

## **Westside Unitarian Universalist Congregation**

Minutes of the Board of Trustees Meeting

Monday December 13, 2010 7:10 pm

Held in the Fireside Room, 7141 CA Ave SW, Seattle

**Call to Order:** The meeting was called to order at 7:10 pm by President Paula vanHaagen who brought pizza. Present were Vice President Linda Tally, Secretary Michael Armstrong, Treasurer Melissa Lang, Trustees Steve Becker and Clifford Houlihan. Also in attendance were Rev Peg Morgan and Religious Exploration Director Kari Kopnick. Absent: Peggy Abby.

**Chalice Lighting:** The words of Napoleon Hill were read by Melissa Lang.

**Minutes of the Meeting of November 8, 2010:** The minutes of the meeting prepared by the Secretary Armstrong were circulated.

**Resolution:** It was moved by Linda Tally and seconded by Steve Becker that the minutes of the November 8, 2010 be adopted as circulated with an editorial change of the words "executive session". The motion was **carried**.

**Minster's Report:** Rev Morgan's written report was presented and is appended to and forms a part of these minutes.

**Facilities Committee:** Mark Newton's written report was presented and is appended to and forms a part of these minutes.

**Religious Education Director's Report:** Kari Kopnick's written report was presented and is appended to and forms a part of these minutes.

**Treasurer's Report and Budget:** Treasurer Lang presented a written report and a copy of it is appended to and forms a part of these minutes. Melissa advised that an informal group (Melissa, Allan Lang, Steve Becker, and Michael Armstrong) is meeting to review budget issues.

### **Rental of Church Property:**

**Resolution:** It was moved by Melissa Lang and seconded by Steve Becker that the board delegate responsibility for property rentals to the Rental Committee. The motion was **carried**.

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**Office of the Secretary:** The bylaw requirement for a congregational meeting to elect the new secretary was noted but the board was of the opinion that the congregation would not want a special meeting to deal with this particular issue.

**Welcoming and Integrating New Members:** There was a discussion about how we deal with new members and the many sometimes conflicting issues.

**Resolution:** It was moved by Steve Becker and seconded by Cliff Houlihan that we engage PNWD's Healthy Congregations team to assist us with the issues of growth and integration of new members into the congregation. The motion was **carried**.

**New Membership Committee:** Steve Becker updated the board on the work of this committee and noted there is some interest in a "men's group".

**Board Retreat Follow Up:** VP Tally updated us on progress with Team Culinary development. President Paula updated the group on other policy issues.

**Fundraising Programs:** VP Tally is working on the scrip program. LOLA event coordinators are now in place. Date TBA. Rummage Sale is January 23 weekend.

**Other Business:** Volunteers are needed for different program teams. Team Culinary and Team Clean were specifically mentioned as areas that need new leadership.

**Next Meeting:** The next meeting of the board is scheduled at 7 on 1-10-11. The February meeting will be 2-13-11.

**Chalice Lighter:** Clifford Houlihan will be the chalice lighter for the meeting.

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**Thank you Notes:** Sent to Rose for assistance getting the compute information replaced; JJ, Mikie, Bianca organizing the thanksgiving dinner; Viv for coordinating the memorial service for Jule Sugarman.

**Adjournment:** The meeting was adjourned at 10:58 PM by President Paula van Haagen with closing words of Samuel Taylor Coleridge.

Recorded by

Michael Armstrong  
Secretary

### **APPENDICES:**

#### **REPORT TO BOARD FROM MINISTER - December 12, 2010 - Rev. Peg Morgan**

I have added a third holiday service, for those who might be feeling a little blue...we have advertised in the Herald and on the blog.

**December 22—Blue Holidays 7-8 p.m.** Remember the Elvis Presley song “Blue Christmas?” Holidays can be hard when you have lost loved ones who have died, or a relationship has changed or ended. Perhaps this year has brought new losses, uncertainties or struggles and you find it is difficult to get in touch with the joy and bright lights all around. No matter what holiday you traditionally celebrate, come be with others for whom this time of year is difficult. Share some music, candle lighting, poems and hope. Rev. Peg Morgan leading.

