



**Southeast Unitarian Universalist Summer Institute**  
**Board Meeting Minutes**

10am-5 pm Eastern, April 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), Stephen Shanahan (Trustee), Claire Nutt (Junior Youth Representative), Renee Phillips (Senior Youth Representative), Amy Nordeng (Risk Manager), Ivy Breivogel (Board Administrator), Chris Breivogel (Director)

**Joining us:** Jenian Taynton (Elections and Nominations Committee Member)

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**Opening**

- Check-in
- Chalice Lighting
- Call to order 10:30am

**Consent Agenda**

- 2025-02-05 SUUSI Board Meeting Minutes

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

**Officer and Committee Reports**

- 2025-4-5 Officer & Committee Reports (*in appendix*)

→ **Motion to accept the Officer and Committee reports**, seconded, approved unanimously

**Inappropriate Behavior Policy**

- Policy Section 10: DEALING WITH UNETHICAL/INAPPROPRIATE BEHAVIOR proposed language (*in appendix*)

- Adds a section related to dealing with inappropriate behavior that SUUSI leadership hears of outside of the SUUSI programming week.
- Creates a parallel process for dealing with inappropriate behavior that happens both during and outside of the SUUSI programming week.
- Makes the additional requirements for host facility compliance into its own section.

→ **Motion to approve the policy Section 10: Dealing with Unethical/Inappropriate Behavior**, seconded, approved unanimously

### **SUUSI Survey discussion**

- We have been spending approximately \$500 on the Survey Monkey subscription, as well as a 3/4 Staff X each year
- 2024 SUUSI Survey review
  - Total Attendees – 575
  - About 40% completed the survey (228 people)
  - Total Survey Questions – 97 (75 questions for all, other questions for youth/staff/etc.)
  - 43% of questions skipped by most people
  - Responses are skewed towards ages 60+, which may align with our population
  - Free text nature of most questions makes actionable insights a challenge
- How can we gather meaningful feedback from participants about their experience at SUUSI?
  - Suggestion: Smaller surveys throughout the week - scan QR codes in dining hall to give feedback on food, scan QR codes in residence halls to give feedback on housing, etc.
    - One survey form in which someone can choose a drop-down of topics, then give a 1-5 Likert Scale rating, then write-in response
  - How useful are the surveys? And, does the survey serve a needed function of giving people an outlet for feedback?
  - Useful for newbies
  - Useful for introverts - is it an equity issue if there is no survey?
  - Suggestion: Use a Google Form - up to 2,000 questions, up to 5,000,000 cells in response Google Sheet document
    - Offer pre-set responses in the form in addition to write-in answers
  - Suggestion: Drop-in listening sessions during SUUSI
    - Do for youth, middlers, teens, YAs, medians, etc
    - Bring food, like ice cream, to incentivise
  - Suggestion: Link to short surveys about specific things in the daily NUUS

- The Board wants to give transparency around results and responses to those results
  - Suggestion: Publish the Executive Summary with a link to the full Report for those who want to read more
    - Add in responses from Core Staff to address changes for 2025

→ **Motion to make the 15 page 2024 SUUSI Survey Report as amended by the Director and SUUSI Survey Staff, available for public review, with permission from JP Vidas, seconded, approved unanimously**

### **Background Check Policy**

- Policy Section 14.2: BACKGROUND CHECK POLICY proposed language (*in appendix*)
  - Adds context to policy that acknowledges and explicitly names the pervasive racism, homophobia, and transphobia in the US criminal justice system.
  - Aligns SUUSI policy with best practice [and Radford policy] in requiring all staff/volunteers who supervise minors. i.e. 'Authorized Adults' [in addition to all core staff and board members] be subject to a check.
  - Creates a review process in cases where individuals either self-disclose or their name returns a positive result on either the background check or the NSOR.
- The proposed policy does not include background checks for all staff because of multiple factors: cost, capacity for staff to perform background checks, and time until SUUSI this year. The goal was to align with our host site's policies this year, and possibly revisit this policy in the future.

→ **Motion to accept the proposed changes to policy Section 14.2 Background Check Policy, seconded, approved unanimously.**

### **Leadership Development**

- Virtual Leadership Mapping Activity

### **Nominations & Elections**

- Open positions this year: 2 nominated adults, 1 elected adult, 1 elected youth
- The Committee plans to present the nomination of Misty Lewis, and is exploring options for the second nominated position.
- If there is someone interested in being nominated, reach out to the Elections and Nominations Committee (elections@suusi.org)
- We will be offering a Lunch with the Board in the dining hall, 11:30-1:30pm on Monday in place of the workshop "Getting on the SUUSI Board"
- We will be offering the Candidate and Board Forum during Community Time on Wednesday. We hope to include Youth Rep Candidates as well.

