

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