

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

April 9, 2014

The meeting was held in the administrative office of the congregation's church building at 7141 California Ave SW, Seattle, Washington, and was called to order by President Joe Rettenmaier at 7:04 pm with a reading of the mission statement.

Present were President Joe Rettenmaier, VP Matt Aspin, Treasurer Eric Winiecki, Secretary Lisa Maynard, and Trustees Amy Hance-Brancati, Shannon Day, and John Britt, as well as Rev. Peg Morgan, intern minister Michelle Conklin, and DRE Betsy Lowry. Rose Shepherd attended to present the building/elevator options.

Thank You Notes

Thank you to Bert and Jerry for the successful musical theater fundraiser. Thank you to Shelby Greiner for a tremendous amount of help with supporting youth attendance at cons. Thank you to Alan Mendel and Ginger Brewer for organizing the Partner Church Gala. Thank you to the four facilitators (Kari Kopnick, Jeannie Warner, Cole Strauss, John McKenney) who led 28 middle school OWL sessions over the course of this year.

Minutes

Lisa read aloud the changes to the draft March minutes, based on suggestions that had been sent in email. Upon a motion duly moved and seconded, meeting minutes from March 12, 2014, were approved as corrected. Peg asked Lisa to please post the minutes for previous months on the website, including the RE reports (send PDFs to Laurie Radin).

Treasurer's Report

Eric distributed a hard copy of the report.

INCOME: General fund income is at 100% for the year. Fundraising is a little ahead. Rental is at 110%. Net is 103%.

EXPENSES: General fund expenses are at 102% for the year. Total minister compensation is at 99%. Tech management and printing/copying are both running high. Auction expense *looks* high due to "raise the paddle" number being put in as income and expense.

Matt asked whether people were signing up for the affinity programs that we've been publicizing in the social hall. Peg reported that Amazon comes as a direct deposit into the bank account. Joe said he intends to send an email to the congregation to remind people about the Amazon link. Matt pointed out that a reminder next November would also be timely (as holiday shopping approaches).

Reports

Peg sent her minister's report in email. No questions. Betsy will send RE report in email shortly.

Lisa will send reminders to committees to submit written reports ahead of May annual meeting.

Membership/UU Connects. Joe learned that new member Becky Boberg is a database engineer. He talked with her about our challenge with tracking/finding info about members' skills, training, and interests. They met with Peg and Shannon. Becky says we can set up profiles for members within Church Windows, and that it can be kept private within the software. She has taken Steve Becker's member spreadsheet and is populating the Church Windows profiles with that data.

Building. At a newcomer orientation last week, Peg met Eric and Anna Evans (and their two young kids) from Bellevue. Eric is a civil engineer. He looked with Peg at the sagging corner of the parking lot. He thinks it is a drainage problem, with water getting under the asphalt. Recommends that we excavate a large part of the corner, pack down new dirt, put a drain in, asphalt again. Also was assessing the wall. Had ideas of putting the wall right at the alley and making more parking. Lisa will remind Chris Rhinehart about pulling all the old permits for the site from DPD.

Fundraising. Rummage sale is May 2-4. Amy is seeking volunteers especially for heavy lifting on Fri eve, early Sat morning, and Sun late afternoon. Matt volunteered. Other suggestions: Charlie Wilson, David Rudd. John will ask Shelby about whether she wants NZIRA to play. Betsy pointed out that we need to make the social hall look elegant by Sun evening for the Coming of Age closing dinner.

Accessibility/Elevator Options

Rose Shepherd had sent sketches and estimates from RAFN for three options (exterior limited use/limited application [LULA] elevator, interior LULA elevator, lift). Tonight's goal is to decide which of the three options is best to pursue, and for Board to raise any concerns. Interior elevator was already ruled out by Building Comm because it takes up too much space. Lift option is kind of a nonstarter because it doesn't get to the third floor. So exterior elevator (option 1) is really the only viable one. Mike Cox thought that we'd need to add another \$100K for design and finishes to RAFN's estimate of \$191K. RAFN had indicated Orion elevator, but other brands/models are also possible.

Board agrees that option 1 (exterior LULA) is the only feasible option. Board recommends option 1.

Question: With exterior elevator, would we have to redo the lower parking lot, grading, landscaping, etc.? Maybe, but people could come through the large parking lot into the social hall and then go upstairs in the elevator.

