

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

August 17, 2011

The meeting was held in the Nursery Room of the Congregation's church building at 7141 California Avenue SW, Seattle, Washington (other meeting areas being in use by "Family Promise" homeless families and volunteers), 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 July 6, 2011 Board Meeting had been distributed, a typo, spelling error and editing for executive session were noted and upon motion made by Jill J. and seconded by Candace, the minutes were approved as submitted.

Treasurer's Report

Melissa reported that stock had been sold for more than its contribution value and the funds now needed to be transferred from e-trade account to bank account. A letter had been sent out to people that owed on last year's pledges and Peg said we had received \$1500 so far. With reference to the Treasurer's Report balance sheet as of July 30, 2011, Melissa noted that electricity expense is higher than prior year and Cliff said it is probably the hot water heater. Melissa said that she would compare recent and prior bills. She said we need to follow up with PNWD dues payments. Certain automatic payments for mortgages to UUA were eliminated when we opened new accounts, so we need to make those manually and monitor until they appear to be regular. It was suggested that we should consider changing banks next time we need to change signers. \$4261.75 came in from Rainier Valley Congregation pursuant to its dissolution.

Peg reported that a new bookkeeper has been hired, Peg had worked with her and it has been going very well. We are paying her more than her predecessor but she should be able to do the work in less time. She is not an employee but will send us an invoice for her services. Her name is Carie (note difference from prior bookkeeper, Kerry). Carie is following up on pledges for the current year. Karin presented a copy of the Business Depository Resolution for the replacement savings account, a copy of which is attached to these minutes. Upon motion by Candace, seconded by Cliff, the resolutions contained therein were ratified, approved and adopted, although Michael noted that it incorrectly shows the congregation as being unincorporated.

Minister's Report

Rev. Peg reported that resolution of the books of account is almost final.

### DRE Report

Kari distributed her report dated August 16, 2011, a copy of which is attached to these minutes.

### Committee Sunday

Karin said she would follow up for submission of overviews by chairpersons and group leaders, in accordance with the flyer prepared by Candace and emailed to those people by Karin, a copy of which is attached to these minutes.

### December Arts & Crafts Fair

Jill F. and Candace met with Carolyn Matthews and Theresa McCormick, who would like the event to be on Saturday, December 3, because it is the same day as the West Seattle community arts and craft fair. It would be treated as a members' rental, which is discounted 25%. Mostly people of our congregation participate. We would help find volunteers to be security monitors. There may be a bake sale in downstairs classroom, so as not to lose floor space and spill on goods, and/or a bake sale by youth or other groups.

Shelby is doing rummage sale on 24 and 25 of September.

### Building Security and Lock Up Issues

Jill F. suggested we use our small janitorial budget to hire somebody to check the building for lock up on Sunday after services and clean up in preparation for preschool, such as social hall mopping and emptying compost. After some discussion, the decision to hire somebody for lock up was tabled. With regard to lock-up issues, Jill F. asked Cliff to prepare a checklist for Karin to send out to committee heads. It was noted that Team Sanctuary locks doors to Sanctuary and closes windows.

### Personnel Policies

Susan Mackey presented a revised draft of the Employee Handbook. The Board adjourned to executive session to review and discuss the draft.

The regular meeting of the Board then reconvened and upon motion duly made and seconded, the Employee Handbook, with all agreed changes, was unanimously approved.

### Rental Policy, etc.

Candace presented 7/26/11 draft "WSUU Facility Usage & Rentals/Policies, Procedures and Fees," noting that it is not for public distribution but for internal use only. Jill J. suggested clarification of "Additional Charges" to show that they may be required for the entire rental period. This policy will be on agenda for approval at September board meeting. With respect to the "Certified Building Manager" referred to therein, it was noted that we need a job description and training program, and Cliff Houlihan was asked to prepare a job description for review at the next meeting, which could be adopted as an addendum.

### Other Policies

Next month Mark Newton wants to bring procedure for naming policy, particularly for fund development.

The Executive Committee is to review with Rev. Peg her ministerial agreement, which needs to be updated.

### Strategic Plan

Jill F. asked Jill J. to lead effort to create process for making the plan, together with some of those involved last time and other consultants.

### Protocol for Communication Between Board Members

There was discussion and suggestions were made regarding ways to communicate between ourselves more effectively and efficiently and a virtual communication tools handout was distributed for review.

### Adjournment

The meeting adjourned at 9:40 p.m.

