

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

July 10, 2013

The meeting was held in the Administrative Office of WSUU's building at 7141 California Ave SW, Seattle, and was called to order by President Joe Rettenmaier at 7:06 p.m. with (virtual!) chalice lighting.

Present were President Joe Rettenmaier, Secretary Lisa Maynard, Vice President Matt Aspin, Treasurer Eric Winiecki, Trustees Amy Hance-Brancati, Shannon Day, and John Britt, and Rev. Peg Morgan.

Establish a Covenant

Facilitated by Rev. Peg, we brainstormed a list of qualities we'd like this Board to have (joyful, integrity, creative, respectful, supportive, listening, honest, authentic, curious, thinking of greater good, synergistic, constructive, courageous) and the norms for the meeting itself (come prepared, don't interrupt, make sure all voices are heard/asked for, be punctual, prioritize meeting attendance, have fun/laughter, be here now, no phones or texting except kids/emergencies, culture of gratitude, stick to schedule, filter before you speak and stay on task, be cognizant of what is board work and what isn't, majority rules on votes, keep goodwill despite differences, maintain confidentiality, four attendees makes a quorum). Lisa will create a one-page presentation of these qualities and norms.

Minutes of the June 12, 2013, Board meeting were reviewed with no corrections. Upon motion duly made and seconded, both sets of minutes were approved as corrected. Lisa asks Board members to please send any corrections right away, while the meeting is fresh in your mind!

Treasurer's Report

Eric presented the Treasurer's Report as of July 9, 2013. Overall we are in good shape at \$893 short for the month (out of a total monthly budget of \$29,400). Brief discussion of the following areas where income as "% of budget spent YTD" seemed out of line: Pledge income for the month was \$2K low but covered by previous year pledges coming in this month unexpectedly high at \$4K. Fundraising income for the month looks low because it is projected as 1/12 of total but the bulk of our fundraising happens with the auction. \$0.02 showing in line 4.100.215 is an error. Line 4.100.300 for cell tower income shows \$0 – Peg will find out why no payment was recorded for this month.

John asked what percentage of pledge income is automatically coming from pledgers' bank accounts so that we can have a better sense of what the baseline pledge income for the month should be. Peg will ask Laurie to figure that out and report back.

Expenses: Peg will ask bookkeeper about the way her retirement and FICA exp are recorded – something seems out of whack with the "% of budget YTD," with FICA being too high, although overall the expense for minister comp is appropriate at 99% of budget. Bert's professional expenses appear high because he spends almost all of that category in summer when he travels to conferences and workshops. Sunday Services Comm expenses are higher this month due to purchase of new sound board.

Contingency budget – We would like Finance Comm to set a date for when we will close down requests for contingency and roll all financed contingency items into the regular budget. A call for final contributions went into OOS and will go in e-news. Matt will ask FC for date. Kudos to Eric for clear presentation of finance report.

Other Reports

Minister's report and DRE report were distributed ahead of time and posted on skydrive. They have been attached here as appendixes. Board thanks Peg and Betsy for excellent, detailed but succinct reports. No specific questions on their reports.

Joe said the office makeover begins tomorrow at 10 am and is expected to be finished by Sunday evening. He has about 11 volunteers lined up but welcomes additional help. Plans to remove carpet, paint all walls, install cabinetry, and install new carpet and baseboards. Thank you, Joe!

Shannon distributed a document from Betsy with stats for teacher recruitment. She has about 50% of the 57 teachers she needs for children's RE, youth group, and OWL (three age levels).

Safety plan – Betsy will email a child safety plan to us next week. We should give her feedback by Aug 7 so that we can vote at Aug 14 meeting to present it as a draft policy to the congregation in Sept.

