

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

Oct 15, 2014

The meeting was held at the congregation's building at 7141 California Ave SW, Seattle, WA, and was called to order by Joe at 6:40 pm. Peg offered words of chalice-lighting wisdom about the Board being a ministry from Margaret Wheatley's book on leadership and change, *Turning to One Another*.

Present were President Joe Rettenmaier, VP Matt Aspin, Secretary Lisa Maynard, Treasurer Michael Matz, and Trustees John Britt and Shannon Day, as well as Rev. Peg Morgan and intern minister Kevin Lawson. Glenn Phillips was away. Rose Sheppard, Michael Cox, Mark Newton, Eric Winiecki, Jill Fleming, and Steve Burrows joined the meeting at various times.

Elevator/Accessibility Proposal

Building Committee (BC) chair Rose Sheppard and BC member Michael Cox came to discuss the renovation plan estimates sent in email on Oct 13 (summary appended). BC has had a lot of iterations trying to reduce scope to reduce cost. Specs call for commercial grade finishes but nothing fancy. The contractor (RAFN) has a lot of experience with renovating buildings. Total estimate is \$165K for restrooms plus \$215K for elevator (totaling \$380K), which includes \$70K in contingencies but doesn't include architect, floor, cabinets, permits. Permitting is 1 or 2 percent of construction cost. A capital campaign to cover all these options should set a goal of \$435K plus. BC recommends doing all improvements to make it worth the major effort to of the capital campaign, but if we have to triage then BC's top priorities are:

1. Women's restroom and ADA restroom
2. Elevator and storage
3. Men's restroom

How long can we expect these estimates to last? RAFN thinks this is a good number for a cap campaign. Most cap campaigns raise 75-80% of what is asked for and it usually takes about 3 years.

How long would construction take? Planning and permitting is probably 6 months to a year. Construction is probably 6 months to a year.

Is there monetary value in doing the project? Makes the space more attractive to rent, but the real value of our property is in the potential to subdivide the land. But we are doing this because we intend to stay and use the building, and because we care about our congregants and accessibility.

Do we feel like we have enough documentation to launch a capital campaign? We need some clear and compelling visual aids. Mike said he could talk with some of his students about whether they would be willing to create 3-D visuals for us. As part of the campaign we will need to explain where the MS RE class would meet, and where the RE storage would be now. Mike says we probably can't get permission from the city for a portable classroom because we need the parking areas for the zoning.

ACTION: Board asks the BC to give us a plan that includes everything they have presented tonight and some options for a new classroom space somewhere in the building.

Minutes

Moved, seconded, voted to approve the Sept 17 Board meeting minutes as drafted.

Treasurer's Report

Michael presented the Treasurer's Report for Sept 2014. Concern expressed that rummage sale and merchant's income is way below budget. EScrip and Amazon are reported monthly and PCC is twice a year. Michael noted that Amazon sales income is trending upward but there is a lag in how that money comes to us. RE hasn't initiated asking for the RE Supply Fee yet. Bookkeeper in training is working closely with outgoing bookkeeper so all should be recorded as usual. Med expenses are high for the year but there is a fixed limit. Michael put a note about affinity income into the quarterly report.

ACTION: Joe will remind congregation about affinity program income and 'shopping Westside.'

No minister's or DRE's report this month (both Peg and Betsy have been on vacation).

Income Strategy Task Force (ISTF)

Mark Newton, Jill Fleming, Steve Burrows, and Eric Winiecki joined us at 7:30 for discussion of income strategy (by invitation). Background shared: Two years ago, Objective III.C of the strategic plan called for an income strategy task force. A few months ago, the Leadership Assembly raised the idea that we need a coordinating body for fundraising. We are heading into the time of year when our income typically plummets. Now is the time to brainstorm how to launch the ISTF.

The way the strategic plan goal is written may be more ambitious than our current abilities. Need some alternative ideas for fundraising and a process for screening and coordinating.

Concern expressed about underutilized endowment and planned giving effort. Peggy Abby is now leading planned giving. She recently had a meeting and is starting to talk with people about designating gifts to the congregation.

ACTION: Joe will invite Peggy to come to a Board meeting and share her thoughts about planned giving.

Need to reframe our messaging about giving to be about stewardship and generosity. Perhaps send a letter in early December asking people to think about making an extra gift as they reflect on their income for the year. At another church, the minister announces himself available to talk with people the last week of Dec about potential gifts.

All groups that have something to do with money (Finance, Stewardship, Planned Giving, Auction) should work together. We could host a 'invest in the dream' session and invite people who regularly put together fundraisers.