### **General Policy Clean-up**

- Policy updates proposed language (*in appendix*)
  - Changes/updates language, i.e. Books and Bazaar, Catalog, guardians, etc.
  - Updates disclosures section to reflect new background check policy.

→ **Motion to adopt the general policy clean-up changes as presented**, seconded, approved unanimously.

### **SUUSI 2025 Updates & Invitations**

- Director Elect recommendation
- Board responsibilities during SUUSI

### **Closing**

- Upcoming Board Meetings
  - Pre-SUUSI: Saturday July 19, 3-5pm, in-person
  - At SUUSI: Friday July 25, 12-2pm, in-person
- Adjourn 4:38pm

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**Minutes recorded by:** Ivy Breivogel, Board Administrator, 4/5/2025



## **2025-4-5 SUUSI Board Officer & Committee Reports**

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### **Board President**

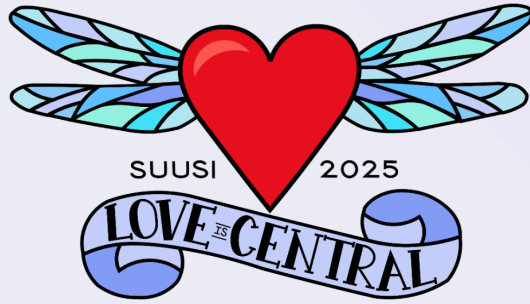
April 5, 2025

When we meet on Saturday, April 5th, we will have just over 100 days until we see each other — in-person at SUUSI 2025 in beautiful Radford, Virginia. I can't wait to see you all and really have some time to catch up and connect!

The Executive Committee [EC] met in February and March of 2025 (it was a quick turn around between our winter meeting and our spring retreat/meeting!). The EC spent time debriefing how things went at the winter meeting, reviewing the feedback from the Board survey, and using that information to plan the spring retreat/meeting. We have also spent some time, in no particular order, discussing new Board member recruitment, officer succession planning, as well as organizing the SUUSI Board activities that will take place during SUUSI week.

**Shout out to Board members Claire and Stephen who held down the February and March Core Staff meetings**, respectively, on behalf of the SUUSI Board. 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.

I am looking forward to seeing most of you on the Friday night before our full day meeting on April 5th! We have some fun surprises planned, so it won't all be work, I promise. The EC has worked hard to plan our time together so that there will be opportunities for relationship building, as well as breaks from the screen, all while getting through all of the work that is on the agenda. We've got this, y'all!



[WWW.SUUSI.ORG](http://WWW.SUUSI.ORG)

## **SUUSI Director**

Submitted by Chris Breivogel, SUUSI 2025-2026 Director on 3/18/2025

### **Staff 2025 Planning**

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, met in person in October (with the Board), and a subset will meet in-person, on-site June 6-8, 2025.

The Spring NUUS should be emailed out March 21 and again around April 21 to everyone on the mailing address to let everyone know/remind them about upcoming events and deadlines. The on-line catalog should go live April 4, and Registration is due to open April 15 at 6 pm. The early bird discount of \$50/person ends May 15, after which time we should have a pretty good idea of the number of attendees (as most people register before the discount expires). June 6 is the deadline for all authorized adults, which includes all core staff and board members, to complete the online Title IX training and pass the related quiz. Board members need to let Ivy know when they have completed the training.

### **Staff Leadership Succession**

Rebecca Wald has confirmed willingness to be appointed Director-Elect for 2026, Director for SUUSIs 2027 and 2028 and Director-Emeritus for SUUSI 2029. This is her Bio:

#### **Rebecca Wald bio for SUUSI Director 2026-2029**

2025 will mark my twentieth year in the SUUSI community. Early on, I found that working to help make SUUSI happen made my own experience infinitely better. I have served for six years on the Board (including two years as Board president) and five years on the Core Staff as the Communications director. I also spent several years producing and interpreting the SUUSI survey, led a few workshops and helped with others, and am currently on the Healthy Relations Team (HearT).

These days I am often reminded that SUUSI began as a way for liberal religious people in the South to connect with each other. They were outnumbered and facing major structural disadvantages in their local communities. SUUSI helped to nurture their spirits and to build strengths they could take back home to the fight for civil rights. Today we need SUUSI more than ever.

If the Board selects me as the future SUUSI Director, my hope is to strengthen our post-covid financial recovery and build our attendance numbers. I want us to provide

encouragement, a safe refuge, and a sense of community to people across the Southeast and beyond. My goal would be for us all to come home from SUUSI feeling strong and inspired, ready for the work ahead.



## **Risk Manager**

### **Insurance**

We have an annual limited liability policy - yay!!! Both our general liability and D&O policies are with Philadelphia Insurance Companies and both renew in February. Our new agent for both policies is:

Judy L. Roberson, President  
Business Insurance Solutions, Inc.  
13501 Wagon Way, Silver Spring, MD 20906  
[www.tbisi.com](http://www.tbisi.com)

- Our previous process for allowing people to drive their own cars on nature trips has been shared with and accepted by our new insurance company.
- Even though we have better insurance this year than we did last year, we will maintain the current waivers and they are being incorporated into SOLIS to be completed during registration.