Strategic Plan

At the June Board meeting we assigned ourselves to four teams, one for each goal in the strategic plan (SP). John modified the original spreadsheet, adding columns useful toward helping us track tasks in the SP. Status of those groups' efforts:

I: Maintain close-knit community – Joe, John, Amy, Lisa, Shannon (lead). Shannon has talked with Peg and Steve Becker (Membership chair) about the goal I tasks and has populated but not prioritized John's version of the spreadsheet. She says goal I is looking pretty good ahead of the team's first meeting on July 15, including that Social Justice folks have set a date for the world café, and Betsy is strongly focused on youth involvement, music, and working with Sunday Services on intergenerational worship. Areas with less accomplishment/effort are young adult programming (shaded red) and increases in small group ministry (yellow).

II: Organizational structure – Matt, John (lead), Lisa, Shannon. John took a first stab at prioritizing the tasks. Team met and refined priorities: one is documenting existing org structure (John will do part 1 of that in the near term by reviewing contracts and talking with staff to clarify reporting structure; part 2 is getting a report from every piece/group of the congregation about their purpose, etc.); another priority is getting the Transition Committee (TC) going (the org structure doc is a prerequisite for the TC). Board agreed that three people should be on TC, plus John as Board liaison. John met with former VP Candy Sullivan to review TC draft charge and draft list of suggested TC members (from Candy/Jill/Peg), along with recommended skill set. Discussion of potential members Tracy Burrows, Lisa Reitzes, and Laura Pierce. Joe asked if this is an opportunity to go outside the cong and solicit leadership from another

cong, or nonprofit. Joe will get info to John about members' skills (Membership Comm is assembling a database of skills). Joe suggested 501 Commons as a source of a consultant with experience in helping orgs transition, although we would have to pay. Board brainstormed criteria for TC members (in sum, not individually): proven experience with organizational development and change management, sense of congregational history and political undercurrents, collaborative, balance on team of process-oriented and people-oriented (head and heart), realistic and visionary. This group won't have direct contact with cong – they are the Board's consultants. John will talk with Lisa R, Tracy B, and Laura P about joining TC; if still has need after that, he will use list of potential names. Board must approve appointment of chair and other members.

This Board reinterprets the Transition Committee charge to be:

1. Consult and review with Board on the program size structure as Board develops it.
2. Advise current Board on getting there.
3. Act as advisors, not managers.

Another goal II task is establishing a Council of Committees (CoC). Board agreed that a trial CoC is a good idea. John sent a draft process for CoC (on skydrive now – kudos to John for writing such a clear guide) and suggested a set of three CoC during this church year (Sept, Jan, May) so that people can learn from each and decide on the value. How do we decide who will be invited to the CoC? Guest list could be left up to facilitator(s)?

We need skilled facilitator(s) for the CoC. John pointed out that CoC will stir some waters – we are asking people to negotiate in real time. It can't be a free-for-all. Board brainstormed qualities the CoC facilitator(s) will need: can handle conflict effectively, history of following through in a timely manner in a project (not last minute), facilitator, sending/soliciting agenda items, summarizing what has been said, clarifying, setting parameters, calm, thoughtful, sense of humor. The facilitator(s) become the anchor point for the whole process. In the first CoC for this congregation, framing will be key. John is willing to co-facilitate the first one if it is scheduled after the SJ world cafe. All Board members are asked to think about possible co-facilitators.

John pointed out that both goal I and goal II set tremendous expectations on UU Connects/Membership on leadership and capacity development and skills assessment.

III: Finance dev – Matt, Eric (lead). Tasks are underway, including establishing Finance Committee to help with budget and provide ongoing oversight. Finance Comm is well staffed, and Matt is acting chair. He has been giving Finance Comm a break after their budget-planning work but they will start meeting again. Planned Giving Strategy is happening with help of Fred Matthews. Need to establish an Income Strategy Task Force (lower priority than establishing a Transition Comm). We have a financial plan that gets us through this year but need to think longer term.

IV: Building – Joe, Amy (lead) – Building Comm is established and meeting. According to SP, the top priority is Building Expansion Task Force, but Board asked the question, is that really a priority? John will send his version of the spreadsheet to Amy so she can put goal IV tasks into that format.

