

Minutes of Meeting of Board of Trustees of
Westside Unitarian Universalist Congregation

September 21, 2011

The meeting was held in the Library Room of the Congregation's church building at 7141 California Avenue SW, Seattle, Washington, and started at 7:15 p.m. with chalice lighting and reading by President Jill Fleming.

Present were President Jill Fleming, Vice President Jill Jackson, Secretary Karin Cumming, Treasurer Melissa Lang, Trustees Michael Armstrong, Candace Sullivan and Cliff Houlihan and Rev. Peg Morgan.

The minutes of the August 17, 2011 Board Meeting had been distributed, some corrections had been submitted by Melissa, and upon motion made by Jill J. and seconded by Candace, the minutes were approved as submitted and with those corrections.

Treasurer's Report

Melissa had distributed reports as of August 2011 and September to date and reported that we are right on track with where we want to be in collection of pledges for the current year. Mortgage payments have been sent out and will show on the next report. She looked at electricity expense and comparing this year's usage with last year's, the July bill this year is slightly higher than prior year. Cliff suggested it was because we have the preschool this year. However, it was noted that we may be over budget for electricity expense because there was a billing out of cycle that caused the current amount to be less for comparison. For annual income, \$190,000 was budget and current pledges are \$194,000, which is very good. Upon motion duly made and seconded, the Treasurer's report was accepted unanimously.

Fund Development and Room Naming Proposal

Mark Newton and Laura Pierce arrived to discuss the Fund Development Proposal (Draft: 9/12/11) of the Facility Management Committee, Naming Subcommittee, which they had distributed to the Board prior to the meeting. Mark explained that when he was Facility Management Committee chairperson many people came to him with ideas about naming rooms, etc. after certain people, and he suggested to Paula vanHaagen, our previous President, that he lead the effort, along with Laura Pierce and Candy Sullivan, to recommend a process after the remodel was completed and we had occupied the space for a period of time sufficient to establish use. They ultimately decided that to tie the naming process and fund development would be to the benefit and in the best interest of the congregation and its building. The process would be a mechanism for the Planned Giving Committee to make recommendations to the Board for approval. Rev. Peg commented that the main idea is to keep the building a vital home for the entire congregation in the future, some of whom are not able to make any financial contribution to it. On a vote of four to three, with Michael Armstrong, Candace Sullivan and Karin Cumming opposing, an amendment to strike "Sanctuary" as one of the rooms to be named was approved. Upon motion duly made and seconded, the proposal was approved as amended on a vote of six to one, with Michael Armstrong opposing. Mark will put the proposal in final form for the Board to give to the

Planned Giving Committee.

Minister's Report

Rev. Peg had distributed to the Board her report dated September 2011, a copy of which is attached to these minutes. Jill F. noted that under Demographics, the racial minority percentage is 7%, not 1.4%. Peg directed our attention to the section Use of Directory, suggesting that we print certain restrictive language on our directory. The motion to adopt such a policy was duly made, seconded and unanimously adopted, with the following language to be printed on our directory:

"Directory for Westside Unitarian Universalist Congregation

"This directory is intended for the personal use of the people listed in the directory. Any reproductions, distribution to third parties or business use without the permission of the Board of Trustees of the congregation is prohibited. Any use that is not social or church-related also requires WSUU Board of Trustees approval. (Board policy adopted September 2011)"

DRE Report

Kari had distributed to the Board her report dated September 20, 2011, a copy of which is attached to these minutes. Jill F. noted her concern about the need for an incident report system for everything and Rev. Peg said that she and Kari were going to develop a form for that purpose. She also noted that Kari and others are having trouble with internet access here at church, which may require attention in the future.

WSUU Facility Usage & Rental Policies, Procedures, and Fees

Cliff proposed additional language regarding requirement of certificates of insurance and additional insured endorsements. Upon motion duly made and seconded, the Usage & Rental Policies were unanimously approved with the addition of the following language after the first sentence of Section IX, Liability Insurance:

"Prior to application approval, users may be required to supply a certificate of insurance with a reputable insurance firm, indicating full liability coverage (with WSUU listed as an additional insured) of at least \$1 million combined single limit bodily injury and property damage."

