

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

November 9, 2011

The meeting was held in the Fireside Room of the Congregation's church building at 7141 California Avenue SW, Seattle, Washington, and started at 7:05 p.m. with chalice lighting by Vice President Jill Jackson.

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. Also in attendance was Shannon Day.

The minutes of the October 12, 2011 Board Meeting had been distributed. Minor corrections had been provided to Karin prior to the meeting. Upon motion made and seconded, the minutes were approved as submitted and with those corrections.

Treasurer's Report

Melissa reported that receipt of pledges has been very good and revenue and expenditures are on target, as indicated in the income/expense/budget report that she had circulated. Upon motion duly made and seconded, the Treasurer's report was accepted unanimously.

Minister's Report

Rev. Peg had circulated her report, a copy of which is attached to these minutes. In addition, she raised the topic of dealing with people in distress appearing at the church and asking for help. Jill suggested we may want to start with greeters who should know where a packet of information, food coupons and bus tickets is located. Cliff suggested we may want to put something in the order of service. Jill suggested we have a list of board members and other people who may have skills to handle these situations and from whom the greeters can request assistance. We should make sure they understand that the greeters and others should not hesitate to call 911.

DRE Report

Kari Kopnick had distributed her report dated November 8, 2011, a copy of which is attached to these minutes, and Shannon offered to answer questions we might have. She said they could make calls to follow up with families who attended last year but have not returned. The board provided clarification on Kari's budget questions.

Labor of Love Auction

Shannon reported that they have a good team. She presented a LOLA budget comparison for 2011 and 2012, asking to increase total expenditures with a corresponding increase in ticket revenue, increasing each ticket from \$25 to \$40. Candace moved that we adopt the LOLA budget and ticket price as presented, Jill J. seconded and the motion was unanimously approved. Shannon also asked if

they could auction reservation of a parking spot for one year, which was approved. In addition, she asked for suggestions of special projects for "Raise the Paddle" fundraising. With respect to moving LOLA back to the end of the year, Shannon suggested possible drawbacks, such as asking for donations twice in one year. Jill F. said that there is a general rule not to hold a major fundraiser within four months of pledge drive, but we may want to let it remain scheduled in February for other reasons. Shannon pointed out that reservations need to be made soon and was authorized to schedule another February LOLA in 2013.

### Committees

- Team Clean - In light of the announcement at the last Sunday service and upon motion duly made and seconded, the appointment of Matt Aspin as chair of Team Clean was unanimously ratified. Rev. Peg will meet with Matt to discuss matters involving the Sunday Custodian to be hired.
- Team Safety and Security - For new chair, Peg is thinking of asking T.J. McDonald. He works for City of Seattle Emergency Management and would have good knowledge to bring to the task and could help with developing new policies for emergencies and risk management.
- Marketing and Outreach - Candace talked with some people and thinks we need an administrative person and a creative person. She will do some further work on it.
- Endowment - Jill F. asked Candace to talk with this committee regarding the room-naming proposal, as well as an expanded vision for fund development. Peg said she would like to attend and Candace suggested Mark Newton and Laura Pierce be involved.
- "FUUN" committee - Jill F. said this will have to wait until she has more time unless someone else wants to volunteer.
- Pledge Drive - Jill F. said that in addition to there being someone to chair this year, she would like to see a person in a supporting role to be in training for the next year.
- Retreat - Jill J. said there were 33 respondents, which represented about 50 potential campers, including 15 children. Distribution of preferences on dates was equally divided. Candace talked to some women and the response to a joint retreat was equally divided, also. The women's retreat has been moved up to the last weekend in September next year at Seabeck. It was agreed that not enough interest has been expressed to schedule an all-congregation retreat at the same time or in the near future.
- Strategic Planning group (Jill Jackson, Laura Pierce, Rand Cufley and Mark Newton) will start meeting this Sunday and will work on questions for the pledge drive.

### Alcohol Policy

Jill F. reported that questions have come to her regarding legal and policy issues of serving alcohol at

church-related events and suggested we have a one-page information sheet in that regard. Jill F. and Candace will get together to work on it. Rev. Peg noted that events involving alcohol can be construed as not being inclusive for people who abstain from drinking and expressed concern that people may not be careful to keep that in mind.

#### Thanksgiving Potluck logistics

The Thanksgiving Potluck will be held in the church social hall a week from Sunday. Jeannette Jacobson has put out feelers for people to bring potluck food, decorations, etc. and they are planning a collection for the food bank with our kids taking items when people come in and taking the items to a container for the food bank. Rev. Peg said that Laurie will make a flyer for the order of service this week.

#### Personnel Matter

The Board adjourned to executive session to review and discuss a personnel matter.

The regular meeting of the Board then reconvened and upon motion duly made and seconded, the increase in the budget for current year pledge income to \$550 and payment of holiday bonuses to staff in the aggregate up to such amount, was unanimously approved.