Joe said that the SP is a living doc in terms of target dates, and that we have three years to develop all these committees and task forces. A lot was slated to begin right away but we need to think that through. He asked each group to provide a sheet of the priorities for their goal to him ahead of the August Board meeting. We will then collectively review priorities, and see which ones come to the top.

Auction Lead

Board discussed our urgent need for an auction lead (or co-leads). Desired skills: project management, ability to work with many people and many kinds of people, ability to keep folks on task, ability to delegate or else some free time. Kevin Lane-Cummings is continuing as back office lead. Lisa Reitzes is willing to MC again. Alice Britt is not a yes but not yet a no. Shelby is taking a break from auction. Joe said he would talk to the following folks about being auction lead or co-lead: Viv Monahan, Liz Bucklew, Melissa Lang (or Melissa and Alan), Mike Cox, Glenn Phillips, Alan and Jean Mendel, Jane Wainwright, Davonna Cufley.

Guidelines for Starting Church Projects

Matt shared a draft form he created to request Board approval to start church project. Some discussion about including a field for how the project relates to strategic plan, as well as a more specific question about term of project (does it sunset and when?). Are there unspoken criteria? But Board agreed that it works fine and we can roll it out now and revise later as needed.

In June we had discussed a Free Little Library proposed by a covenant group. Update: Turns out that group and Jill Fleming had already worked together, and Jill had already approved them doing some fundraising through a soup-lunch type activity. The group had already provided a detailed plan for maintenance. So this project is underway.

Thank You Notes

Thank you notes were written and signed by Board members to JJ Jacobson for wedding planning organization and to Bill Conniff for the quote that goes on top of the e-news. We would like to do something special for Cliff Houlihan because he does so much and has already received a number of notes – Board will keep thinking about it.

Adjournment

The meeting adjourned at 9:35 p.m.

Minutes recorded by Lisa Maynard, Secretary

Appendix 1. Minister's Report

MINISTER'S REPORT, JULY 9, 2013

It is July, and you might think conditions would be a little calmer, but they are not! I see all staff stretched, and volunteers too. Here are some things you might just like to know. I do not have any action items this month. I see from Joe's agenda email that he wants these reports a week ahead...we can try for that next month.

Kari Kopnick Returned: After her year away, which is a standard ethical practice for our professionals who leave employment, Kari requested to return to Westside. Betsy, Kari and I met to welcome her back and to work out a covenant. If you would like to read it, it is attached. I welcomed her to the congregation on Sunday, and it was a fine and joyous moment. Betsy is working with Kari on the strong possibility that Kari will teach Jr. High OWL, and will be a Spirit Play substitute.

Sunday Services: Monday night we had a special music and AV tech rehearsal to try the drum set and all the microphones. With the new sound board some things are simpler...we can cluster the instrumentation into a group with each instrument at its own level, and then control the whole groups overall volume...thus controlling instrumentation in balance with voices. I won't say we have a perfect system yet. But we are better than we were. It was a good process for everyone...attended by 5 of us from Sunday Services to listen to the sounds from various places around the room.

Book Sale: Patti McCall and Jeannie Warner are the main book sale mavens. They will be producing a sale on August 3rd. and then all books will be given away to charity for a clean shelf!

Pastoral Care and Rites of Passage: I have been busy with serious pastoral care needs.

And of course the rites of passage have been many! Marriages for Jeannie Warner and Debra Duff, Michael Cousins and Geoff Tallent, Martha Cohen and Christie Karis, two lesbian couples which were rentals in the church, and another lesbian couple who are friends with Regina and Rose; future weddings include a couple who have come to church Marilyn Westman and Terra Straight, Sharyn Chen and Jeff Richardson, another long term lesbian couple from the church who have not made their plans public yet but are responding to the DOMA decision, and a UU lesbian couple from a southern state who want to get married since DOMA went down and will be in Montana for an event so decided to come to Seattle...they chose us from their web search. I'll top it all off in Sept. officiating for my son's wedding.

