

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

July 6, 2011

The meeting was held in the Fireside Room of the Congregation's church building at 7141 California Avenue SW, Seattle, Washington, and started at 7:09 p.m. with chalice lighting and reading by Rev. Peg Morgan.

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 Board Retreat had been distributed, questions were raised and answered and upon motion duly made and seconded, the minutes were approved as submitted.

Treasurer's Report

With reference to the Balance Sheet as of June 30, 2011 (handed out at Board Retreat in June), Melissa reported on a situation where an employee has used 75% of the medical allowance in the first month of the fiscal year and there was discussion of whether or not medical allowances should be made payable pro rata on a quarterly or semiannual basis. She also reported that we have collected 7% of current year pledges in the first year.

Approach to agenda setting & board focuses

Jill F. suggested three areas needing attention: (1) financial stewardship issues, fiscal health, a lot of things on our wish list but not functioning entirely within our means, (2) review policies and (3) establish a procedure for doing a new strategic plan. Jill J. reported on the UUA resources and services she found regarding strategic planning and said she would distribute that information to the board by e-mail. Peg said she would order the book referenced.

Minister & DRE reports

As discussed in her report, Peg pointed out that Sunday lock up is a big problem. Cliff suggested that because one of the last things done in connection with the service is shutting down the computer sound system, maybe that person would have the added responsibility of locking the sanctuary door. Melissa suggested we may need to post a sign about not propping the doors open. It was also suggested that the closing of the windows should be done or provided for at the same time. Jill J. suggested that each committee be advised of similar responsibilities.

Kari presented her report, a copy of which is attached. Jill J. asked why we need a second facebook page just for families and suggested she use the one that we have. Candace suggested that niche messaging is very successful, such as youth or other groups, and asked if there is a way to do that with one facebook page. Kari said they hope to have Bill Coniff come and speak at an RE meeting to discuss ways of messaging.

### Appoint 2012 LOLA chair and confirm date

Jill F. reported that Shannon Day had volunteered to chair the committee for the next Labor of Love Auction. Candace moved that Shannon Day be appointed to chair the February 11, 2012 LOLA event, Melissa seconded, and the appointment was unanimously approved.

### Committee Sunday

Jill F. pointed out that at the Board Retreat September 18 had been suggested as the date for Committee Sunday, and someone needs to take responsibility for communicating with the functioning committees so that they can prepare for it. Cliff suggested we distribute descriptions of the committees ahead of time. Jill J. asked if we have a way to get in touch with the committees, as well as social groups, such as covenant groups and needles and hooks, and Peg said that "Keeping In Touch" is kept up to date in that regard. It was suggested that we send out an email requesting an overview that contains a mission statement, roles of members and description of talents and skills needed, get that information to Laurie and make sure that we have tables set up and announcement in Order of Service. Jill F. suggested comments be included in service regarding the benefits and rewards of serving on committees. Candace said she would draft such a request and Karin said she would distribute it and follow up to monitor receipt.

### Personnel Policy

Susan Mackey presented a draft of the Employee Handbook and reported that it was a composite from those of other churches and was the result of substantial review and revision. The Board adjourned to executive session to discuss the draft, after which the regular meeting reconvened and Susan reported that she would email a red-lined version to the board for approval at the next board meeting.

### December Arts & Crafts Fair

Candace said that some members had expressed interest in either renting the social hall as they had done last year. It was agreed that the rental policy should be presented at the next meeting for review and adoption, but meanwhile, Jill F. and Candace were authorized to meet with Carolyn and negotiate an arrangement, with concurrence by Melissa Lang.

### Topics for Future Board Meetings

Moribund Committees;

Organizational Chart;

Strategic Plan; and

Rental Policy.

### Other Policies

Jill said she just wanted to make sure new board members were aware of the policies recently adopted

by the prior board and posted on the WSUU web site. Peg gave examples of prior situations where it would have been helpful to have such policies.

The meeting adjourned at 9:50 p.m.

Minutes recorded by Karin Cumming, Secretary

## Minister's Report

Rev. Peg Morgan

July 2011

All Congregational Retreat. With a small attendance at the women's spring retreat, we are thinking of cancelling the reservation (no deposit yet) with Seabeck in favor of a weekend for all congregation like many northwest congregations have. I'm waiting to hear from Seabeck on available weekends.

Photo Directory. Creighton Depew is going to start taking pictures of members so we can have a photo directory. Church Windows accommodates photos and we have other options too.