#### Ministry Agreement

Rev. Peg explained that the ministerial relationship is different from the hiring a CEO of a nonprofit entity because the congregation votes to call the minister and there is a covenant between the minister and the congregation. Even more complicated, IRS has different rules for clergy, like they are self-employed. The board discussed the relationship between the minister and the board, how it evolved and whether other prototypes should be considered.

Rev. Peg left the meeting and the Board adjourned to executive session to review and discuss the Agreement.

The regular meeting of the Board then reconvened. Upon motion by Candace and seconded by Jill J., the Ministry Agreement Between Rev. Peg Boyle Morgan and the Congregation dated November 9, 2011, as amended by deleting certain language in the third sentence of subsection 2.4.2 and adding certain language to subsection 4.1, was approved on a vote of five to one, with Michael Armstrong being opposed.

#### 2012 Meeting Schedule

Upon motion duly made and seconded, the following schedule of board meetings for the remainder of this fiscal year was unanimously approved:

Regular Board Meetings - January 11, February 8, March 14, April 11 and May 9, 2012

Annual Congregational Meeting - May 20, 2012

### Thank You Notes

The Board members wrote and signed thank you notes to certain individuals who provided extraordinary service to the congregation.

### Adjournment

The meeting adjourned at 10:20 p.m.

Minutes recorded by Karin Cumming, Secretary

Minister's Report  
Rev. Peg Morgan  
November 2011

It has been a challenging month. I had a very intense first half of October with two ordinations (my part being sermon in one in Montana, laying on of hands in Bellevue), a memorial, two weddings, one baby blessing, one sermon, and then one pulpit exchange, and then the normal other things...

The second half has been interesting! One spousal back surgery, recovery, one sermon, some serious pastoral appointments, gearing up for new member welcoming, and then a spousal free medic one ride to hospital at midnight last Wednesday. After two days in hospital, and a diagnosis of pericarditis (inflammation of tissue around the heart) today we got to see his regular cardiologist who now has him on a medication that should have him feeling appreciably better by morning. I was pleased that Sunday went so well, given the time caring for Wayne. I skipped office hours on Friday to bring Wayne home and wrote my sermon and prepared the story on Friday afternoon and Saturday.

Common Quest: Theresa McCormick and I are excited about our women of wisdom group...a good deal of interest. It is a pleasure to work with such an experienced teacher. Karin's T'ai Chi class is a consistent happening on Thursday evenings. Way to go Karin! Viv's writing class has many subscribers. We need to do a thank you to Carmen McDowell for teaching the Building Your Own Theology class. Kari's parenting class is doing well too. Janet Cermak's yoga too.

50<sup>th</sup> Birthday of WSUU: Laura Ehret is proceeding to interview founding members in preparation of our congregation's 50<sup>th</sup> birthday in a couple years. I'll try to remember to look up the date before the board meeting.

Membership: news just this week of new members joining are Tom Lang and Shawn Barrett, Barth Sherwood and Marie Kaz, Tami Ohoyo, Jeff Richardson and Sharyn Chen. We are getting people who are moving from other congregations, including Glenn Phillips who is going to speak on Sunday, and Nicole Straiton, and I think Mark Mackay...the Candlelight and Conversation evening has five people signed up already for Dec. 10<sup>th</sup>.

Administration:

- Melissa and I have decided to install a money drop box on a wall in the office. This will be a better more reliable system for people to turn in checks. We would empty it several times a week, almost every day...and put money in the safe from there.
- We are having a problem with remote access. Hope to solve it tomorrow when Laurie is in. It might be something related to updating our AVG antivirus program. That could have changed a setting that interferes.
- We are going to rent to Jerry Halsey and Bert's Olio musical theatre group on Wednesday evenings in the social hall. The conditions include occasionally moving them to sanctuary if a church group needs the social hall. We will get \$2400 per year plus they will occasionally provide some music for us, including this December 6<sup>th</sup>. That will be a fun one! (I'm not tellin').

· Members only side of the website is ready to be launched. The deal is that member's emails will be entered into a list. If they use that email to log in and set up their profile...they should be fine. Non-members who try to log in, or members who declare a different email than what we have will cause an email message to go to the office to investigate whether the person is a member. If they just want to use a different email, we can then make that work. If they are a non-member, perhaps we will email them to explain they are not yet eligible. Could be interesting dynamics for those who do not choose to join but hang around. We hope to add a word search ability to search for skills and knowledge. Comments?

