

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

June 6, 2012

The meeting was held in the Administrative Office of the Congregation's church building at 7141 California Avenue SW, Seattle, Washington, and was called to order by President Jill Fleming at 7:10 p.m. with chalice lighting and opening words by Rev. Peg Morgan, quoting her mentor, Rev. Peter Raible, former minister of University Unitarian Church. Jill provided some good salads and snacks from PCC.

Present were President Jill Fleming, now Vice President Candace Sullivan, Secretary Karin Cumming, new Treasurer Matt Aspin, new Trustees Laura Matson, Joe Rettenmaier and Eric Winiecki and Rev. Peg Morgan. Jill asked each of the Trustees to introduce themselves and we each described our relevant experience and history and activities with the Congregation.

Jill reported that the minutes of the May 2 and 9, 2012 board meetings had been distributed to the members of the Board at that time and it was agreed to table their approval until next month in order to allow for distribution of those minutes to the new board members for review.

Treasurer's Report

Rev. Peg distributed a preliminary end of fiscal year report. Upon review, variances were noted that would warrant verifying sources of income and remainders in salary accounts. Peg said that she would meet with our bookkeeper to reconcile the report.

Minister's Report

Rev. Peg had distributed a report, a copy of which is attached to these minutes.

In addition, as promised at the annual meeting, Peg had compiled and distributed a preliminary report of monthly charity collections for the past 18 months. The report will be distributed in eNews and Laura suggested it also be posted on the bulletin board. As a related activity, Peg suggested we find out from our parishioners the various charities where they volunteer. Also, it was suggested that we let people know in advance the charity collections planned for upcoming weeks, perhaps on the web site, and report the amounts collected quarterly in *The Uniclarian*.

President's Report

Jill listed the following goals:

- Complete the strategic planning process, including review at the board's retreat on July 7, circulation of a draft to the Congregation for comment, and a final version approved by November 2012.
- Form task force to prioritize the projects on the master plan for the building.

- Work on leadership council structure and consider training opportunities available, such as offered by the Pacific Northwest District of the Unitarian Universalist Association ("UUA").

She outlined the calendar for the coming year, including timing of the Labor of Love Auction, dues payment to UUA, pledge drive, nominations for election at annual meeting and District meetings. She suggested leaving the date of regular monthly board meetings the second Wednesday of each month, which will make it predictable. Rev. Peg confirmed that all board members will be checking email regularly and said that it will be important. Candace mentioned that it would be nice if all documents we circulate were in one place and after discussion, Jill said she will look at Google Docs and Dropbox.

### Congregational Size Considerations

With reference to materials distributed prior to the meeting, Jill suggested we are still functioning like a "pastoral" group and should be transitioning to "program" group.

Rev. Peg reported that we lost two members during the canvass period, Mike Wold and Rosemary Adang, who plan to reconstitute a small family-size group, including those who had earlier declined to join this Congregation.

Joe said he was impressed with the blueprint for growth described in the documents Jill had distributed, going from "family" to "pastoral" to "program." Laura suggested we have a plan for transitioning and schedule areas of focus, such as establishing the leadership council and the communication and decision-making that will accompany it.

### General Assembly Delegates

Jill reported that she will be attending UUA General Assembly in Phoenix, along with three others (John and Viv Monahan and Steve Burrows) and we can have a total of five delegates, which need to be appointed. Candace moved to authorize Jill to appoint delegates and sign the necessary credentials, which was seconded by Laura and unanimously approved.

### Team Clean

Jill F. reported that we need to replace Matt as chair of Team Clean and upon motion duly made and seconded, the appointment of our Custodian, Janet Cermak, to serve as chair of the Team Clean volunteers, in addition to her staff duties as Custodian, was unanimously approved.

### UU Connects

Candace explained that this task force's mission is to find ways to get to know one another and to make direct "asks" to match volunteers with specific activities. They are compiling photos of member faces in the "Look Book," to be updated at coffee hour, and combined later with bios. Jeannette Jacobson is trying to gather job descriptions for all volunteer positions and they are trying to recruit volunteers to help with biographies. Jill suggested we could have a person collecting biographies at coffee hour. There was discussion of adding biographical information to the electronic membership directory in

Church Windows.

#### Building Master Plan

Jill explained the function of a capital needs assessment and Candace moved to authorize Jill to spend not more than \$2500 for such an assessment, which was seconded by Joe and approved unanimously.

#### Future Meetings

The next meeting will be the Board's strategic planning retreat on July 7, 9:00 a.m. to 1:00 p.m., hosted by Mike Cox at his home, followed by the regular board meeting on Wednesday, July 11, for which Eric agreed to bring food.

#### Adjournment

The meeting adjourned and Peg extinguished the chalice at 9:15 p.m.

Minutes recorded by Karin Cumming, Secretary