Discussion about whether we should stage it, starting with the bathrooms. Joe suggested it makes sense to get estimates for doing the work in stages, as well as all at once. Cost of contractor is 8-10% of the cost of the job. One idea to save money is to run our own permits, do some demo ourselves, etc. Possible to find a contractor who wants to work with groups who want to contribute in-kind labor?

At 2 pm on Mon, May 12, Andrew Phillips from SMR Architects is coming to talk with Rose, Peg, and Joe about the elevator, redoing the bathrooms downstairs to make them ADA compliant, putting in a storage closet, and how the third floor hallway would work with the elevator.

Once Andrew draws up new plans, still need to take that to some contractors for bids. Motion to approve fees to have drawings made up to make the bathrooms ADA compliant. Rose suggests that it may be \$3K to \$4K.

The Building Fund has around \$100K in it. Building Committee would like to reserve \$50K for emergencies, so we have \$50K that could be used for design and preliminary work.

Matt asked how long a project like this takes. Peg says we did the capital campaign for this building in 3 months, and that we could plan and conduct a campaign for the elevator in 4 to 5 months. The permitting process is unpredictable but the bathroom project could get underway quickly.

Lisa suggested that the capital campaign should be built around enthusiasm for the elevator, and use that energy to add money for the downstairs bathrooms and third floor renovation. Focus of campaign should be accessibility. Peg pointed out that it would be great if we can say something about our plans at the May 18 annual meeting.

Shannon questioned the idea of passing out drawings or anything concrete at annual meeting because it will lead to many questions that we are not ready to answer. General message at the meeting is that the Board and Building Committee are recommending option 1 and doing research as we move toward making the building ADA-compliant.

We could vote on funding the drawings (with a "not to exceed" number) at the May 14 Board meeting. Board thanks Rose very much for all this work, and for the new folding chairs. The old blue chairs went to a regional AA place, and we got some money for them.

Budget Prioritization

Eric handed out the latest "Full Requests Budget Report." Joe said that he and Eric had answered a lot of questions at the budget meeting after service last Sunday. He reported that Candy Sullivan suggested that for next year's process we include in this document some priority indications by Board and Finance Committee about which items are core needs, potential needs, "nice to have," etc. Acknowledgment that we are all learning a lot this year. Joe said he thinks it is having a positive impact on WSUU because people who care are really speaking up (and we can call on them to help with budget process next year).

Stewardship Chair Kari Kopnick is targeting Apr 20 to provide a figure of anticipated revenue for the pledge drive. Joe asked Board to meet on Wed, Apr 23, to start reconciling the numbers, with a follow-up meeting on Wed, Apr 30. In advance of that, Joe asked if there is work we can do tonight to help the Apr 23 discussion go faster. John reported that he took a run at prioritizing requests if we receive 5%, 10%, 15%, and 20% above flat budget. Board agreed that the priorities should reflect the strategic plan and its "strengthening our core" metaphor. Agreement to focus tonight on conceptual process, not dollar amounts. Eric suggested putting together a list of all requested increases and dollar amounts, and

then color coding them (for example, green for the things we would fund with the first \$20K over flat, yellow with the next \$20K, red with the next \$20K).

Joe will be sending an email to the congregation linking them to the “Full Requests Budget Report” and telling them that between now and the end of April they can send their feedback and thoughts about priorities. So our process needs to allow room for that feedback. John asked that we have a live spreadsheet available so that we can edit it on the fly.

John pointed out there are two kinds of budget increases: some we have control over, some we don't (e.g., utilities, printing, copying). Fixed costs need to be addressed first. Some things can be dialed down or up; others are either on or off.

Betsy shared that she has been working with RE Council on how to prioritize the RE budget (looking at what RE would do if funded at various levels over current). She can give some indication of impact about what they are able to do at different funding levels. Agreement that it makes sense for Betsy to disaggregate her original proposal. Lisa pointed out that if a staff member has proposed a unified budget, we are not in the best position to pick and choose pieces to delete.

Joe reminded us to reflect in this process on our strategic plan's four goals:

- I. Maintain close-knit community.
- II. Refine organizational structure and management structure to support program size.
- III. Ensure our financial stability.
- IV. Enhance our building.