Wedding Team: The wedding team of Cynthia Becker (who is moving to Vancouver BC for a year), Alice Britt, JJ, Joanne Cook, and Amy Hance-Brancati have done some excellent work developing packages for weddings, depending upon the size of the wedding and whether social hall is being used. That will make booking the weddings so much easier, so perhaps Laurie Radin in the office can book them. They all worked hard on the wedding this past Saturday! Lots of lessons learned.

Comcast Conversion and WIFI: Cliff and I have worked well together to make and implement the decisions around converting to Comcast. What we are most excited about is the WIFI signal strength throughout the building. We had planned on getting a booster, but it appears with the new router and

Comcast that we don't have to buy it. The password for the WSUU Guest WIFI (rentals and any church group that wants to connect) is sweetpea. There is another WSUU WIFI that is part of the office network with a different password. We do have television now in Fireside. We need to swap out the tv/dvd however, as the DVD doesn't work. Maybe we can get another small tv. The one on the cart needs to stay on the cart for being moved for high school class in the office. There is an issue with sending out eNews...they say only 100 emails at a time...this has required some strategy on how to divide up our 450 addresses and still allow additions and subtractions AND there appears, according to Comcast, to be a technical glitch on the emails all going out. The higher level tech folks at Comcast will be getting back to us.

Sweetpea Contract. The Board budgeted for \$75 more per month in the Sweetpea contract. I have negotiated \$85, giving them an extra hour in the kitchen to clean it! Seems like a good deal. More money, cleaner kitchen. That contract revision will be routed to Joe Rettenmaier and their Board person to sign. Betsy and I met with their program staff also, to review our shared space. They wanted to bring a copier ...but I said no to it being on the stage or in lower floor hallway...too big, but we found space up in the RE storage room. They had the copier already on lease and weren't using it in one of their other facilities. In exchange for having it upstairs, they are fine with Betsy using it for close proximity printing or copying (avoiding going down to our admin office).

Sunday Charities: Here is a report... Over the past three months our congregation has donated over \$3200.00 from our Sunday morning collections. In April we collected \$806.05 for our Transylvania Partner Church Ministry in memory of Glenn Brewer. In the first two weeks in May we raised \$888.58 which went toward sending two of our youth to the UU General Assembly in Louisville, KY. In the second half of May \$536.81 was collected to support our middle school group in their project to raise funds for the White Center Food Bank. The collections for the month of June totaled \$1004.69 and were donated to InvestED. This money will be used to support low income students at Denny Middle School and Chief Sealth High School. The money collected will make a difference in many lives. I just gave my last \$50 grocery certificate to a household in our congregation that are really really struggling...I look forward to restocking the gift file with the funds collected this month for members in need.

Children and Youth Music: there will be a brainstorming session on Sunday, July 14th after church from 12:30-1:30.

Endowment: Fred Matthews and I are meeting with the endowment committee on July 17th. He will make some recommendations on policies, which will then I assume go to Finance and then the Board for adoptions. When the Endowment policies are clear we can proceed with Planned Giving policies and promotion. If anyone wants to sit in on this meeting, you are certainly welcome.

New Members: We've had a few new members since the annual meeting welcoming Sunday:...Kerrie Schurr and her 17 year old daughter Kate Longabaugh, Fred Matthews, Cara Mathison, Charlie Wilson, Linda Natali. (no not Linda Tally!)

Be well and enjoy the sunshine! – Peg

Appendix 2. DRE Report

Westside Unitarian Universalist Congregation

RE Report to the Board

July 2013

Highlights

- Our summer RE program is in full swing, with Mackenzie Murphy as coordinator.
- Lewis Brancati and Henry Bennett represented Westside well at GA, and enjoyed learning about GA structure, the Youth Caucus, and the larger UU and UUA worlds.
- I am meeting regularly with Fred Capestany, DRE of University Unitarian, and other local DREs to plan Westside's curriculum, training, and RE policies for the coming year.
- We are enriching our curriculum in the coming year with expert attention from liaisons in music, art, social justice, our partner church, and spirituality. These liaisons are meeting quarterly to plan and implement deep level activities in each of these areas, coordinated with our curriculum from K-10th grade.