Minutes recorded by Karin Cumming, Secretary



**BUSINESS DEPOSITORY RESOLUTION**



NEW  CHANGE

ACCOUNT NO.

BANK NAME/NUMBER JPMorgan Chase Bank, N.A ( 702 )

ACCOUNT TITLE WEST SEATTLE UNITARIAN UNIVERSALIST  
DBA WESTSIDE UNITARIAN UNIVERSALIST CONG  
GENERAL FUND ACCOUNT

BRANCH NAME AND NO. Admiral Junction - 740535

DATE 07/18/2011

BUSINESS ADDRESS 7141 CALIFORNIA AVE SW  
SEATTLE, WA 98136-1946  
United States/US Territories

PREPARED BY CHRISTOPHER P BROWN

PHONE NO. (206) 461-7094

TAXPAYER ID NO. 91-1763220

PRODUCT TYPE Chase Business Select High Yield Savings

Legal Name of Business WEST SEATTLE UNITARIAN UNIVERSALIST DBA WESTSIDE UNITARIAN UNIVERSALIST CONG (the "Business")

The individual(s) signing this Resolution hereby certifies to JPMorgan Chase Bank, N.A. ("the Bank") that the Business is (check one):

- a sole proprietorship owned entirely by the individual signing this Resolution;
- a duly formed and valid existing
  - general partnership  limited partnership  limited liability partnership  limited liability limited partnership  joint venture
 organized under the laws of the state/country of , and the persons signing this Resolution constitute all of the general partners of the partnership.
- a corporation duly organized and in good standing under the laws of the state/country of and that the individual signing this Resolution is its secretary or assistant secretary and the keeper of the records and corporate seal, if any;
- an unincorporated association or organization and the individual(s) signing this Resolution is the keeper of the records and seal, if any;
- a limited liability company organized under the laws of the state/country of and the individuals signing this Resolution constitute all of the members or managers, as appropriate of the company.

and that the following is a true and correct copy of the resolutions adopted by the Business and that such resolutions are now in full force and effect.

**Depository and Withdrawal Authorization**

RESOLVED, that the Bank is designated a depository in which the funds of the Business may be deposited and/or withdrawn by any one of the persons listed below in the manner so designated, subject to the Bank's Deposit Account Agreement. Each person so listed is authorized to endorse for collection, deposit or negotiation any and all checks, drafts, notes, bills of exchange, certificates of deposit, and orders for the payment or transfer of money between accounts at the Bank and other banks, either belonging to or coming into the possession of the Business. Endorsements "for deposit" may be written or stamped. The Bank may accept any instrument for deposit to any depository account of the Business without endorsement or may supply the endorsement of the Business. The person(s) so designated is authorized to sign any and all checks, drafts, and orders drawn against any designated account(s) of the Business (including savings accounts) at the Bank. The Bank is authorized to honor and pay all checks, drafts, and orders when so signed or endorsed without inquiry as to the circumstances of issue or disposition of the proceeds and regardless of to whom such instruments are payable or endorsed, including those drawn or endorsed to the individual order of any such person so listed.

Name	Title	Facsimile Signatures if Applicable
<u>Karin Cumming</u>	<u>Secretary</u>	
<u>Jill Fleming</u>	<u>President</u>	
<u>Bill Jackson</u>	<u>Vice President</u>	
<u>Melissa Lang</u>	<u>Treasurer</u>	

**Signing Authorization**

RESOLVED, that any one of the person(s) indicated above is authorized to act for and on behalf of the Business in any matter involving any of the Business' depository accounts at the Bank, including the authority to instruct the Bank to close the account, and is further authorized to sign and implement for and in the name on behalf of the Business, as they, or any of them see fit, the terms of all agreements, instruments, drafts, certificates, or other documents relating to any depository account or other business of the Business including, but not limited to payroll agreements, repurchase agreements, night depository agreements, funds transfer agreements or safe deposit agreements.

**Facsimile Signature Authorization**

RESOLVED, that the Bank is authorized and directed to honor checks, drafts, and orders for the payment of money drawn on any of the accounts listed above including those drawn to the individual order of any person when the check, draft, or order bears or purports to bear the facsimile signature(s) as shown above or on the signature card. The Bank shall be indemnified and held harmless against any forgery, or unauthorized use or misuse of the facsimile signing devices.