### **Restricted/Excluded Individuals List**

We have updated the way we handle the small list of people who are not allowed to register for SUUSI and those who are not allowed to work with children. This list has been shared with the registrar to incorporate into the registration process. As the risk manager, I also maintain a copy.

### **Background Checks**

I will be coordinating all background checks, which will be done through True Hire, the company we've used in the past. All "authorized adults," as defined by Radford University, will have a "Camp Basic with AKA" search, which includes a Social Security Trace, Sex Offender search, and Nationwide Criminal Record search for \$12.99 per search. If one of our searches also has an AKA, that additional search will be \$9.99.

I am working with the director team to get these searches run in time to meet Radford's deadlines.

## Finance Committee

		31-Mar-24	End of Year 2024	31-Mar-25	YTD Change in Value
<b>SUUSI</b>					
	Fidelity Account - Zxxx9370	\$36,920.07	\$74,490.25	\$40,424.01	(\$34,066.24) *1
	Wells Fargo	\$2,674.03	\$3,125.30	\$2,435.92	(\$689.38)
	Prepaid Cards	\$0.00	\$917.80	\$0.00	(\$917.80)
	PayPal Account	<u>\$49.47</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
		\$39,643.57	\$78,533.35	\$42,859.93	(\$35,673.42)
	Less Liabilities	\$0.00	\$1,100.78	\$0.00	(\$1,100.78)
	Net Equity	\$39,643.57	\$77,432.57	\$42,859.93	-\$34,572.64
<b>SUUSI Foundation</b>					
	Fidelity - Operating Account (xxx990)	\$2,474.07	\$27,898.50	\$27,655.52	(\$242.98)
	Fidelity - Investment Account (Zxxx035)	\$81,014.90	\$49,595.78	\$78,801.61	\$29,205.83 *2
	Fidelity - Endowment (xxx916)	\$133,206.16	\$141,327.31	\$141,222.21	(\$105.10)
	PayPal Account	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
		\$216,695.13	\$218,821.59	\$247,679.34	\$28,857.75
	Aggregate for Both SUUSI and Foundation	\$256,338.70	\$296,254.16	\$290,539.27	(\$5,714.89)

\*1 = 29,000 transferred to Foundation

\*2 = 29,000 transferred from SUUSI

### Income Summary - 2025

Registration, Housing, & Meals	0
Earned Credits for Staff	0
Workshop Income	0
Sales Income	0
Other Income	<u>421</u>
	421

### Expense Summary - 2025

Host and Dining Costs	0
Programming and Support Expenses	0
Workshop Expenses	0
Sales Expenses	0
Other Expenses	<u>5,869</u>
Total	5,869

2024 Surplus/(Deficit) -5,448

### Foundation Notes

To SUUSI Foundation From SUUSI surplus 2024	-29,000
Foundation Payment of Reg/Housing SUUSIShip	0
SUUSIShip and other collections to Foundation	<u>0</u>
	-29,000

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. New format sheets are working well and precisely parallel our budgeting process.

### **Risk Management**

- 2023 taxes were filed within the extension period on 11/15/2024. We anticipate not needing an extension for 2024 taxes.
- Joyce and I are going to work towards performing tax preparation internally as we experienced a substantial expense with outsourcing it last year.

### **Banking**

- PrePaid Cards were used during SUUSI 2024. Board approved getting credit cards for next year on 2/5 and this is being worked on.
- We have initiated establishing banking with PNC Bank and hope to have this done within the coming week.

### **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.
- In the foundation, we are expecting our investments to perform less well than they have in recent years. The Foundation is working on increasing donations/contributions this year.

## **Elections & Nominations Committee**

### Elections & Nominations Committee

The Elections & Nominations Committee met on March 9, 2025.

Members are: Bethany (chair), Renee, Claire, Chris, and Jenian (community member); all were in attendance at the March 9th meeting.

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.

The Board will host a lunch gathering on Monday, in lieu of a workshop during SUUSI. We hope this will allow more Board Members to participate and will be more of a drop-in for community members. We hope the informal atmosphere will be well received.

The Board and Candidate Forum will be at Wednesday's Community Time during SUUSI. Not only will this likely have better attendance, but the youth candidates (and community) will be able to attend, if they are interested in doing so.

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.

The Elections and Nominations Committee plans to present the nomination of Misty Lewis as one of the candidates for appointment to the Board at the meeting proceedings SUUSI 2025.

## **Policy & Bylaws Committee**

April 2025

The Bylaws and Policy Committee (B&P) met on Monday, March 10, 2025, to review, edit, and affirm all of the policy changes that are being proposed to the full board on April 5, 2025. And, as you can see in the agenda.... there's a few of 'em.

