 to facilitate the closing of the books for that year.

Section 8.3: CREDIT CARD POLICY

1. To be eligible for a SUUSI organizational credit card, staff members must hold a designated position that requires expenditures to support SUUSI activities.

2. The issuance procedure for a SUUSI organizational credit card, for an individual to become an Authorized User, includes: submission of a completed credit card application form to the Staff Treasurer, approval by the Director or Staff Treasurer, satisfactory completion a background check and creditworthiness assessment (as needed), issuance of the SUUSI organization credit card by the designated financial institution, and completion of training on the responsible use of the SUUSI organization credit card.

- A. All Authorized Users issued an organization credit card must attend a mandatory training session covering proper use and management of organization credit cards, SUUSI's expense reporting and reconciliation procedures, and consequences of policy violations.
- B. Upon completion of training, Authorized Users must sign an acknowledgment form indicating that they have received and understood the Organization Credit Card Issuance and Usage Policy and that they agree to comply with all terms and conditions outlined in the policy.

3. Authorized Users are prohibited from transferring a card to any other person for any reason.

4. Organization credit cards are to be used exclusively for SUUSI-related expenses, including but not limited to:

- Planning, meetings, promotional materials, internet and technology; or
- Supplies, equipment, and programming material; or
- Site support, vehicles and support equipment, outfitters and other expenses in the operation of SUUSI activities and events.

5. Authorized Users are strictly prohibited from using organization credit cards for the following:

- Personal expenses of any kind; or
- Cash advances or withdrawals; or
- Non-SUUSI-related meals and entertainment; or
- Personal or meeting alcoholic beverages; or
- Any expenses not pre-approved by the approved SUUSI annual budget.

6. Authorized Users must adhere to the following procedures for expense reporting:

- A. Submission of detailed receipts and documentation for all transactions; and
- B. Completion and submission of an expense report within 14 days of the transaction date; and
- C. Ensured accuracy of all expenses recorded and categorized.
- D. Additional information regarding Expense Reporting is in Section 8.2

7. The Staff Treasurer will conduct a monthly reconciliation of all Organization credit card transactions. This process includes:

- A. Review of submitted expense reports and receipts; and
- B. Ensured compliance with the authorized use policy; and
- C. Identification of any discrepancies or unauthorized expenses; and
- D. Report of findings to the Director and Board Treasurer.

8. Misuse of organization credit cards will result in action, up to and including: revocation of organization credit card privileges; reimbursement of unauthorized expenses to SUUSI, formal reprimand or termination of staff position or staff credit; or legal action in cases of fraud or theft.

9. The SUUSI Organization Credit Card Issuance and Usage Policy will be reviewed periodically by the Finance Committee and/or the Policy and Bylaws Committee to ensure that it remains relevant and effective, aligns with current best practices and regulatory requirements, and that any necessary updates or revisions are implemented promptly.

- A. Any changes or updates to this policy will be communicated to all card holders through email notifications, publicly available updated policy documents, and, if required, additional training sessions.

Policy Section 12: Rules for Teens (Age 14-17)

Add:

12. SUUSI recognizes and celebrates the transition into young adulthood that accompanies a person's 18th birthday. This transition is special to each SUUSI participant, their families, and the intentional communities housed in the Teen and Young Adult housing facilities. In the event that a person turns 18 during the SUUSI week and they wish to begin the week in the Teen dorm, these processes are to be followed:

- A. The individual will register and is placed in Teen housing.
- B. The individual will be registered at the Teen registration rate for the full week.
- C. SUUSI Staff are responsible for ensuring that adequate notification and coordination are given to manage the housing, spiritual, and programming needs of individuals subject to this policy.
- D. The individual will not be given any role in Teen programming that will require their presence in the Teen dorm.
- E. The individual will remain in Teen housing up until 11:59 p.m. the day before their birthday.
- F. At midnight on the individual's 18th birthday they will update their registration materials to reflect their new adult status and transition either into YA housing or other adult housing.
- G. Curfew will be removed for the individual and they will be allowed to participate in YA late night programming.
- H. They will be recognized as an adult henceforth, understanding and respecting the intentional community within the Teen program.
- I. They may participate in Teen worship, TWOB, and the 17s Bridging Ceremony.