

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

December 14, 2011

The meeting was held in the Fireside Room of the Congregation's church building at 7141 California Avenue SW, Seattle, Washington, and was called to order by President Jill Fleming at 7:05 p.m. with chalice lighting by Treasurer Melissa Lang.

Present were President Jill Fleming, Secretary Karin Cumming, Treasurer Melissa Lang, Trustees Michael Armstrong, Candace Sullivan and Cliff Houlihan and Rev. Peg Morgan. Vice President Jill Jackson was absent.

The minutes of the November 9, 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, revenue and expenditures are on target and pledge income even exceeds the amount budgeted, which is good since we will be over budget on utilities, as indicated in the income/expense/budget report that she had circulated. She also noted that we are under budget for rental income. Melissa reported that inquiries have come in regarding purchase of our cell tower contract and Jill noted that for now we should keep the income stream but might be interested in another cell tower rental. 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.

DRE Report

Kari Kopnick had distributed her report dated December 13, 2011, a copy of which is attached to these minutes. She noted that they have been preoccupied in responding to Cheryl Colehour's passing, as well as Jon Slatkin's surgery.

"Raise the Paddle" at Labor of Love Auction

Subsequent to the last board meeting, Jill F. circulated a suggestion that we use the designated money for a sign, an example of which she emailed to the board. She advised that some concerns that were raised by members of the LOLA committee had been clarified and resolved. Other ideas that had been suggested were curtains for the sanctuary windows or improvements to the social hall to make it a more appealing rental. Jill F. suggested that after we have a dollar amount for the sign, we could see if there is a party that would be interested in doing a match. If that project is not panning out, we should ask the aesthetics committee to conceptualize storage and other improvements that can be made to the

social hall.

### Committees

- Team Clean - With respect to the recent hiring of Janet Cermak for the Sunday Custodian position, Peg asked for a revised job title more reflecting her supervisory role and it was agreed that "Sunday Building Coordinator" would be more appropriate.
- Team Safety and Security - Jill F. reported that Peg has talked to T.J. McDonald but needs to follow up with him further as to whether he may be willing to chair this committee.
- "FUUN" committee - Jill F. suggested this wait until after the holidays.
- Pledge Drive - Jill F. said she has talked to one person who could not chair this year but would be on the committee with the idea chairing the following year.
- Storage Coordinator - Shelby Greiner had expressed interest in being appointed to this position, subject to a suitable job description, and Cliff was asked to draft a job description for the board to review.

### Volunteer Strategy

Jill F. distributed a draft strategy dated December 14, 2011, as prepared and presented by Candace. It necessitates information gathering, including new member biographies, canvass in pledge drive and informal assessments, ultimately hiring someone to set up and/or manage a system for identifying and recruiting volunteers.

### Alcohol Policy

Jill F. distributed a draft of WSUU Policies and Procedures on Serving Alcoholic Beverages to be reviewed for adoption at the next board meeting.

### Membership Issues

Peg recommended that we adopt an official procedure to document the reason for removal of members, such as a copy of the email or notation of resignation, pledge card indicating they choose not to continue, or confirmation from them of what they want their relationship to be. It was noted that a minimum pledge is required to appear in the congregation's directory. The board affirmed that the directory is for members and pledging friends only and that when membership is terminated, whoever receives documentation needs to get it to the office. Also, it was agreed that we need establish a procedure or structure to get new members integrated and may want to start with inviting Alan Mendel, member of Membership Committee (along with Lauren Ramers, Tracy Burrows, Steve Becker) to come to board meeting to discuss a proposed mentor program.

### On Agenda for Next Meeting

Ask Compassionate Congregation Committee to attend to discuss proposed name change and survey results.

### Thank You Notes

Board members wrote and all signed thank you notes to Bert, Kari, Shannon, Laurie and Creighton.

### Adjournment

The meeting adjourned at 9:30 p.m.

Minutes recorded by Karin Cumming, Secretary

Minister's Report  
Rev. Peg Morgan  
December 2011

Pastoral Care:

Busy times here. Lots of pastoral care going on. Both hospital visits and other. Kari has been essential to help with the Slatkins. I will be doing a sermon on pastoral care and expanding our infrastructure...in January. Cheryl's service will be January 21 at 1 pm.