When Eric and Joe present the budget at the annual meeting, they will link the priorities/decisions to these goals and their supporting objectives.

Eric will put together a document that lists all the dollar amounts of increases, with seven columns for each of us mark our priorities/colors. Each Board member will review the increases before Apr 23 and color code according to the four goals and supporting objectives. Eric will send the doc to Shannon for posting on skydrive/onedrive, and we will all work in the same doc. Eric will provide instructions for using green/yellow/red based on dividing extra money into thirds. Suggestion that possibly we add the reason (which strategic goal it supports?) as well as priority/color.

Who can attend the Apr 23 meeting? This is a working session for the board, as opposed to being open to congregation. It probably needs to be exec session because we will be talking about personnel and salaries. John pointed out that this is the time when we need to do the budget business of the org. Matt pointed out that we need to do this in a program-size process, not a pastoral-size process. If there are 500 members we can't have 500 opinions at every meeting – there has to be representational governance. We are giving plenty of avenues for input. Joe will ask Jill whether last year's budget discussion meetings were officially open or closed.

Betsy asked what to do about the fact that the strategic plan doesn't reflect how important RE is to us, because it was perceived as already high quality and not needing more help. Joe pointed out that there

is language in the objectives fully supports RE. John pointed out that the strategic plan doesn't include all the things we are already strong in – it focused on what is needing support. So we need to keep that in mind as we prioritize – not creating weaknesses in strong elements of our program.

Endowment By-Laws Change

Joe had asked John to pull together draft language for the Endowment Committee/Fund by-laws change, which he sent out in email on Apr 8. John compared existing and proposed bylaw language. He took the by-laws change document that Fred distributed and compared the old and new language. Highlights: minimum amount of \$10K to be considered a restricted gift; shifts responsibility for acceptance or rejection of gifts to the Board (from Endowment Comm); investment decisions stay with the Endowment Comm. Pros/cons of Board being involved in investment decisions: we could maybe forestall bad decisions, but Board being involved is micromanagement and may be less able to take a long-term view. Biggest change is – how independent is this group? John pointed out that the Board is ultimately responsible for finances of the org. John proposed that as part of this process we ask the Endowment Committee to propose its investment guidelines and we approve. Matt pointed out that (with recent questions about budget process) now is not good timing for taking away elected positions so we should keep elected Endowment Comm. Matt pointed out that the risk is minimal in the near term because the total amount in any endowment funds will be small. Can we require Endowment Comm to be transparent about their investment policies, practices, and guidelines? Board could require that Endowment Comm publish its investment guidelines.

Board agrees that we will continue to have congregation elect Endowment Committee members (and that we should provide guidance to Nominating Comm about skills and qualifications)

Board considering reinstating language about whether Board should sign off on investment decisions. Peg asked whether UUA would even allow investments without Board signature.

Matt asked if this committee falls under planned chartering process. John said that this committee has been established by the bylaws so it's unclear how much the Board can say about how it does its work.

Next step: Joe will meet with Alan Lang (EC chair), Fred Matthews (EC advisor), and John to get on the same page about what they will propose to the congregation at the annual meeting.

Board Breakfast for Apr 13

Board will come at 8 am; guests arrive at 9 am, cleanup (Shannon and Amy) at 10 am. There will be six guest plus Board members Matt, Shannon, Amy, and Joe. John can set up/prep from 8 to 9 am but not attend. Lisa is out of town. Eric may be available.

The menu is:

Green chili & cheese baked eggs, cream – Amy

Fruit salad – John

Bacon – Matt

Chicken sausages, orange juice – Joe

Cinnamon rolls – Shannon

Champagne, coffee – here already (two bottles of champagne in the office)

Amy has emailed everyone who bought this event at the auction. If we get a cancellation we might strategically invite others.

Committee Charter Process

John asked whether the Board likes the concept of a process for chartering/rechartering committees. His idea is to start with five or six core committees that we know we want to charter: Finance, Membership, Worship Council, RE Council, Stewardship. We would start with the template that we used for the Transition Comm. Could use Leadership Assembly meetings to work through aspects that would be the same for all standing committees, such as decision processes, terms, the way people get on and off, relationship to staff, behavioral covenant, etc. John will write a proposal that gives these five or six committees a timeframe for getting us a draft. Some groups are well set up (e.g., RE Council), others less so. Goal is to provide clarity about roles, decision parameters, consistency, continuity, and transparency as we continue to move toward program-size systems. Betsy points out that new Youth Adult Committee is going through this process right now.