**Further Authorizations**

BE IT FURTHER RESOLVED, that the secretary or assistant secretary (if a corporation or unincorporated association), the sole owner/proprietor (if a sole proprietorship), any member or manager, as appropriate (if a limited liability), or any general partner (if a partnership) is authorized to certify to the Bank the name, title, specimen signature and facsimile signature with respect to any additions or deletions of persons authorized to carry out the purposes and intent of these resolutions and that this resolution shall remain in full force and effect until express written notice of rescission or modification is received by the Bank. If the authority contained herein should be revoked or terminated by operation of law or any other reason without such notice, it is resolved that the Bank shall be indemnified and saved harmless from any and all losses suffered or liabilities incurred by it in so acting after such revocation or termination without notice.

IN WITNESS WHEREOF, the undersigned has hereunder subscribed his/her name(s) and affixed the seal, if any, of the Business this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

For Corporation or Unincorporated Association or Organization:

For Sole Proprietorship:

For Partnership (all general partners must sign) or

For Limited Liability Company (all members/managers must sign):

Karin Cumming  
Secretary

Owner/Sole Proprietor

Partner/Member/Manager

Partner/Member/Manager

Partner/Member/Manager

THIS IS A NOT-FOR-PROFIT BUSINESS

JPMorgan Chase Bank, N.A. Member FDIC  
Catalog # 04382 (12/06)



Westside Unitarian Universalist Congregation  
Director of Religious Exploration  
Report to the Board of Trustees  
August 16<sup>th</sup>, 2011

All is well in the world of children and youth. We've had a very successful summer, with a much larger program than ever before, and many visitors over the summer weeks.

**Highlights coming into fall:**

- Teacher teams are in place, for the most part. We have two empty spots but are going to roll out with the empty spots and trust that they'll be filled by winter.
- We have eight classes for children and youth happening this fall, we'll expect overflowing classes at first, and just large classes moving into winter.
- We'll offer OWL for 4<sup>th</sup>-5<sup>th</sup> grade, a parenting class and a youth group this fall
- Lorelei Amato brings our Chalice Chapel/Service Sunday days back to children and youth—two classes will combine to have a short worship and do a service project. Each group will have about three Chalice Chapel/Service Sundays this year. .
- We've formed a Youth Advisory Committee to help manage our youth programs. The group will have a draft mission statement and organizational chart for the board by October.
- The REC welcomes Amy Hance-Brancati and Heather Hisatomi as co-chairs, and Kim Frappier and Jeanette Hitch as members.
- We are going to post our draft safety policy for parents and teachers on our website, hoping to have the policy approved this fall.
- There is a new Parent Resource Manual that will go up on our website after one more review by the REC. We'll have a few paper copies available, but it will be primarily an online resource. It will explain the program, what to expect and how to get involved.
- We feel it's very valuable to attend board meetings for the A/DRE and REC co-chairs, so we plan to have Amy, Shannon and Heather attend in the next three months. Please try to include Kari on any agenda or informational emails that pertain to RE, Kari will forward to the person attending.
- I'll be gone from August 18<sup>th</sup> –August 31<sup>st</sup> on vacation. I can be reached by phone or email, but you'll owe me \$100 if you call me or email me. OK, not really, but I need a break, try to wait! Shannon, Amy and Heather know everything I know. They can help.

Busy busy busy, too much to do and too many kids, but good problems to have!

Respectfully submitted,  
Kari Kopnick, DRE

## ATTENTION WSUU COMMITTEE AND GROUP LEADERS

### SIGN UP SUNDAY IS COMING

Sign Up Sunday will be held on Sunday, September 18. Your help is needed to make this important event a success.

#### What is Sign Up Sunday?

This is your annual opportunity to introduce our congregation to your committee or group, its work, and its members. It is intended to help you recruit volunteers and to actively engage more WSUU members and friends in serving our congregation.

#### How should you prepare?

1. Develop a brief overview of your committee or group that you can hand out at the event. This should include:
  - a. Your mission and responsibilities
  - b. Roles of your members or participants
  - c. Current members or participants
  - d. Volunteer positions that need to be filled
  - e. Talents and skills needed
  - f. Rewards of participating, e.g., gain opportunities to learn and develop new skills, work with a great group of people, make important contributions to our WSUU community, and have fun
2. Email (or deliver to) the WSUU Office a copy of this overview. Please let us know if you cannot complete this by September 6.
3. Recruit a committee or group member or two to staff your table during coffee hour.

#### What will we do?

We will set up tables, make multiple copies of your hand-out for you to share with interested parties, and promote the event at September services.