**December 24—TWO CHRISTMAS EVE SERVICES; bring family and friends!  
Come once, come twice!**

#### **5-6 p.m.: All Ages Christmas Eve Service with Reception Following**

Enjoy singing carols, hearing Rev. Mark tell the “Night Before Christmas”, Rev. Peg share a holiday story, enjoy members sharing music & child friendly poems, a candy cane communion, and ending with our traditional singing of Silent Night in dim light with our glow lights. We'll then gather in the Social Hall for winter refreshments.

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#### MINISTER'S REPORT CONTINUED

##### 8:30 p.m.: Christmas Eve Reception

##### 9:30 p.m.: Candlelight Service

Enjoy light winter refreshments with members and friends beginning at 8:30 in the Social Hall followed by our Candlelight Service at 9:30 in the Sanctuary. The service will include singing carols, enjoying music and readings. Hear our splendid WSUU Choir, readings with Rev. Mark, and a homily by Rev. Peg, ending with a special choir rendition of Silent Night, followed by the congregation joining-in while lighting our individual candles, in dim light.

#### ADMINISTRATION:

The office server failed. The server is a computer that allows two people to work in the database at the same time...the database sits on the server. The automatic back up for the database also crashed at the same time. Hummm. It was a second part of the server. But we also do manual backups, zipping the data and sending by email to my email in case of fire, though not as often as we should, so we need to re-enter about 20 visitor cards, and re-enter 3 weeks of financial expenses and pledge payments. We have good paper trail. We are on it.

Church History. We need someone to care about our archives and organize them. We also need to decide what we will do for our 50<sup>th</sup> birthday, which if I recall accurately, is in 2013. I believe our UUA certificate of congregational recognition was 1963, but we can check.

Community Service Worker. I took on the community service worker who needed to do 50 hours of community service. I have him come on the days I am there, and he has been invaluable...He has swept up leaves three times from parking lot, and vacuumed stairs for Rose, and done lots of work in the office. He's scrubbed some things, and he ran to the post office to get certified mail. I actually will miss him. He's very gentlemanly and calls me "boss." (after I told him to stop calling me "ma'm". Ha! Such respect!

Hymnals. We have \$3000.00 worth of hymnals that I ordered in September to fill the sanctuary. But no budget for that. This Sunday there will be a hymnal donation form. Hopefully we will recoup some of that! I did recently get \$200 for that fund for a wedding I did. So we are down to \$2800! All hymnals will have donation/honor/memory stickers in them according to the donor's wishes.

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EAP. We have started the EAP program and have the company rep coming out next week to talk to staff. The Board approved this at the last meeting.

Website. The final draft of the new website is just about done. Rob Fenwick has done a marvelous job. We are seeking someone who can develop the technology to add a members only section, first asking Bruce Gaynor if he has the expertise. As soon as the Marketing Committee has seen the final draft we will send it to you!

Donations in Memory of Jule. We have received a number of donations in memory of Jule, mostly from non members. Approximately \$3,000. That includes a \$200 donation from our real estate agent, Ellen Mohl. Everyone who donated has received a letter from Paula thanking them, and Candy has been notified of their names.

#### OTHER PROGRAMMING

Christmas Eve Ushers. If any board member is available to be a greeter/usher, please let me know. 5 pm or 9:30.

Rainier Valley Integration. There has been some discussion, increasingly regarding how the integration is going...in the RV cluster meeting, in Sunday Services, in independent comments here and there. Paula and I also met with Linda Anderson and Rosemary Adang to get feedback from their cluster meeting. Let's discuss whether we would benefit from an outside facilitator from the PNWD Healthy Congregation's Committee coming and helping us talk together. My sense is that there may be some unspoken expectations not being met, and some feelings of critique not being expressed. Everyone could benefit from hearing authentically from each other, and maybe be a little surprised that there is some discomfort is felt all around. Knowing this, everyone would be changed.