Based on [Radford's Protections of Minor's on Campus Policy](#), the [UUA recommendations related to effective safety policies and practices](#), and the discussion and feedback that was provided by the full board at our in-person meeting in October, B&P is proposing significant changes to Section 10: Dealing with Inappropriate Behavior, Section 14.2: Background Check Policy, as well as miscellaneous small changes to other sections that is primarily updating language and terminology to fit current SUUSI programming and practice.

It was too much to fit into a report or to track changes in the large policy manual, so you will find a document for each of three of these policy topic 'buckets' ([inappropriate behavior](#), [background checks](#), and [miscellaneous](#)) linked both here and in the agenda. On each of these documents you will find a summary of the highlights of the proposed changes at the top, the proposed new policy language under that, and then the language that is currently in the policy under that, so you can compare and contrast as easily as possible.

These proposed changes have been reviewed by the Director team, the Risk Manager, and one of the Nurture Coordinator's prior to being respectfully submitted for full SUUSI Board discussion and approval on April 5th, 2025.

The Executive Committee and B&P is preparing to propose a change to the SUUSI Foundation Board composition language that is detailed in Section 2.2: Standing Committees, Part E, from 5 voting SUUSI Board members to 3 voting SUUSI Board members, one who shall be the SUUSI Board Treasurer and one who shall be either the SUUSI Board President or the SUUSI Board Vice President. This change will reflect a change to the bylaws of the SUUSI Foundation Board that will be voted on by their board in coming months. These changes will hopefully increase the capacity of the SUUSI Foundation Board, as the majority of the members won't be serving on two Boards, concurrently. More on this shift will be shared prior to the vote at our July 19, 2025, in-person meeting.

### **Site Selection Committee**

Submitted by Chris Breivogel, SUUSI 2025-2026 Director/Chair of the Site Selection committee,  
4/4/2025

Per the report from February, members of the board that volunteer to do so were planning to have a meeting to talk about alternative sites should the need arise, but I don't believe this has happened yet. Other than that, I (Chris Breivogel, SUUSI 2025-2026 Director) have begun to talk with the Radford University Conference Services Director, Lee Blackwell, about Radford U hosting SUUSI 2026. He has already confirmed our preferred dates of July 19-25, 2026, but is not permitted to provide us with a contract until after the summer camp season for Radford University has ended. He hopes to be able to provide a contract in August 2025.

## **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 has sent out about 700 postcards with handwritten personalizations to former SUUSI goers and has extras to send to people if they want to give them to friends and their congregations. As of now about 60 new people have signed up for the NUUS, we have sent out emails to affinity groups and REs and congregations, and we are working on digital media for next year.

## **SUUSI Foundation Board**

The SUUSI Foundation, Inc.

March 2025

# **The SUUSI Foundation Board President Fall Report**

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The SUUSI Foundation Board of Directors consists of 7 individuals who are passionate about SUUSI and its future. The Board meets several times per year and coordinates all fundraising efforts for SUUSI, including The Endowment Fund and SUUSIships. Here, you can meet our members and also find links to the meeting minutes, [policy manual](#), and [bylaws](#).

Nicole Tarno: Foundation Board President (“at large” appointee)

Joyce Munro: Foundation Board Treasurer (“at large” appointee)

Misty Lewis: Foundation Secretary (SUUSI Board appointee)

Andrew Diamond: Foundation Board Member (SUUSI Board appointee)

Stephen Shanahan: Foundation Board Member (SUUSI Board appointee)

Mia Lazar: Foundation Board Member (SUUSI Board appointee)

Stacie Vacchietti: Foundation Board Member (SUUSI Board appointee)

Claire Nutt: Foundation Board Youth Representative

Annie Vogt: Community Volunteer

Kimi Riegal: Community Volunteer

### **[The SUUSI Foundation Statement of Financial Position As of December 31, 2024](#)**

### **[The SUUSI Foundation Financial Information](#)**

Dear SUUSI Board and Core Staff,

I am pleased to share that the SUUSI Foundation Board has been actively developing new fundraising initiatives to launch at SUUSI 2025. Our fundraising committee has been hard at work and is preparing to introduce a sustainer campaign this summer that will engage the SUUSI community in our work and encourage recurring donations. To increase our visibility throughout the week, we also plan to present at Ingathering, host a table at registration, organize an open house event, and run a craft table during community time. Additionally, we



are exploring the potential for a large-scale fundraising effort in collaboration with community volunteer Annie Vogt. More information on this will be presented after the feasibility study is completed.