The ISTF is not intended to be a permanent standing committee – the idea is to do some concentrated work in a short period of time and perhaps make a set of recommendations to the board around fundraising (include ideas for generating money from outside the congregation). Goal would be implementing one or two new fundraising ideas on top of doing a better job coordinating and running the activities we are already doing.

The coordination piece could eventually fall upon Leadership Assembly. The fall LA could include scheduling all fundraisers. Would maintaining a simple fundraising calendar be enough coordinating? How do we prioritize promotions via pulpit announcements and other media? ISTF could be the one that determines the process including how to get on the calendar and how to get promoted.

But the bigger problem is figuring out ways to get some new money into the congregation in a sustained way. What are best practices from other congregations? Could we identify someone who would enjoy gathering ideas from other congregations (not necessarily UU)?

ACTION: [Someone] talk with Tandi Rogers (congregational consultant) about best practices from other congregations?

ACTION: [Someone] talk with Rosemary Woods about gathering fundraising ideas from other congregations' websites/newsletters.

Priority is developing new ideas for income generation, especially from outside the congregation.

IDEAS: Make a pulpit announcement and hand out cards where people write down the three best ideas they have ever heard of for fundraising. Or hand out such cards at the end of the World Café on Nov 8. As suggested during Board retreat, pairs of Board members sit at a table during social hour for feedback and sharing; one of the themes could be fundraising ideas. Could have cards here also for people to jot ideas. From these two efforts we could pull out a group of people who are interested in developing new ideas.

DECISION: We will hold a meeting to brainstorm ideas for fundraising. Purpose is explore how to intensify/leverage our current fundraising efforts and to see if we can come up with one or two great new fundraising ideas, and figure out how a subset of this group can continue to keep this thought mechanism growing. Part of the fun will be looking through the cards that have been turned in from the congregation (see above). We brainstormed a list of people to invite.

ACTION: Steve Burrows will facilitate the meeting and call people to invite them (and if they decline, ask them to recommend others to invite).

ACTION: Others are invited to submit ideas for questions that could be added to the e-News and Shannon will compile responses.

ACTION: Michael will look up whether there is money in the trust account for the Little Free Library for them to do ongoing maintenance, other expenses.

Empowering Committees

Regarding suggestion of Board liaisons to committees, the goal is for committees to feel like they have a channel to the Board for two-way communication. Liaisons will be Finance Committee (Michael), Membership Committee (Matt/Shannon), Building Committee (Joe/Michael), RE Council (Shannon), Music Council (Lisa), Worship Council (John), Care Team (Peg), Social Justice (John), Small Group Ministry (Joe).

ACTION: Need to get the idea of Board liaisons into the Board manual that John is going to write when all his other tasks settle down...

Board Covenant

We read aloud the draft Board Covenant crafted by Peg and Kevin from our list at the Board retreat. One word change: To maintain honest and clear expectation of work load ('clear' replaces 'communicated'). Would be more impactful if it were shorter, but the specificity helps remind us of the retreat itself. Thanks very much to Peg and Kevin for drafting this covenant for us!

GA Presentations

Deadline is Nov 3 for submitting applications for GA presentations. John has an idea for a non-choral music workshop.

Tracking

John feeling the need for a 'dashboard' for tracking all the things we are discussing so that we don't neglect important issues. Sounds like it would be very useful so we love the idea of John putting something together and sharing it.

Meeting adjourned at 9:10 pm.

Notes to the Board from the Building Committee

from Rose Sheppard, Building Committee Chair (sent in email Oct 13, 2014)

Attached are estimates given to us by Rafn and Mobility Concepts for the LULA and Rafn’s estimate for restrooms, an estimate for new flooring throughout the social hall, and the bid from Abodian for a cabinet/shelf unit along the north wall of the SH.

For informational purposes, I’ve included the various bathroom designs that we considered. We asked Rafn to give us an estimate on the simplest and presumably cheapest design. They have the other SMR designs but they have not sent estimates on them yet. We can talk about pursuing this at the meeting.

The following amounts contain sales tax and contingency set asides for Rafn and us. We were advised to add contingency funds for budgeting purposes. The architect’s fee is approximate. I’ll get a firm bid as we progress.

LULA	215,177
Restrooms	164,724
Floor & cove base	21,534
SH cabinet & shelf	3,300
Architects’ design & permit fees (approx)	30,000
	434,735

Mobility Concepts’ service contract runs about 1895.00 (not in the above figure) annually, which includes 2 inspections per year.

Mobility gave me three references. I called each, asking similar questions. I’ve included the Q&A reports. All references gave good reports on Mobility.

I visited Fircrest Methodist in July. I’ve attached pictures of their LULA. It’s an interior 2 stop, but the same Orion model we are installing. They are happy with it and as far as I could tell, it works fine.

If you have questions before Wednesday, please email Mike Cox and myself and we can prepare answers for you.