RE Ministry Updates

- Youth Ministry Updates –
 - In a recent YAC meeting, we mapped the year on our calendars for our youth ministry priorities, including Youth Group, cons, COA, a youth-led service, youth/adult chaplain training, and a BYOT offering.
 - The YAC anticipates sending youth to GA next year in Rhode Island, and the following year in Portland. We think 2016 is a reasonable year to consider a multi-age Boston heritage trip.
 - Design plans are in full swing for the youth room on the 3rd floor. Mike Cox and Mia Shaughnessy are taking the lead.
- Music and RE –
 - Bert and I meet weekly on Tuesdays to plan for the music developments in RE classes, and in Chalice Chapel worship and our regular worship services.
 - We met recently with Mark Newton to discuss plans for our five multigenerational services (every other month) in the coming year.

Administration Updates

- Supply Coordinator –
 - Nancy Jones will be our new supply coordinator for the RE program next year. She is joining me for curriculum planning for a few days this summer, and she brings a wealth of ideas and a strong passion for RE teaching and learning!
- Recruitment –
 - Recruitment is still a significant summer focus. In addition to the REC, the YAC, and general volunteer positions, we need 57 teachers. We currently have 33 teachers confirmed. See the attached roster for details.

DRE Professional Growth Updates

- My first GA was an incredible experience! As with Lewis and Henry, one of the most significant take-aways for me is a new understanding of the structure of GA and the UUA, and how things work at the national level. I saw some old friends from Frederick, Maryland and Alexandria, Virginia, and met many new friends, including UUA staff working on RE curricula and resources. Other take-aways include:
 - Inspirational ideas around how to engage the commitment of our community members.
 - Learning more about the Tapestry of Faith curriculum, convincing me that it's the right path for us.
 - Information about new curricula and resources that will soon be available to support RE programming for children, youth, and adult learners.
 - A more in-depth understanding of the purpose and focus of the UU Coming of Age and Bridging traditions.
 - A challenge from Peter Morales to expand our thinking and explore new ideas around what "church" and "religion" mean for today's world. Particularly, to think about how to expand our notion of what it means to be part of a faith community.
 - How deeply UUs hold their values around social justice, and how important our social action is in our faith community.
- Following GA, I attended the ISTE Conference in San Antonio (The International Society for Technology in Education) – a piece of my career life prior to Westside. In addition to visiting with many old friends and colleagues, I had some take-aways that are spinning into new ideas and possibilities for the faith development of children and youth.
 - The current hot-button focus around technology and education is one-to-one learning. Whole school districts are moving to this model (LA Unified), providing a computer or mobile device for every learner.
 - Other hot trends relate to changes in the kind of content and how content is accessed by learners (publishing companies are grappling with new models for providing digital content); standards-based learning and assessment, which supports individual learning targets and empowerment; greater autonomy in student learning; multimedia production and co-creation as a major learning output for students today.
 - Possibilities to consider around how technology in the learning process can shape faith development for UU children and youth:
 - Capture faith development and spiritual growth over time in online portfolio space?
 - Use technology tools for local, national and international connections to affect change for social justice?
 - Offer multimedia outlets for production possibilities as part of the faith development and learning process.

RE Attendance Snapshot

<u>DATE</u>	<u>TOTAL NUMBER of CHILDREN PRESENT</u>	<u>PERCENTAGE</u>
6/2	39	38%
6/9	?	?
6/16	19	18%
6/23	13	13%
6/30	12	12%
7/7	27	26%

<u>Month</u>	<u>Average Number of Children in Attendance</u>	<u>Average Percentage</u>
September	42	40%
October	41	40%
December	40	38%
January	40	38%
February	44	38%
March	45	40%
April	26	24%
May	38	33%
June	15	13%

Total number of children and youth who are or will/should be registered: 115

Total pool of children expected in RE programs on days when the high school class doesn't meet: 104