

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

**May 20, 2015**

The meeting was held at Joe Rettenmaier's home on SW Barton St, Seattle, WA, and was called to order by Joe at 7:05 pm. Peg lit the chalice, saying — 'May we feel the true blessings of what is transpiring in our congregation right now and have confidence that this next year is going to be a good one.'

Present were President Joe Rettenmaier, Vice President Matt Aspin, Secretary Lisa Maynard, Treasurer Michael Matz, and Trustees Shannon Day and John Britt, as well as Rev. Peg Morgan and intern minister Kevin Lawson. Trustee Glenn Phillips was away.

Future file: Kevin's ordination in First Unitarian Church Portland is Sat, Oct 3, at 2 pm.

Minutes

Moved, seconded, voted to approve the April 2015 minutes as drafted.

Treasurer's Report

Michael visited Umpqua Bank and found out that two of the three signers need to be present to transition an account. First Joe and Lisa need to go in and relinquish as signers. Then the three new signers need to all go together to open the new account for the elevator fund.

VOTE: Michael Matz moved to remove Joe Rettenmaier and Lisa Maynard as signers and add Viveca Monahan and Jean Mendel as signers; Shannon Day seconded; the Board voted and approved unanimously. Michael will figure out a time when all five of us can go to Umpqua together.

Need to get draft minutes of the May 2015 annual meeting from Karin Cumming to share with Umpqua.

There is no prepared treasurer's report because Michael intends to do a final (year-end) report later in May. It was terrific to be able to say at the annual meeting that we are closing out the year in the black, although we are short some pledge payments (at least one \$4K pledge). 'In the black' for the year so far looks like \$134 more income than expenses. Rummage sale made very close to goal of \$3K.

When we get the check from Give Big in June, we will need to account for which ones were for this year and which for next year.

Suggestion made that Michael create visuals about income/expenses on the new bulletin board in the social hall (e.g., thermometer showing progress).

At the annual meeting, Candy Sullivan asked about the building fund, and whether/how much we have we 'borrowed from' it in previous years. We weren't able to address it at the meeting. Since then, Michael has pulled balance sheets for end of May for last six years. In 2009 (before we bought the building) we had \$70K in assets. Since then, we have been paying down our liability (mortgage) and building equity in our property. We are slowly reducing our loan balance. When we purchased the

building, we planned for three years of using the building fund to pay the mortgage. When we stopped doing that, we started spending down our operations cash, and dedicated funds have been creeping up (from \$10K in 2009 to \$40K now). Operations cash is down to \$20K so getting kind of tight.

ACTION >> Michael will call Candy and find out exactly what info she wants to know before he does the full analysis. We understand that members are trying to understand how risky our financial behavior is and how vulnerable the congregation is financially.

John said the interim ministry task force got a clear message from candidates that if we are collectively focused on accomplishing a task that we can do it.

#### Fundraising / Income Strategy Task Force

Shannon distributed a draft WSUU Fundraising Project Proposal form, the suggestion of Fred Matthews, who thinks there should be a form like this for every proposed fundraising project. A small group of people are interested in working on the Income Strategy Task Force – Steve Becker, Alice Britt, and Shannon Day (ex officio as she is our office administrator). Steve Burrows, Michael Matz, Matt Aspen, and Lisa Maynard have also attended one or more meetings to brainstorm. Shannon took notes on additions/changes to the draft form based on Board discussion.

Who should approve fundraising projects? Income Strategy TF is not a standing committee. Board needs to provide a framework/overarching policy for approving fundraising projects. First new idea on the table: kitchen team has proposed self-serve bulk coffee sales. This is a labor-intensive ongoing project for little money. This project is asking Board to allocate money up front, which is unusual.

Discussion about whether Board really needs to approve each fundraising project. Joe says there is policy already (adopted three years ago) that the Board does need to approve all fundraising projects.

Discussion that the Board needs to determine the principles of the policy but let the task force do the balancing/approving/calendaring of the fundraising proposals. Alice is working on the fundraising event calendar for the new fiscal year that was begun at the last Leadership Assembly.