Parking lot:

Sue Mariconda mentioned that she is having a hard time getting a spot to park in the parking lot. I am continuing this advertisement in eNews: *Church Parking Lot: Please reserve the parking lot for those who have mobility needs. Thank you!*

Membership:

I would recommend that the Board adopt as official procedure that any household whose membership ends should have documentation in their household file as to why...a copy of their email resigning, a copy of pledge card indicating they choose not to continue, a note from whoever brings the news to us. This has been useful in a situation recently where a person complained we had just dropped them from the directory. This despite the fact that the husband reported they were moving and he wouldn't be finishing his pledge, that they were sent a letter by Paula as president asking them what they wanted in regards to membership with no response from them, and more. I won't bore you with the more, but people complain about these things and convince other members that they have been unfaired against...since we are careful we ought to document our carefulness by being organized with our process. Sound good? If we can't get a hold of someone, we ought to send one final letter to them asking them what they would like their relationship to the congregation to be...pledge and continue membership, drop membership but keep getting outlook messages, drop all communication.

Vacation:

I'm going to take my first vacation in over a year (since my Germany trip in Dec 2010.) I'll be out of town December 26 to January 4<sup>th</sup>. on a cruise in Caribbean..

Westside Unitarian Universalist Congregation  
Director of Religious Exploration  
Report to the Board of Trustees  
December 13th, 2011

All is well in the world of children and youth. No trauma, no drama.

**MAGs**--The Middle Age Group had their first outing, a trip to Arts West to see a play followed by root beer and fries at Eliot Bay. Thanks go to Rand Cufley and Liz Bucklew (and Laura Pierce who I didn't even ask to help, but jumped in and got the kids a back stage tour!) for organizing the outing. We've struggled a bit with having a very small number of "youth", 9<sup>th</sup>-12<sup>th</sup> graders, so we've invited younger kids to join youth group, but this is the first step in our move to support a MAGs group (6<sup>th</sup>-8<sup>th</sup> grade) and a Youth Group. In two more years we'll have two distinct groups.

**4<sup>th</sup> 5<sup>th</sup> grade social**--TJ McDonald and Thomas Terrance organized a great family pizza party for all 4<sup>th</sup>-5<sup>th</sup> graders following the final 4<sup>th</sup>5<sup>th</sup> grade OWL class. Great connections for families!

**Auction**--we'll have child care at WSUU during the auction for a limited age group (5-11 we think) and will have fun but it's not going to be a full on Mardi Gras party, no beads!

**Coming of Age**--we've decided to run a small pilot Coming of Age program for our 9<sup>th</sup> and 10<sup>th</sup> grade students (4). This makes much better sense to me, not 14 youth and all the logistics, but simple to start.

**Community Support**--it's been a difficult time for the families, losing Cheryl Colehour hit many in our community hard. I've been very pleased to see people pulling together. We had some good, supportive and pretty frank conversations with Clara (Cheryl and Tom's 10-year-old) with her class and in OWL. The kids did a good job of being supportive to their friend. We've also had a great response from the whole community to the Slatkin family's need for help following Jon's surgery. Lovely, lovely people here at Westside.

**District Work**--I've accepted a small position with the PNWD. I will serve as the Lead Consultant for RE from January through June. It's a total of 100 hours, not much time, but I'm tasked with organizing the consultants and assuring that congregations are aware of the resources available I report to Tandi Rogers, and do plan to attend the District Assembly in Anchorage this coming May.

**Upcoming Events:**

- December 18<sup>th</sup> Multi Gen "World of Winter Lights" joyful honoring of many world holidays involving lights! (don't miss seeing kids you've watched grow from toddlers stand up and read before the congregation! So sweet!!)
- January 17<sup>th</sup> Positive Parenting Lecture open to the community
- Feb and March--7 week parenting class led by two local positive parenting educators

Respectfully Submitted,  
Kari Kopnick, DRE