Board approves this direction and thanks John for continuing to work on this process. Joe suggests tabling it until June.

Meeting adjourned at 9:37 pm.

MINISTER'S REPORT – April 8, 2014

Rev. Peg Morgan

Just a few things to say...

RENTALS: Seems like we are getting more rites of passage rentals...a memorial the other day, very small attendance (20)...rental was \$400 for the sanctuary \$200 for minister. They were friends of one of our members. A big memorial on May 10 is using the social hall. Someone who had attended here a few times and specified he wanted his memorial here. Jewish Synagogue will have their Seder here on 4/15 using social hall.

TEAM CLEAN SATURDAY was highly successful and productive. Kudos to Patti McCall for superb organization.

BRONZE PLAQUE is done. Reminder the dedication is on June 1st before the service. I'm working on that ritual.

THEATRE EVENT **“Without a Clue” or “Who Whacked Willamina Willagillespie from Walla Walla Washington”** was a huge hit and raised about \$700 for the congregation. That has not yet been received. All is a gift of Bert and Jerry as part of their stewardship for Westside.

PIE SALE: the pie sale made \$800!

SERMON READING CLASS: I have five students in this class and the first evening was a very special evening...people were deeply moved by our ancestors' pushing the envelope of what Unitarian might mean. All students VERY committed to coming back.

I don't have any action items this month...I would just say that ministerial life is full and I carry it with deep feelings of honor for the trust given me by our people as they come to hear what I have to say on Sundays, and when they speak to me of their life challenges and new joys.. We have a very special community.

RE Report to the Board April 2014

Highlights

- Wrapped up 4th-5th and 7th-8th grade OWL classes
- Middle School skating party – Friday, March 7
- SPAG Con –7 youth, one adult attended, March 7-9
- HS Spring Con – 6 youth and 3 adults attended, April 4-6
- COA final retreat – March 21-23
- 8th grade Youth Group introduction session, March 16
- Middle School Rock Band performed “Secrets” on March 16
- Children’s Choir sang in the service on March 2
- Formed Nursery Refresh Team
- DRE attended District Assembly and LREDA meetings in Spokane, March 13-15

RE Ministry Updates

- Our Whole Lives (OWL) Sexuality Education Classes –
 - Nineteen 4th and 5th graders completed a very successful and well-attended OWL curriculum experience on March 25th with a family potluck dinner. To manage the group of 19 and to allow for maximum group and individual talk time, we had three teachers for each session: Mike Franzen, Shannon Day, and Betsy Lowry. The group bonded as a community, and parents were extremely positive about the experience.
 - Seventeen 7th and 8th graders completed a successful and intensive 27-session OWL curriculum on March 30th with a closing ceremony and family potluck dinner. For this level of OWL, the youth meet for 90 minutes for each class. We had an outstanding and highly dedicated team of teachers who put in significant planning time for this OWL offering: Kari Kopnick, Jeannie Warner, John McKenney, and Cole Strauss.
- Middle School Youth –
 - Our 7th and 8th graders have formed strong bonds through their weekly OWL experience and overnights this year. We offered a social session for our 6th graders to bring that group together in February, and had some full middle school activities at WestSide Baby and with a skating party at Southgate Roller Rink.
- Youth Ministry Updates –
 - Seven of Westside’s high school youth attended the Social and Political Action Group Con (SPAG) at University Church, where they engaged with local organizations and the community.
 - Six of Westside’s high school youth attended the Pacific Northwest District’s Spring Con, where Eli Breidford served as a staff member and Lewis Brancati went through the senior bridging ceremony. I (Betsy) also attended this weekend – my first high school UU Con experience, and I found it inspiring in many ways. The youth planned and ran the Con, creating an environment of radical inclusivity that was a model for any UU community!
 - Our Coming of Age group had their final program retreat in March, where they explored deep questions and their core beliefs, enjoyed each other’s company, and spent reflection time alone in nature.
 - Our high school Youth Group planned an introduction session for our 8th graders who will join next year, sharing what Youth Group is about and how it operates.