Candace also distributed a form of Hold Harmless Agreement, which Melissa will review and discuss with our insurance agent.

First Home Grant - special congregational meeting on November 6

Jill F. reported that we can proceed with application for this \$25,000 grant, upon advice of UUA with the recommendation that we already have from PNWD and approval at a congregational meeting. She and Peg had discussed dates and concluded that Sunday, November 6, would be the best opportunity.

Strategic Plan

Jill J. has been talking to people about the past process and is recruiting people to be on the committee to create a process for making the plan. They are working on finding two or more other people. Laura Pierce, who is a professional strategic planner, said that these days such plans tend to be of shorter duration and more vision and value oriented, as opposed to specific goals.

Ministerial Agreement

Because of the vacation schedules, the Executive Committee, composed of the President, Vice President, Secretary and Treasurer, plans to bring it up for discussion at the November board meeting.

Thanksgiving Dinner

Jill F. asked if we should still plan to offer it, due to our increased size, considering the social hall and stage were overcrowded last year. Cliff said he would discuss with Jeannette Jacobson the feasibility of doing it again this year; e.g., what changes can be made in seating, serving, etc., or if it is simply not doable in a come one, come all event provided entirely by the congregation.

Labor-of-Love Auction, Women's Retreat and Other Retreats

Jill F. reported a date change for the Labor-of-Love Auction, from February 11 to February 4, and will follow up with Shannon Day, chairperson. Jill F. reported that the Women's Retreat had come together for October despite struggling to find leadership. There was further discussion, as discussed in Ministerial Report, about the possibility of having an all congregation, family retreat at Seabeck. Jill J. said she would take responsibility for conducting a "survey monkey" to determine interest.

Adjournment

The meeting adjourned at 9:40 p.m.

Minutes recorded by Karin Cumming, Secretary

MINISTER'S REPORT

SEPTEMBER 2011

DEMOGRAPHICS

Prompted by a comment made recently, I did a demographic study of our congregation in terms of race and sexual orientation. THIS WAS ONLY FOR VOTING MEMBERS. I actually am surprised that the counts are as low as they are for minority. I expected higher counts. Anyway, here is what I found:

RACE: 176 Caucasian and 14 minority race/mixed (2 Black, 2 Asian, 7 mixed, 3 Hispanic-Cuban)
minority = 1.4%

7%

TOTAL=190 members (189 actually at the moment*)

SEXUAL ORIENTATION: 16.3 % or 31 people are GLBT

There are other GLBT and minority raced people as active newcomers...but I just used the directory and only counted members. I didn't count spouses that aren't members.

*MEMBERSHIP

As of yesterday after adding and subtracting members we are at 189. There are people in the wings who will be joining and several more people (5-6) who need to be contacted to either contribute/pledge or decide to drop their membership. These are people who can afford to contribute. I'll be working with Steve Becker, Membership Chair, Jill and Melissa to determine the right communication with each household.

We had a wonderful, AGAIN, Candlelight and Conversation event at Mark and Mike's Saturday evening. 13 guests plus Lauren Ramers from membership committee, Mark, Mike, Wayne and I.

ADMINISTRATION

Financial reports and New Bookkeeper: I feel very good about our financial reports and the books in general. I'm sorry Jill, Melissa and Karin have had such a struggle getting CHASE to get our records straight, but all is pretty well now. And we have every account reconciled through August! Carie Lorensen our new bookkeeper is a gem.

Internet access: We are having a significant problem with Bert being able to access our wireless internet. Distance down the hall is not the variable...Shannon and I do not have problems...Kari has problems but has thought it might be her older model computer...Cliff is going to take a look at it on Thursday.

Web Site: We are developing a "members only" portion of our website. It will begin with having a directory, a keeping in touch page and a newsletter with the names and phone numbers still on it (we strip those for the public web site). Rob Fenwick is constructing this for us.