Do we need it to change from a task force to a standing committee? John says Alice is hopeful that the task force over time will not be needed because criteria will be well defined and approvals/calendaring could become an administrative process. Strategic plan has income generation underneath the Finance Committee, but we have heard loud and clear from FC that they do not want to be involved in fundraising.

There is a risk of creating too many committees as we go from pastoral size to program size.

Task force needs authorizing language from the Board that includes parameters and decision-making authority.

Motion offered: *We authorize the Income Strategy Task Force consisting currently of Alice, Steve, Shannon (additional members to be recruited) to coordinate/schedule all fundraising projects and to*

*review and approve all new fundraising projects (making sure that such projects fit the Board's goals for building community and trying to raise money from outside the congregation as well as inside). The task force will report to the Board quarterly and recommend policy language to the Board around fundraising. The task force will advise and coach people around new fundraising. This is a one-year authorization.*

Joe proposes that we table the above motion until the ISTF can do a needs assessment and present to the Board what type of authorization they would like from the Board.

ACTION >> Shannon will forward the coffee-sales proposal to Joe/Board. Board likely will say no to the coffee project because it requires fronting money that is not in the budget.

Approval/calendaring for fundraising should be in partnership with the Stewardship Committee so that we can coordinate when we are asking members for money/effort (time of year for pledge drives; time of year for calendaring the fundraising). Suggestion that we have a planning/brainstorming meeting every year to figure out fundraising for the year.

#### More Notes on Fundraising/Community-Building/Growth

Would be great to reboot Chalice Palace or add open mic. What about partnering with Storytellers Guild for regular events?

We have a small amount of money for marketing — may be worth sending one mailing in the fall to six- or eight-block area nearby with all the new condos, etc.

We should put bookmarks in the Little Free Library, and also occasionally flyers about upcoming events.

#### Membership

We need a policy and process about when to remove someone from the membership rolls. Our bylaws state what is needed to be a member, including registering a formal pledge with the Treasurer. An active member who cannot maintain the minimum pledge (\$150) needs to notify the minister and can be waived from the minimum pledge.

Stewardship Committee needs to send a wrap-up letter at end of pledge drive explaining that if they haven't pledged they may be removed from membership.

ACTION >> Matt (Membership Chair) will set up a meeting with Jill (Stewardship Chair) and Shannon to figure out process and language of any letters that might be sent.

#### Stewardship Committee

Jill passed to Joe all the raw comments as reported back from stewards during pledge drive, as he requested. Who will review and pull out the themes?

### GA Workshop Coordination/Report Back

John proposes some coordination of General Assembly session attendance. Joe, Michael, and John will attend, and possibly Matt. John is sending a list of 'pertinent to WSUU' workshop sessions to WSUU attendees and will coordinate a July gathering so that folks can report back. Perhaps could be added to Common Quest schedule (reprising a workshop). Would be good to have the report-back info before the Board retreat in August.

### Thank Yous

Thank you to Matt for taking on Membership Committee – yay! And for huge effort on successful rummage sale.

Thank you to Lisa for organizing the singer-songwriter concert, which raised around \$1K toward the congregation's budget gap.

Kudos to Joe for taking on Past President position and getting that system started again. Also, kudos to Joe for keeping us focused on the strategic plan. Interim Ministry TF says Interim minister candidates were impressed that we had kept focus on the strategic plan over the past couple of years!

### Team Clean

Team Clean needs to be revitalized. Shannon asked Patti McCall (outgoing Team Clean lead) for clarity about where the holes are; Patti will let her know. Peg suggests that we be explicit about areas of the building that need to be 'adopted' and consider discussing a Facilities Ministry (made up of Landscaping, Team Clean, Building Committee).

### Covenant Groups

Steve Becker, Larkie Gildersleeve, Mark Mackay, and one other person will be leaders of covenant groups next year. Trying to go back to a broad schedule.

Meeting adjourned at 9:15 pm.