Joyce Munro and I have also been working to develop the [attached proposal](#) to revise The SUUSI Foundation Board structure. To ensure the SUUSI Foundation Board operates with consistency, engagement, and long-term strategic focus, we propose changes to the board composition that will provide greater continuity and commitment among its members. Currently, board appointments are heavily influenced by SUUSI Board committee assignments and term limits, leading to frequent turnover and inconsistent engagement. By adjusting the composition to include more at-large members and reducing the number of rotating SUUSI Board appointees, we aim to cultivate a group of directors who are deeply involved in the Foundation's mission year after year. This change will allow board members to build institutional knowledge, sustain fundraising momentum, and remain actively engaged in the Foundation's ongoing initiatives rather than being reassigned annually based on shifting SUUSI Board priorities. A more stable and dedicated board will ultimately enhance the Foundation's ability to support SUUSI's long-term financial health and mission-driven work. If you have any questions about [this proposal](#), please email me at [president@thesuusifoundation.org](mailto:president@thesuusifoundation.org) or bring them to your executive committee.

Thank you for all you do to keep SUUSI moving forward!

Warmly,

**Nicole Tearno**

Foundation Board President

The SUUSI Foundation

### [Mission](#)

The SUUSI Foundation strives to ensure the long-term health of the Southeast Unitarian Universalist Summer Institute, also known as SUUSI. The SUUSI Foundation is charged with managing and growing the SUUSI Endowment Fund and funding SUUSI's scholarship program, SUUSIships.

### **Primary Functions**

- Maintain a separate 501c3 and act in tandem with the SUUSI organization to support long-term community goals.
- Manage and invest the foundation and endowment funds.
- Oversee the SUUSIship selection process and pay the SUUSI organization the cost of these scholarships from an account that is earmarked for SUUSIships
- Maintain a website that the community can use to read our meeting minutes, attend our upcoming meetings, learn about our mission, and make donations.

- Lead fundraising campaigns to ensure financial stability for generations to come.
- Approve grants to the SUUSI organization as their operating funds become depleted so they can continue to pursue their mission.
- The Foundation Board President is invited to attend SUUSI organization board meetings and should attend as often as possible.
- The Foundation Board President shall be informed of timelines and deadlines set by the SUUSI Core Staff for newsletters and communications to the SUUSI community.
- The SUUSI Foundation Board meets **at least** three times per year, and committees may meet more often to work on specific initiatives.

### **Committees**

#### The SUUSI Foundation Fundraising Committee:

- This committee is charged with fundraising for SUUSIships, the endowment, and The Foundation general funds accounts
- We are grateful to have a SUUSI Community volunteer, Annie Vogt, to consult with us about how we can increase our donations in the coming year.
- Committee members: TBD

#### The SUUSIship Committee:

- This committee is charged with proposing revisions of [Sec. 6 of The SUUSI Foundation Board policy manual](#)
- For SUUSI 2024, we did not hire a SUUSIship coordinator. Instead, Nicole Tearnio took sole responsibility for administering SUUSIships. This saved us the cost of a staff credit.
- More involvement from other Foundation Board members is needed to administer SUUSIships for SUUSI 2025.
- We are grateful to have a SUUSI Community volunteer, Kimi Reigle, to work with this committee in the coming year.
- Committee members: TBD

**Thank you!**

## Section 10: DEALING WITH UNETHICAL/INAPPROPRIATE BEHAVIOR

### Section 10.1: HARASSMENT AT SUUSI

#### 1. Anti-Harassment Policy

A. SUUSI affirms its commitment to the health of the community by maintaining a welcoming environment, free of discrimination, harassment, bullying, intimidation, and violence. SUUSI expects its Board, staff, and participants to conduct themselves in a respectful manner with concern and care for their colleagues, SUUSI staff, host staff, participants, and surrounding community.

B. To help ensure a safe environment at SUUSI, the Core Staff will include this policy in their pre-SUUSI orientations and training, and provide opportunity for discussion on the contents.

C. Any harassment regarding sex, race, color, ethnicity, religion, national origin, age, disability, ancestry, place of origin, marital status, source of income, class, family status, gender, gender identity or expression, or affectional orientation will not be tolerated. Such harassment includes, but is not limited to, harassing remarks, gestures or physical contact, derogatory remarks, jokes, innuendo or taunts, and display or circulation of written materials or derogatory pictures directed at any of these categories. Harassment covers a wide range of behaviors of an offensive nature. It is commonly understood as behavior that demeans, humiliates, **embarrasses, disturbs, upsets, and/or threatens a person.** ~~or embarrasses a person, and it is characteristically identified by its unlikelihood in terms of social and moral reasonableness. In the legal sense, these are behaviors that appear to be disturbing, upsetting or threatening.~~

D. ~~In addition,~~ **S**exual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- i. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain a position on the staff or Board or to participate in SUUSI; or
- ii. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's position on the staff or Board or participation in SUUSI; or

iii. Such conduct or communication has the purpose or effect of substantially interfering with an individual's position on the staff or Board or participation in SUUSI or creating an intimidating, hostile, or offensive environment; or

iv. Such conduct or communication, which is not welcome, is personally offensive or debilitates morale, and therefore interferes with a positive SUUSI experience.