USE OF DIRECTORY

I suggest we pass this motion, to be printed on our Directory...modeled after the Salem Oregon policy:

"Directory for ~~Unitarian Universalist Congregation of Salem~~. Westside Unitarian Universalist Congregation.

This directory is intended for the personal use of the people listed in the directory. Any reproductions, distribution to third parties or business use without the permission of the Board of Trustees of the congregation is prohibited. Any ~~personal~~ use that is not ~~primarily~~ social, ~~and involves mailings~~ also requires WSUU Board of Trustees approval." Board policy adopted September 2011

or church related

WOMEN'S OR ALL AGES SEABECK RETREAT

We have a deposit down for a retreat for 10 minimum women for the weekend of April 27-29. Given that we are struggling with finding leadership for the women's retreats, we might want to ask for the deposit back and forget spring retreat. An alternative is to wait until after the Oct retreat to see what

energy there is, or to transfer the deposit to a weekend when Seabeck has more capacity (dates below have at least 70 spots available) and make it an all congregational retreat. They may also have a summer time open up. They will let us know if that happens...

January: All weekends

February: 3-5, 17-19, 24-26

March: 9-11, 16-18, 23-25, 30-April 1

April: Easter Weekend 6-8, 13-15

May: Mother Day Weekend 11-13

June: Fathers Day Weekend 15-17

PNWD LEADERSHIP DAY NOVEMBER 19TH

Note there will be a leadership training on November 19th on the topic of secrets, privacy and confidentiality in congregational life...what a great topic AND WE ARE HOSTING!! UUs from all over the district will attend and see our new church, spreading the word that there is a vital real church here on the Westside...we need some folks to take charge of making food for the crowd...I'm estimating 70 people. We will be reimbursed for expenses. I'm thinking several soup choices, a big salad, bread, dessert. We have a lot of soup makers in the congregation so it should be fairly easy. Or low cost catering would be reimbursed by the district....I think if people donated soups we could just work an arrangement to be reimbursed a certain amount per person which would mean the value of the donation would come to the church...Also Janine Larsen, PNWD Exec said there will also be a collection for a cause we could name. HOPE YOU ALL CAN BE THERE TO HOST AND REPRESENT US WITH YOUR BOARD NAME TAGS ON!

So three decisions: who could be the contact for the planning, who might coordinate the lunch and refreshments, and what charity would we like?

I'll be doing a short worship service 10-15 minutes to begin the day.

COMMON QUEST

I have a number of common quest offerings this season. I'll pilot in my spiritual study group a new UUA curriculum that engages us in our history in a person way; I am doing a 5 wishes workshop for recording your end of life wishes; I will show a new DVD on Maria Mitchell the first (and Unitarian) woman astronomer; and I will co-lead with Theresa a "Becoming Women of Wisdom" group.

SUNDAY SERVICES

This committee, chaired by Mark Newton, is working hard to be good stewards of our time on Sunday morning, carefully talking about the mixed feedback we have gotten about applause in services, and the joys and sorrows issues of some very inappropriate sharings and others that just don't rise to the level of significant personal joys or sorrows. We feel that communicating about our hopes for that time is the best step right now. Thus my statement on Sunday. We have also been contemplating what themes and topics would be good for this congregational year. We are meeting every other month or so for a 4 hour retreat to allow us to fully contemplate the changing needs that we are experiencing, with growth and with the opportunities that we have. New members of the committee are Tracy Nolan, Guy Whitmore and Jerry Halsey.

I am deeply grateful for the contributions of the story tellers and the musicians to the quality of our services.

COVENANT GROUPS

We have three excellent covenant group leaders, Shannon Day, Viv Monahan and Joe Rettenmairer.

Building and Grounds

John Monahan and Steve Burrows purchased material for the choir risers. We are reimbursing the purchase which was on Steve's credit card...so some progress there.

Barbara Sherry continues to work hard on the landscaping of the alley slope.

I am concerned about the clutter in the social hall. It should be very neat and tidy when we leave on Sunday for the preschool and all the parents who walk through...we are showing a dirty messy house.

This past week the floor was very dirty, which Karin Cumming discovered and reported. I don't know what fell through there.