Chalice Window. Hilde Nichols removed the color from all the sections of the chalice window, digitally, and put the color back in...to get us a picture we can project that does not have cars and trees showing through. Let's send her a thank you! She shared with me (I met with her in her home video office) her preliminary work on the documentary re moving from the Masonic Temple to New home, including Paula moving the chalice. Very very nice.

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Lyn Yancha and Dedication Service. Lyn has completed the video of the dedication service. I haven't had a chance to watch it in its complete form, but Kari said it was very clear. I just got 4 or so copies yesterday (found them on my desk!).

A thank you to her also!

Guess what??!!! NEXT YEAR CHRISTMAS IS ON A SUNDAY MORNING!!!

Hummmm

Pastoral Care. We have sent some money to a family where the main bread winner is now being treated for cancer and she lost her job. The In-Reach fund is really important. Speaking of treatment for cancer, we have coordinators for Cheryl and Wendy assigned, Susan Mackey and Laura Ehret, respectively.

**APPENDIX TWO – REPORT OF DIRECTOR OF RELIGIOUS EXPLORATION**

Westside Unitarian Universalist Congregation

Director of Religious Exploration

Report to the Board of Trustees

December 2010

Dear Westside Board of Trustees,

Religious Education Council visioning retreat was a success. The REC worked from Friday afternoon through Sunday morning accomplishing a great deal. Some results of their weekend: REC term limits to be implemented over the next couple of years, a system for naming an incoming chair and for a past chair to support the current year's chair, a focused area of responsibility for each member of the REC, and implementation of proactive assessment of needs of the program during this time of growth and transition. This was an excellent step in mindfully beginning to manage the RE program at its new size. Bravo to the REC and their good work!

The REC has also made the difficult choice to split out a class in our elementary age group. The attendance has been so solid and high that we just need to take the step now, as opposed to next fall. We will now have paid nursery care for 0-2,

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**REPORT OF DRE CONTINUED:**

a Story time nursery staffed by volunteers for 2-3s, Spirit Play for 4-5s, K-1<sup>st</sup> grade, 2<sup>nd</sup>-3<sup>rd</sup> grade, 4th-5<sup>th</sup> grade, middle school but we will no longer try to field a high school class. We propose using the stage in the social hall as a makeshift classroom. The next curriculum Sunday is January 3<sup>rd</sup>.

Our two high school students and I (and perhaps one of the youth group advisors) are applying for a weekend long training for youth/advisors to learn about doing Interfaith work. It's an all-expense paid trip—travel, lodging and the training. We would then try to partner with the youth groups from UUC and Eastshore for a once a month beta test of a new curriculum that continues the Interfaith work. I have connections with this group from the professional day I planned for the Liberal Religious Educators Association at GA last summer. For more information:

<http://www.uua.org/religiouseducation/youth/leading/interfaith/index.shtml>

Big thanks to Bert Gulhagen and Janet Cermak for their great work on the Inter-Generational service for December 19<sup>th</sup>. Also big thanks to the many, many children and families who have spent extra time getting ready for the Nativity Pageant. It's going to be just lovely.

Kudos, also, go to the youth group and REC for deciding to divert a portion of the money in the youth group fund to purchase the rest of the gifts on our "Giving Tree." It was an interesting trip to Target with three adults, six teens, three carts and 17 people to shop for! We are building good things in our youth program, the teens are fabulous.

A thank you note to Shannon for managing an ever increasing data base of information about our program and families—and for her excellent management of the greeters for families.