## ~~2. Internal Procedures for anti-harassment policy enforcement for participants~~

~~A. Any violation of this policy directly observed or heard about by general SUUSI participants before the program week's end should be immediately reported to either SUUSI staff or the SUUSI helpline.~~

## ~~3. Internal procedures for anti-harassment policy enforcement for staff~~

### **Section 10.2: DEALING WITH INAPPROPRIATE BEHAVIOR/HARASSMENT DURING THE SUUSI PROGRAMMING WEEK**

1. Any inappropriate and/or harassing behavior directly observed or heard about by general SUUSI participants before the program week's end should be immediately reported to either SUUSI staff or the SUUSI helpline.

2. ~~A.~~ Any inappropriate and/or harassing behavior directly ~~violation of this policy~~ observed or heard about by SUUSI staff before the program week's end should be immediately reported to the staff person's Core Staff Supervisor or the Director, ~~President, or Healthy Relationship Team (HeaRT).~~

3. ~~B.~~ Once reported, an incident report must be completed. This report gets forwarded to both the SUUSI Director and the SUUSI Risk Manager.

4. ~~C.~~ Additionally, if requested, the Minister on Duty is charged with contacting the complainant to ensure that their needs for support, care, and safety are met.

5. ~~D.~~ The confidentiality and privacy of the complainant and the accused shall be maintained throughout this internal process. In the interest of safety and autonomy, depending on the nature of the complaint [see Section 10.3], complainants have the right to make an anonymous report or no report at all.

6. ~~E.~~ After gathering all available information, the Director, ~~President~~, Risk Manager, and Nurture Director ~~HeaRT~~ shall meet and determine next steps, potentially including, but not limited to, a referral to HeaRT. ~~whether the complaint shall be mediated by HeaRT or shall be referred to the Board for action.~~ Depending on the nature of the incident, if the complainant does not want any action to be taken, those wishes will be respected.

7. ~~I.~~ If it is determined that the Board should take action, the Board shall meet during the program week and hear the report of the Director, ~~President~~, Risk Manager, and Nurture Director.

A. The Board shall work with the Nurture Director to appoint a minister to act as a liaison/support person for the person accused of the violation. The person accused of violating the policy shall be advised of the nature of the allegations and allowed to respond and present any relevant information to the Board.

B. ~~II.~~ The Board shall determine what action is appropriate after considering all of the information, up to and including reporting the incident to the appropriate authorities. The Board is empowered to take any action necessary to ensure the integrity of SUUSI and this policy, and to protect SUUSI from any future violations of this policy. This includes, but is not limited to, removing the person who violated the policy from SUUSI and prohibiting future participation in SUUSI.

C. ~~G.~~ The Board shall endeavor to make a decision on any complaints received during SUUSI week within twelve hours of receiving the complaint.

~~H. Any alleged violation reported after the program week ends should be immediately brought to the attention of the Director and the Risk Manager, who shall contact the Nurture Staff coordinator. The Nurture Staff coordinator shall then appoint a minister to fulfill the duties as described in this policy. If action is requested by the complainant, the accused will be advised of the allegations and allowed to respond, and the Director, President, Risk Manager, and Nurture Staff Coordinator shall determine if the complaint warrants referral to the Board for action at its next regularly scheduled meeting.~~

8. ~~II.~~ All reports, including those filed confidentially, shall be entrusted to the Risk Manager, who will be responsible for monitoring individuals with complaints against them. In the case of multiple or significant offenses by a single individual, the Risk Manager shall notify the Director and Board President.

~~I. The confidentiality and privacy of the complainant and the accused shall be maintained throughout this internal process. In the interest of safety, complainants have the right to make an anonymous report or no report at all.~~

#### ~~4. Procedures for host facility reporting compliance:~~

### **Section 10.3: ADDITIONAL PROCEDURES FOR HOST FACILITY REPORTING COMPLIANCE**

~~1. A:~~ In addition to the internal procedures detailed in this manual, SUUSI will comply with the reporting requirements of its host facility.

~~2. B:~~ Per Title IX and/or The Clery Act, if SUUSI is being hosted on the campus of a college or university, SUUSI staff have additional reporting mandates required by federal law in incidents that involve the following circumstances:

- Murder and non-negligent manslaughter, manslaughter by negligence
- Sexual assault: rape, fondling, incest, statutory rape
- Sexual misconduct/exploitation
- Harassment, including sexual discrimination, bullying, and intimidation
- Hostile environment
- Domestic violence, dating violence, child or adult abuse or neglect
- Stalking
- Discrimination
- Robbery, burglary, motor vehicle theft
- Aggravated assault
- Arson
- Firearms violations
- Drug abuse or liquor law violations
- Destruction/damage/vandalism of property
- Retaliation
- Hate or bias-related crimes

### **Section 10.4: DEALING WITH INAPPROPRIATE BEHAVIOR/HARASSMENT OUTSIDE OF THE SUUSI PROGRAMMING WEEK**

1. Any inappropriate and/or harassing behavior observed or heard about by SUUSI staff after the SUUSI programming week ends should be immediately reported to the Director.

