

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

February 8, 2012

The meeting was held in the Library 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 Trustee Cliff Houlihan.

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. Michael departed from the meeting at 9:30 p.m.

The minutes of the January 11, 2012 Board Meeting had been distributed. One typo was corrected and upon motion made and seconded, the minutes were approved as submitted.

Treasurer's Report

Melissa had distributed the January 2012 income, expense and budget reports. Although income from PCC scrip had been received, it needed to be transferred from a trust account to the operating fund so that it would show up on the Treasurer's Report. Jill F. suggested we request committee budget requests for planning pledge drive and budgeting by March 10. Jill F. said she is pleased to see general income of 56% without building fund and LOLA proceeds, although Melissa noted that the expenses are at 65% and there is a gap there. Upon motion duly made and seconded, the Treasurer's report was accepted unanimously.

Minister's Report

Rev. Peg reported that Women of Wisdom is going extremely well. She has a new community service worker (due to a conflict), who is very good helping with office work. She added that pursuant to the passage of the marriage equality law we are planning a church social hour celebration.

Update on Goals listed at Board Retreat in June 2011

Personnel Policy adopted.

Bylaws - This is not a bylaws overhaul year.

Strategic Plan - Jill Jackson is working on it, on agenda tonight.

Pastoral Care - Planning group is established and working on it.

Committees - Karin coordinated Committee Fair but criteria for new committees has not been established.

Volunteerism/Leadership Development - We have proposal tonight regarding volunteer recruitment.

Finance Committee is an open item and we need to think about it.

Also, we applied for new home grant and updated Peg's Ministerial Agreement.

### Committee Reports

Karin distributed copies of the Team Clean report. Jill F. asked how we want to distribute committee reports and it was agreed to circulate reports prior to board meeting.

### DRE Report

Peg reported that after the last board meeting the committee met informally to discuss composition of the search committee and made a list of people who fit the various criteria. Upon motion duly made and seconded, the appointment of the following committee members was unanimously approved:

Heather Hisatomi and Amy HanceBrancati, Co chairs of Search Committee  
Joe Nabbefeld  
Davonna Dufley  
Roseanne Lorenzana  
Mark Newton  
Rev. Peg Morgan, Ex Officio

### Proposed Policy on Internal Candidates

After considering the pros and cons of hiring an internal candidate, and after discussion, upon motion made and seconded, the following policy was adopted unanimously:

The perspective of the Board is that each staff position at Westside, professional or otherwise, is unique in its function, scope, and range of influence. In considering the breadth and depth of the role of the DRE for Children and Youth and its reporting relationship to the minister, it is our judgment that it is in the best interest of the congregation, the applicant, and the minister to fill the position with someone who is not a member of the congregation. Our perspective maintains the current circumstance.

### Budget for Search Process

Jill J. suggested the budget cover travel and lodging for two candidates, at \$800 each, along with \$180 requested for 3 hours of District RE Consultant time. Upon motion made and seconded, a budget of \$1800 was unanimously approved.

### Job Description for DRE

The job description presented by Amy and Heather was reviewed and revisions were suggested. Rev. Peg said that it would be revised based upon feedback from a UUA consultant and resubmitted to the Board for approval. The advertisement will be based on the job description but will not require board approval.

### Salary Range

Jill J. suggested the recommended salary range of \$43,000 to \$48,700 for 2009-11 should be increased by 3% to \$43,000 to \$50,000. Upon motion duly made and seconded, the increase was unanimously approved.

Rev. Peg noted that the search committee requests support for the philosophy that if they do not initially in their search come up with a really good candidate, they will be free to find an interim to cover while they continue the search.

### Arts and Aesthetics Committee

Alice Britt chaired the Arts and Aesthetics Committee for a year upon request of Mark Newton and Paula vanHaagen, coinciding with Alice's sabbatical year and she will be able to continue a couple of months more. One of the first tasks was to develop sheet of goals and responsibilities, a copy of which is attached. One of their projects was designing drapes for the social hall and they met with Sweet Pea preschool about removal of portable walls. Another project was to follow through on idea of coat rack divider/art gallery in the back of sanctuary. RVUU has hangers and Ginger is willing to help with fund raising. They worked with John on fabric for risers that had been built. She thinks it would be important to make procedures and protocols known for decision-making process made explicit and review with chairpeople the master plan for building and communicate that to the congregation. Jill J. pointed out that we need to make sure that the congregation is aware that the social hall needs to be attractive to prospective renters.

### Policy on Taking a Stand on Controversial Issues

Jill F. distributed a proposed policy for review and discussion.

### Building Improvements and Alterations Issues

After much discussion, Jill F. said the next step would be to develop a master plan, and she and Peg will work on the way and staffing to bring that about.

### Volunteer Capacity Building

Jeannette Jacobson distributed a Project Proposal, "UU CONNECTS." With respect to job descriptions, Jill F. asked Karin to make sure JJ has the information previously gathered from the committees for the committee fair. Candace said JJ mainly needs authority to contact committee chairs. Jill F. turned over to Candace photos assembled by Creighton for a directory. The Board approved the notion of UU Connects, meeting with Karin and JJ, and JJ contacting committee chairs.

### Pledge Drive

Jill F. announced that Ellen West had agreed to chair, but we do not have a vice chair to assist with the idea of serving as chair next year. Pledge event would need to be in mid-March and Ellen could come to the March board meeting to get support starting March 25 and continuing to May 6.

### Strategic Plan

Jill J. had distributed and discussed an overview, timeline and work plan for developing a Strategic Plan. Next steps are recruiting people and getting things on the calendar.

### Storage Coordinator

Upon recommendation by Jill F., it was agreed by the remaining board members to approve the job description and ask Shelby to draft a storage plan that the Board can review and approve.

### Thank you notes

Board members wrote and signed thank you notes to Jeannette Jacobson, Shannon Day and LOLA Steering Committee.

### Adjournment

The meeting adjourned at 10:00 p.m.

Minutes recorded by Karin Cumming, Secretary