- The Youth Adult Committee has been meeting monthly, focusing on solidifying a Youth Group mission and vision, and a YAC mission and vision, and planning for the integration of eight new 9th graders in the fall.
- Music for Children and Youth –
 - Our Children’s Choir sang in the service on March 2nd, under the direction of Lisa Maynard and Liz Bucklew. This choir has become a multi-age group including some preschool children through 8th graders. They are often accompanied by our Ukulele Band, which includes both youth and adults.
 - Our Middle School ad hoc “rock band” formed in February and met almost weekly in family basements with guidance from Betsy, Rand Cufley, and Shannon Day. They performed the song “Secrets” in the service on March 16th. Bert played a key role in preparing the music sheets for our varied instruments, including keyboard, clarinet, alto sax, ukulele, violin, and drums.

Administration Updates

- Nursery Refresh Team –
 - This team was formed with six members who have experience and/or interest in supporting Westside’s early childhood initiatives. Our primary purpose at this time is to refresh the Nursery and the Quiet Room, using the funds generously donated for the Raise the Paddle portion of the WSUU auction. Our first meeting was held on March 16th, where we examined both spaces, brainstormed our ideas for refreshing, and identified next steps.
 - Our goal is to complete the refresh by the start of the RE year in September 2014.
- RE Team Supports –
 - Gabbie Guncay continues to offer outstanding support of our RE teachers through weekly emails, curriculum and instructional planning with Betsy and the teams, and helping to manage supplies for Sunday morning classes. She arrives each Sunday morning to work with Betsy by at least 8:30am, and often as early as 7:30am. She has an excellent rapport with our teaching teams.
 - Shannon Day continues to work for three hours each week to support the many aspects of our RE program. Her time is invaluable, as she needs little direction, understands the program needs, and is both efficient and creative.
 - Stina Lane-Cummings continues to support the RE program by managing and organizing our supplies and our supply room spaces. She comes in most weeks to organize materials and replace supplies as needed. She is another invaluable support for us.

DRE Professional Growth Updates

- District Assembly --
 - March 13-15, I attended meetings with my professional organization (LREDA – Liberal Religious Educators Association) and the PNWD District Assembly in Spokane. It was a rich and valuable experience, including time to meet with Kevin Lawson, our incoming intern minister, and Will Haggerty who may be willing to offer support to the RE program next year.
- LREDA Puget Sound Cluster Meetings –
 - Every second Wednesday of the month I attend LREDA Cluster meetings with other Puget Sound DREs. These meetings are particularly informative and have become an important part of my support network in this first year experience.

Attendance Data

Average for each class	Dec-13	Jan-14	Feb-14	Mar-14
Nursery	1.0	0.5	1.5	1.3
Story Time	3.3	3.8	3.0	3.3
Spirit Play	4.8	4.0	3.3	5.0
K-1	8.7	8.3	6.7	6.7
2/3 grade	4.0	5.0	3.7	4.7
4/5 grade	7.0	8.8	5.3	5.7
6/8 grade	6.0	6.0	6.0	7.0
High School	4.0	5.0	5.0	5.0
7/8 OWL	16.0	16.0	15.0	15.0
4/5 OWL	-	-	18.0	18.0
Youth Group	4.0	5.0	4.0	5.0

% of students present per class	Dec-13	Jan-14	Feb-14	Mar-14
Nursery	17%	10%	25%	21%
Story Time	41%	54%	38%	42%
Spirit Play	48%	40%	33%	50%
K-1	46%	43%	32%	32%
2/3 grade	22%	29%	20%	26%
4/5 grade	39%	49%	30%	31%
6/8 grade	30%	30%	30%	35%
High School	67%	100%	83%	83%
7/8 OWL	94%	94%	88%	88%
4/5 OWL	-	-	95%	95%
Youth Group	50%	63%	50%	63%

TOTAL Average # of students	Dec-13	Jan-14	Feb-14	Mar-14
Average # each Sunday	38.7	37.5	34.5	38.6
% present each Sunday	39%	44%	36%	37%
Avg # OWL and YG	20.0	21.0	37.0	38
Avg # RE, OWL and YG	58.7	58.5	71.5	76.6
Avg % RE, OWL and YG	55%	55%	67%	72%