MY SCHEDULE

I haven't had vacation since last November when I was gone for 10 days to Germany...the bookkeeper change made it quite inconvenient to go away this summer. I will take a few days Oct 26-30 in late October for a trip to San Juan Island and I will definitely be out of town 12/26-1/6th. Wayne and I are signed up to take a cruise out of Ft. Lauderdale.

Alrighty now...must prepare for the ordination in Montana this weekend for Julia McKay. I'm doing the sermon, charge to minister, charge to congregation and the right hand of fellowship! I'll be gone this Friday and return on Monday in the afternoon.

Westside Unitarian Universalist
Report to the Board of Trustees
Director of Religious Exploration
September 20th 2011

Dear Westside Board,

All is well in the world of Children and Youth at Westside.

Highlights

- The church school year has launched well, we've got full classes, full teacher teams and great support from the Religious Exploration Council.
- It was the most difficult year we've had getting teachers to commit to teaching. We had four people commit and then back out, which is very unusual in my experience. We've got eight classes with four teachers or more each, a youth group, OWL and the REC. Lots of people committed, but it was really difficult.
- We've launched two new sections of the website for children and youth. Over the past year, we've developed a Parent Manual which is on the website http://www.wsuu.org/children_what_to_expect.php . We've also got a nice draft of a safety policy that includes some very specific details about behavior policy http://www.wsuu.org/religious_exploration_safety_policy.php. Thanks to Vanessa Shaughnessey for editing and Rob Fenwick for the fabulous web support.
- The youth group and Youth Advisory Council are up and running. The YAC will oversee the youth group and other youth programming. On the committee are Roseanne Lorenzana, Shelby Greiner, Susan Mackey, Amy Hance-Brancati (liaison from the REC), Lewis Brancati (youth) Lorelei Amato. The committee reports to me and is accountable to the youth and congregation as a whole. The working mission statement is as follows:
To develop and foster a dynamic, vibrant youth ministry and community at Westside Unitarian Universalist Congregation. The youth group will be adding two more youth members by vote at their Oct 2nd meeting.
- We've launched 4th-5th Grade Our Whole Lives sexuality class-it looks like we'll have about 13 participants, all from our congregation. This runs for 8 sessions over six Sundays. This will be the second time our team has taught this class.
- I'm offering a Common Quest class about Raising UU kids—we'll offer four sessions this fall and if there is a good turn out and interest, we'll offer four more this spring, the class is based on my friend Michelle Richard's book, she writes the UU Parenting blog on the UU World website.

- We have 12 middle schoolers attending the Middle School Conference on Vashon Island next week—the biggest crew ever, nearly the biggest group attending the conference. And we'll have at least two maybe more attending the high school youth con—it is important for youth to become connected beyond our own congregation to help them develop a UU identity for life.

Concerns

- My computer has been having trouble connecting to the internet only here at church—no other places (coffee shop, hospital, hotels all are fine), this is also how we connect to the printer. Shannon's computer crashed so badly it needed a complete system reboot (luckily we were able to save her data). We've used extra money at the end of a year, or from special fundraisers to purchase these laptops, but they are cheap and getting old. As we grow, some of these things may need to be a part of a bigger plan that includes periodic improvements in staff tools.
- We've had some incidents in classes where kids were hurt, so are implementing an incident report system to track what happens. I'll report back when it's set with an example of the form. Two year olds can bite hard.
- I heard from my son Michael after his last meeting of the Youth Ministry Advisory Committee at the UUA that many congregations are implementing alcohol policies. We have a line or two in our safety policy for children and youth about alcohol when children are present, but it might be worth looking into as a congregation.
- I will be away Oct 20-23 at the Liberal Religious Educators Association Fall Conference in Portland, OR. One change in my letter of agreement this year included one Sunday a month away from church (which is a standard recommendation by LREDA) and I will strive to take those Sundays as a measure of self-care—but this trip is, of course a work trip.
<http://www.lreda.org/content/guidelines-professional-religious-educators>

Respectfully Submitted,

Kari Kopnick
Director of Religious Exploration