Work Party—I had hoped we would have a work party this summer. I sent a detailed list of things that need to be done in the building to John Monahan, tasks that are left from when we moved in. Many of the items are painting so I cc'd Ron Corley. Women's bathroom in social hall needs painting, a strip of wall board inside kitchen by the door that never got its yellow. My office and Kari's needs wall board where the new heaters were installed (smaller than the previous ones), and my office still doesn't have the baseboards. The admin office still needs blinds, all the more now that summer is here. We also need to have the paint organized so we are clear about the colors, what we have, which wall is what color.

Sunday Lock Up. This is a big problem. I left at 1 pm Sunday, swang through the sanctuary and vestibule to find the side door of sanctuary at top of stairs ajar, the front vestibule main doors propped open and windows in sanctuary open. This does not seem to be on any committee's task list.

July planning. I have lots of planning to do in July. Including the following goals:

- 1) Prepare Common Quest classes: I am piloting a new UUA curriculum this fall that I need to plan and schedule (see below).

**Faith Like a River: Themes in Unitarian Universalist History** by Rev. Jackie Clement and Rev. Alison Cornish. Our history is a narrative peopled with prophets, doers, and shapers of the faith we seek to live today. The workshops, organized thematically, offer many ways for participants to explore our history and connect it with their own lives. Themes include orthodoxy and heresy, reason, reform, martyrs, tolerance, freedom, polity, idealism, multiculturalism, globalization, evangelism, and Unitarianism, Universalism, and Unitarian Universalism.

I also am planning on another adult curriculum on older women coming into their wisdom years (I've ordered that one and will confirm after I see it).

- 2) Prepare for a gathering of folks to further organize pastoral care program.
- 3) Assist Shannon in determining how we will approach Covenant Groups this year

- 4) Ask Paula if she would collaborate with me on an alcohol policy (she attended the workshop at GA, and I stopped by and got the handouts!)
- 5) Work with Allan to determine Safety Committee agenda and activities. One of those topics is the defibrillator: Christian Ramers recommends working with an existing trainer group for our defibrillator and first aid training...he will send me information.
- 6) Do reading and plan topics for all sermons.
- 7) Plan and communicate to staff a plan for staff meetings beginning in August.
- 8) Work with Sunday Services re planning for services (retreat this Sunday).

Lots to do...all good...all systems GO!

Be well, Peg

Westside Unitarian Universalist Congregation  
Director of Religious Exploration  
Report to the Board of Trustees  
July 5<sup>th</sup>, 2011

Greetings Westside Board of Trustees!

All is well in the world of Religious Exploration for children and youth.

Summer is a time for some busy beaver style work in RE! We're cleaning, organizing, and working to finish up last year's work and to move on toward the next exciting year and to build the best darn beaver damyet!

**Highlights for summer 2011:**

Our teacher teams are nearly in place for next year. We'll have seven classes, each with just a two year age span, plus a nursery, that's about about 30 people teaching classes all year.

Classrooms will be a tight fit next year. We'll add a class meeting in the main office for 8<sup>th</sup> and 9<sup>th</sup> grade students. Soon, we'll not be able to fit in the existing rooms and with a smaller social hall; there are not a lot of easy answers as to what to do next. Two services, here we come.

I enjoyed being a part of the fine team representing Westside as we presented our Breakthrough congregation video and workshop—big thanks to Paula, Peg and Wayne for their hard work on the final product. Our video was really well received—way to go Bill Coniff. What a wonderful honor to stand in front of thousands and be recognized for all the good things that happen here. I held the whole congregation in my thoughts as we accepted the honor.

We continue to have visiting families throughout the summer; we're going to continue to grow in the coming year. .

We're sending Lewis Brancati (soon to be sophomore in school) to Goldmine Leadership school in just a few weeks. He'll come back and lead us as we grow into a congregation with a large and active youth group.

We're working on Coming of Age for 8<sup>th</sup> and 9<sup>th</sup> graders for next winter/spring.

We've formed a Youth Advisory Committee to help hold a vision and provide practical management of our burgeoning youth group.

After their fabulous premier performance our Middle School band is looking forward to once again performing for the congregation, and Bert and the music council have shared with us that Bert will begin working with some of our kids to help them really get going. What a great music director.

Unless we have board objections, I'm planning to launch a Westside RE twitter feed and facebook page (specific to families) to be sure we're meeting families in the places where they are spending eyeball time.

Respectfully submitted,

Kari Kopnick  
Director of Religious Exploration