2. Once reported, an incident report must be completed. This report gets forwarded to both the SUUSI Director and the SUUSI Risk Manager.

3. Additionally, if requested, the Nurture Director is charged with making arrangements to contact the complainant to ensure that their needs for support, care, and safety are met.
4. The confidentiality and privacy of the complainant and the accused shall be maintained throughout this internal process. In the interest of safety and autonomy, complainants have the right to make an anonymous report or no report at all.
5. After gathering all available information, the Director, Risk Manager, and Nurture Director shall meet and determine next steps, potentially including, but not limited to, a referral to HeaRT. Depending on the nature of the incident, if the complainant does not want any action to be taken, those wishes will be respected.
6. If it is determined that the Board should take action, the Board shall hear the report of the Director, Risk Manager, and Nurture Director at their next scheduled meeting.
  - A. The Board shall work with the Nurture Director to appoint a minister to act as a liaison/support person for the person accused of the violation. The person accused of violating the policy shall be advised of the nature of the allegations and allowed to respond and present any relevant information to the Board.
  - B. The Board shall determine what action is appropriate after considering all of the information, up to and including reporting the incident to the appropriate authorities. The Board is empowered to take any action necessary to ensure the integrity of SUUSI and this policy, and to protect SUUSI from any future violations of this policy. This includes, but is not limited to, prohibiting future participation in SUUSI.
  - C. The Board shall endeavor to make a decision on any complaints received after the SUUSI programming week as soon as possible and/or at least 3 months prior to the next SUUSI programming week.
7. All reports, including those filed confidentially, shall be entrusted to the Risk Manager, who will be responsible for monitoring individuals with complaints against them. In the case of multiple or significant offenses by a single individual, the Risk Manager shall notify the Director and Board President.

## Section 14.2: BACKGROUND CHECK POLICY

1. SUUSI is committed to working to ensure the safety of its community members. It is our practice, therefore, to have a transparent staff and volunteer background check policy that includes both a multi-state background check as well as background checks on the National Sex Offender Registry (NSOR).

2. We understand that there are many reasons an individual may have a criminal record, including participation in social action or witness, injustices present in the system, and offenses which are not relevant because they occurred so long ago or pose little to no threat to others. Each adult who wishes to work or volunteer with SUUSI and be involved in our community has inherent worth and dignity. Thus, each instance where a record is returned or disclosed will be carefully considered. A documented conviction is not a guaranteed exclusion from our community, but rather the beginning of a conversation. We acknowledge the fact that there is pervasive racism, homophobia, and transphobia in the United States' criminal justice system. People of color are disproportionately convicted of felonies, and holding an LGBTQ+ identity has itself been historically considered an offense in many states.

3. ~~1.~~ Each member of the SUUSI staff and adult member of the SUUSI Board of Trustees, adults parents participating in the Child Care Cooperative, and all volunteers who supervise working with minors (ages 0-17), shall be subject to a background check on the NSOR National Sex Offender Registry (~~nsopw.gov~~).

4. Each member of the SUUSI Core Staff and adult member of the SUUSI Board of Trustees, all staff and volunteers who supervise minors (ages 0-17), including but not limited to TWOB staff, and all adults participating in the Childcare Cooperative shall be subject to a multi-state criminal background check.

5. The Risk Manager will coordinate the facilitation of all background and NSOR checks, which will be performed at a frequency in accordance with the policy of the host facility, or more frequently.

6. ~~2.~~ If a person's person self-discloses or their name returns a positive result for on the background check or the NSOR, it shall be immediately reported to the SUUSI Director and Risk Manager. The individual whose name appears on the National Sex Offender Registry may supply additional information related to the incident. Once all information has been gathered, the Director, Risk Manager, and Nurture Coordinator shall meet to determine next steps. a police report of the incident to be examined by the Director and the Risk Manager, and that person will be given an opportunity to explain the incident. It will then be at the discretion of the Director and Risk Manager as to whether the person be allowed to attend SUUSI or not, and the only exceptions will be at the discretion of the Director and Risk Manager. The Director and Risk



~~Manager may make a recommendation to the Board to ban a person from SUUSI entirely, or to ban a person from serving on staff or from participating in the Child Care Cooperative.~~

~~3. Each member of the Core Staff will search every name on their staff list. The Child Care Cooperative organizer will perform the background check for parents who wish to participate. The Volunteer Coordinator will perform the background check for volunteers assigned to work with minors (ages 0–17). The Risk Manager will perform the background check for Core Staff and Board members. The Board President will perform the background check for the Risk Manager.~~

7. If it is determined that the Board should take action, the Board shall hear the report of the Director, Risk Manager, and Nurture Coordinator at their next scheduled meeting.