LOLA: Shannon is doing a splendid job getting going on LOLA. A happy team is progressing seriously on their plans. They are going to do more solicitation of community businesses. It will be held at Seattle CC. They will provide the room, tables, chairs, dinner, clean up if we provide 100 people paying \$25.00 for the dinner. That's about what we had as the basic fee last time, with a larger fee of \$40 or so for wine tasting. The advantages are huge: the space is large enough to accommodate dinner and silent auction tables; we are a larger group than last year, and last year space was a huge problem, with some silent auction rooms not being visited by our attendees, thus reducing revenue; our volunteer requirements are minimized by not having to prepare dinner, clean up dinner, clean rooms. More people will be available to spend money! February 4<sup>th</sup>...NOTE IT ON YOUR CALENDAR NOW! While last year's actual expenses were 3500.00, the committee would like to have permission to spend 5500 this year. I don't remember why, but the budget for this year was set at 2500. Shannon will present more information about their needs.

Safety Committee: Allan Lang has decided to pass on the chairing of the Safety Committee after successfully developing policies we asked him to address. We have more subjects to put on their agenda, so I'm looking for a new chair. Though ultimately, that would be the board's job to find. I've asked Kim Biggs, but she is too busy. I thought I'd ask T.J. McDonald, who works in emergency management for city of Seattle. Sunday Services has decided that attending to special needs visitors, like people with mental illness and people asking for money, is not the responsibility of their committee. I'll bring it up in Safety Committee when we get a meeting set. In the meantime, then, the Board needs to be concerned about that as an issue. Can we have a Board member on duty every Sunday? 9:30 or 9:45 to 12:00?

Holidays: Alice Britt and the aesthetics committee will decorate the church on 12/10. Decorations will come down 1/7. Services include Blue Holidays on 12/15 7 pm, 12/18 Festival of Lights Sunday Service; 12/24 5 pm family service; 12/24 9 pm candlelight service, 12/25 smaller gathering Sunday service—Bert and I will be there for sure!

Covenant Groups: have begun well. Tuesday morning, evening, and Thursday evening. Leaders: Shannon Day, Viv Monahan, Joe Rettenmaier.

Music Programs: John Monahan is making progress on the choir risers. They are being assembled in Steve Becker's big garage! A hugely big hurrah to Melissa Lang for filling in on the piano bench for the past month. A big thank you to Bert Gulhaugen for volunteering to help out with getting teen musical jamming going, and for his volunteering to create the new Prelude group for folks who want and/or could use help learning how to hear pitches and sing with more expertise.

That's about it....folks!

Love you all, Peg

Westside Unitarian Universalist Congregation  
Director of Religious Exploration  
Report to the Board of Trustees  
November 8<sup>th</sup>, 2011

All is well in the world of children and youth.

We've got some fabulous things coming up:

- November 27<sup>th</sup> Multi Gen worship, The Velveteen Rabbit, and Association Sunday (celebrating finding your prophetic voice and benefiting education around shared ministries of music, ordained clergy and religious education)
- November 30<sup>th</sup>—Welcoming children with special needs in the classroom, Teacher Workshop for RE Volunteers
- December 18<sup>th</sup> Multi Gen “World of Winter Lights” joyful honoring of many world holidays involving lights!
- January 17<sup>th</sup> Positive Parenting Lecture by Parent Educator and coach Jody McVittie (lecture open to the public, dinner and child care provided but just for Westside kids/families)
- Feb and March—7 week parenting class led by two local positive parenting educators (likely Tuesdays at 7 beginning after our auction, class about \$70 for members \$80 for friends and public)

Our attendance has been pretty flat this year, we've had an interesting change in the pattern we've had in the past. Families who had been attending on a somewhat regular basis last year are not back this year, that's unusual. But we do continue to have visitors, and new families from this summer and fall have become regulars. Our classes are usually nice sizes and for the most part, things are running smoothly.

OWL for 4-5<sup>th</sup> grade is almost over, 14 happy wily and newly educated children have participated, Shannon, Vanessa Shaughnessy, Randal Hisatomi, Tracy Burrows and I led.

Youth group seems to have good participation and attendance. Shelby Greiner, Lorelei Amato, Suki Kaplan and Michael Mothershed are leading. Bert is helping with the monthly music jam or *Hootenanny*.

Our four session parenting class has been moderately well attended and a lot of fun. I got permission from my friend and author of the book we're basing the class on Tending the Flame, The Art of UU Parenting to publish the class plan as a blog, but I have yet to do it.

My computer consistently connects to the wireless network with no problems at all! Thanks to Peg for calling our tech support. Next: print drivers for both Shannon and me!

Question for you all, or perhaps just Melissa and Peg: can we run a negative balance on an account? For instance, we are going over budget a few hundred dollars on our conference budget because we've give a few extra scholarships, and also have high school as well as middle school youth going to conferences, now. We'd like to be able to keep track of how much money we've really spent this year so that we can budget more accurately next. We've got funds to cover in our RE fund balance, but would rather wait to cover the deficit until the end of the fiscal year. Or, how would you like us to handle this?

Respectfully Submitted,  
Kari Kopnick, DRE