I've gotten some national attention for a series I did on my blog about the "Proper Care and Feeding of Your Religious Educator" I know we've not yet achieved the LREDA Guidelines for my position or Shannon's but you are a good church to

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#### **REPORT OF DRE CONTINUED:**

work for, and a fine employer. Peg is an excellent boss. I've held you up as an example to the rest of the UU world. Good work and thank you! If you want to know more about what we can strive for please see

<http://www.ireda.org/content/guidelines-professional-religious-educators>

Respectfully Submitted,  
Kari Kopnick,  
Director of Religious Exploration

### **APPENDIX THREE - REPORT OF FACILITIES MANAGEMENT COMMITTEE**

Notes and Recommendations of the Facilities Management Committee  
Meeting Held: December 7, 2010 – Notes Prepared by Mark Newton, Chair

Recommendation: Divide the Facilities Management Committee into two standing committees, each having a chair reporting to the Board of Trustees. Those standing committees and their respective sub-committees and chairs are:

#### (1) BUILDING AND PROPERTY COMMITTEE, Chair is Open

- Facility & Property Maintenance, Cliff Houlihan & Michael Armstrong, co-chairs
- Art and Aesthetics, waiting for reply from potential chair
- Landscape, Eileen Duffy

#### (2) FACILITY OPERATIONS, Chair is Open

- Kitchen Management, Peggy Abby
- Clean Building, Rose Sheppard (until 12/31). The task of trash removal for pick-up each week should be assumed by this committee.
- Sanctuary and A/V, Steve Burrows
- Safety and Security, Allan Lang
- Lease and Rental Events (set-up/tear down, etc), open



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#### **REPORT OF FMC CONTINUED:**

Recommendation: Committee and subcommittee chairs hold terms of office that are clearly defined. Chairs and co-chairs should not be expected to serve beyond their agreed-upon terms.

Recommendation: Current FMC members, the Board of Trustees and other leadership personnel should actively and immediately recruit standing committee chairs, as well as subcommittee chairs where needed.

Recommendation: The Board of Trustees, FMC Committee Members, and other leadership personnel should seek options for casting a wider net for volunteers. Many of the same volunteers are recycled through various events and projects. Efforts should be undertaken to get newer members and uninvolved longer term members actively involved in volunteering for the care and maintenance of our home and grounds.

Recommendation: Hold an "Ownership Sunday" wherein one Sunday Service and Coffee Hour promotes ownership in our community through volunteerism. Following the service hold a Committee Fair during Coffee Hour, specifically focused on the care and maintenance of our home and grounds. Subsequently, the Sunday Services Committee invited John Monahan to offer a sermon on the topic. He agreed. That service will be held on January 30, 2011.

Recommendation: Members of the Landscape Committee should meet with the RE Council to discuss possible child safety issues pertinent to the garden and rock wall and their proximity to Othello St. -- Othello being a high traffic area and running very close to the church garden. Climbing the stone wall also poses safety issues for children. Additionally the protection of plantings should be considered.

#### Maintenance Tasks Yet to be Completed

##### Landscape

- Clear and replant Blackberry Hill
- Resolve safety and aesthetic issues of the garden.
- Fall/Winter clean-up of garden
- Assessment of stepping stones
- Dedication of garden in Spring
- Develop maintenance schedule
- Complete Zen garden.

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#### **REPORT OF FMC CONTINUED:**

##### Large Parking Lot

- Sign needed for “Accessibility Parking”
- Fissures need to be addressed/slumping concrete in one corner

##### Building

- Painting needed on third floor/door, stairwell; some window sills
- Some grab bars need to be put in place in bathrooms
- Identify and mark circuits in panels/GFCI
- Trim is needed in balcony and in Peg’s office
- Some thresholds need to be installed
- A Fixed Bollard needs to be installed in front of Social Hall doors so a car doesn’t come accidentally crashing thru.
- External drainage checked and repaired/trench dug, etc.
- Kitchen door needs repair. Does not lock at the bottom.
- The wooden plank at the bottom of the steps to the Admin. Office was a temporary fix. A concrete step needs to be laid.
- Curtain required for the back of the Social Hall Stage to cover storage areas
- Blinds or shade needed in Admin. Office.
- Note: Add John Monahan; Gary Gertig; Creighton Depew; and Ron Corley to the Building and Property Committee.

Note: Priority: Recruit Committee and Subcommittee Chairs