A. If requested and appropriate, the Board shall work with the Nurture Coordinator to appoint a minister to act as a liaison/support person for the individual.

B. The Board shall determine what action is appropriate after considering all of the information, up to and including reporting the incident to the appropriate authorities. The Board is empowered to take any action necessary to ensure the integrity of SUUSI and this policy, and to protect SUUSI from any future violations of this policy. This includes, but is not limited to, removing the person who violated the policy from SUUSI and prohibiting future participation in SUUSI.

8. Any criminal or child welfare history disclosed to SUUSI in the application process will remain strictly confidential, with the exception of when SUUSI is required to disclose information to the host facility based on contractual obligations.

## **General Policy Clean-up**

### **Section 6: OPERATING GUIDELINES**

#### **Section 6.1: COMMUNITY**

2. The intent of the **Books and Bazaar SUUSI Store** is to provide a selection of books and other items consistent with the Institute's purposes. The **Books and Bazaar SUUSI Store** shall feature attractive prices and gross margins consistent with those charged by normal retail operations. Profits from the **Books and Bazaar SUUSI Store** shall subsidize other areas of SUUSI. No products or services are to be sold or promoted at SUUSI other than those via operations conducted at the **Books and Bazaar SUUSI Store**, SUUSI Artisans' Bazaar, or SUUSI Special Events. The Board, at their discretion, may direct the **Books and Bazaar SUUSI Store** not to accept for sale any merchandise.

#### **Section 6.2: PROGRAMMING**

1. Only programs listed in the SUUSI **Catalog Brochure** and SUUSI NUUS are SUUSI Sponsored Activities

### **Section 12: RULES FOR TEENS [AGE 14-17]**

3. There will be no leaving the teen dorm between 1 a.m. and 6 a.m. unless accompanied by your parent or guardian, or accompanied by Teen Staff for a pre-approved, scheduled activity. A pre-approved, scheduled activity is one that appears in the SUUSI **Catalog Brochure** and/or confirmation **NUUS newsletter** and/or Sunday **NUUS newsletter**.

### **Section 13: RULES FOR YOUTH [AGE 0-13]**

F. The staff member may choose to involve the Minister on Duty in discussions with parents **or guardians**.

### **SECTION 14: SUUSI STAFF/BOARD EXPECTATIONS**

#### **Section 14.1: EXPECTATIONS AND CODE OF BEHAVIOR**

7. Members of SUUSI Staff who are over the age of 18 are considered to be mandated reporters of child abuse and/or neglect ~~under North Carolina law~~.

#### **14.3: REQUIRED DISCLOSURES**

1. In their applications for positions, each prospective staff member and/or volunteer shall be required to disclose the following information:

~~A. Any and all charges or convictions, whether for a misdemeanor or felony, wherein an assault, battery, serious bodily injury, wrongful death, or murder of another individual was charged;~~

~~B. Any and all convictions, whether for a misdemeanor or felony, wherein the abuse or neglect of a minor was charged;~~

~~B. C.~~ Any founded accusation of child abuse;

~~D. Any and all convictions, whether for a misdemeanor or felony, wherein the abuse or neglect of a senior citizen was charged.~~

2. In order to protect against the misuse of monies belonging to SUUSI, or of credit or debit cards issued to SUUSI, each prospective staff member and/or volunteer seeking a position whereby they will have access to such monies and/or credit and debit cards shall be required to disclose the following information **in addition to the disclosures in Section 14.3.1:**

~~A. Any and all convictions, whether for a misdemeanor or felony, wherein any allegation of fraud, embezzlement, or the misuse of the money or property of others was charged;~~

~~A. B.~~ Any and all administrative actions filed against them, whatever the outcome, wherein any allegation of fraud, embezzlement, or the misuse of the money or property of others was charged.

## **Section 15: SUUSI CHILD CARE COOPERATIVE CODE OF BEHAVIOR**

If the parents **and/or guardians** of the SUUSI community decide to create and/or support a child care cooperative that will operate at SUUSI or during SUUSI, it is the policy of SUUSI that the child care cooperative must produce, follow, and enforce policies which include, at a minimum, the Code of Behavior below.

E. Members of the Childcare Cooperative who are over the age of 18 are considered to be mandated reporters of child abuse and/or neglect ~~under North Carolina law.~~

## **Section 16: REMOVAL OF INDIVIDUALS **DURING THE FROM SUUSI PROGRAMMING WEEK****

## **Section 18: SUUSI LOGO AND NAME USAGE**

C. Whether said items are sold at SUUSI or outside of SUUSI, a minimum of 10% of the proceeds from the sale of these items must be donated to SUUSI via an official SUUSI store such as the **Books and Bazaar** ~~Artisans' Bazaar, craft fair, or bookstore.~~