

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

June 12, 2013

The meeting was held in the Administrative Office of the Congregation's building at 7141 California Avenue SW, Seattle, Washington, and was called to order by President Joe Rettenmaier at 7:09 p.m. with chalice lighting and words from Rumi about seizing the moment.

Present were President Joe Rettenmaier; Vice President Matt Aspin; Secretary Lisa Maynard; Treasurer Eric Winiecki; Trustees John Britt, Shannon Day, and Amy Hance-Brancati; and Rev. Peg Morgan. Also present were Director of Religious Exploration Betsy Lowry and Fred Matthews.

Upon motion duly made and seconded, Minutes of the May 9, 2013, Board Meeting were approved with no corrections.

The Board reviewed the Minutes of the May 2013 Annual Meeting and made two small corrections (removing specific members' names from the descriptions of the votes). The congregation will vote to approve these minutes at the May 2014 Annual Meeting.

Treasurer's Report

Eric presented the Treasurer's Report as of May 2013, the last month of fiscal year. He pointed out that we are just \$4,000 short on actual vs. budgeted income for the year, and Peg noted that this doesn't reflect two pledges recently received through e-Trade so we are even closer than that. The Finance Committee is meeting less frequently now but is available to review info with Eric as he needs.

John asked about timing for reporting of financial info. Peg said that at Board meetings we will have current revenue and expenditure numbers for the previous month because we look online and don't wait for statements.

Shannon asked about the high bank fees for credit cards (for pledges and auction charges). Board asked Eric to pass this question to Finance Committee for consideration.

On the contingency budget, so far we have received \$10,720 (of our \$35,000 goal). This covers the first five priorities (summer RE coordinator, 3 hrs more for admin staff, RE supply coordinator, one night a week of childcare, and building maintenance supplies), and part of the sixth (more janitorial hours). Laurie started the extra 3 hrs last week and Peg said it made a huge difference administratively. On the one night of childcare a week, Board asked staff (Peg and Betsy) to choose the best night.

Matt will ask the Finance Committee to think about the policy for managing the unfunded parts of the priority list (open questions are how long we will accept money toward contingency fund and what to do about earmarked contributions). Finance Comm doesn't have a formal leader yet. Peg suggested and Board agreed that we need to be transparent to the congregation about the fund and also ask for contributions one more time. Eric will write an update for e-news and OOS to thank the congregation for

their contributions, provide the current total and what has been funded (and is not funded yet), and point out that if they haven't gotten around to contributing to contingency budget, now's the time (Eric to send to Laurie by next Tues, June 25, at 4 pm).

### Minister's Report

Peg sent her report in advance (attached as Appendix 1). There were five action items for the Board:

1. Appoint Fred Matthews as Planned Giving Task Force Chair
2. Provide direction on communication to congregation re: contingency budget
3. Approve \$500 stipend for WSUU President to attend GA
4. Approve Twitter outreach by Marcus Green
5. Appoint Lisa Reitzes as Intern Committee Chair

*Planned Giving Chair.* Peg introduced Fred Matthews and the concept of having endowment policies (receiving and managing) in place before starting planned giving campaign (raising the funds). Board agreed that Fred is a fantastic candidate for this position and thanked him for his willingness to serve. Shannon moved that Fred be appointed chair of Planned Giving Task Force and Matt seconded. Board voted to appoint Fred as chair and he accepted.

*Contingency budget.* Board took care of this during the Treasurer's Report section.

*GA stipend for President.* On providing a \$500 stipend from the Memorial Fund for Joe to attend GA (discussed earlier in email), Lisa moved, John seconded, Board voted to approve.

*Intern Committee Chair.* Appointing Lisa Reitzes as Intern Committee Chair was duly moved, seconded, and approved.

Regarding the part of Peg's report about someone complaining about the e-news/OOS notice that realtor Joe Nabbefeld provides 10% of his commission back to the congregation for WSUU-generated transactions, Matt asked about how we can support people in our congregation by bringing our business to them. Lisa suggested putting together a list of business services that congregants can provide, maybe on the website. Peg pointed out that we'd have to include a standard clause saying that WSUU doesn't endorse these businesses. Matt will ask Finance Comm about whether we should have a policy that commissions should not be coming designated or should always go to general fund or special gifts.

### DRE Report

Betsy presented her report (attached as Appendix 2). She said we have a thriving RE program thanks to the congregation's support, and we held a beautiful celebration of children and teachers last Sunday. Her focus now is planning curriculum and special programs (3 OWLs and 1 Coming of Age) for next year. One youth (Mia Shaughnessy) is going to Goldmine leadership development and two youth (Henry Bennett and Lewis Brancati) are going to GA as delegates for WSUU. We are at about 50% of recruitment for teachers (normal for this time of year). Betsy's goal is to build systems and a volunteer network around RE, not just teachers. She seeks to bring the themes of art, music, social justice, and spirituality to all parts of RE. Music Council, RE Council and Youth Adult Committee will meet this summer to brainstorm on efforts to bring music and kids together. Betsy goes to GA next on Mon. We are shooting for 50% attendance every week. Joe asked Betsy for detailed attendance stats in future.

Two RE action items for the board:

1. Appoint Julie Forkasdi and Shannon Day as co-chairs of RE Council for next year
2. Appoint Lorelei Amato and Mia Shaughnessy co-chairs of Youth Adult Council

Amy moved that we appoint all committee leads (including Patti McCall as Team Clean lead, as was introduced during the conversation), Matt seconded, unanimously approved.

*Safety plan.* Natalie had started a more complex safety plan. Betsy researched and has developed a new version. Will be aligned with the safety policies of Sweet Pea Preschool, our renter. Betsy will send the plan to the Board to discuss at July meeting and then post to website for congregational review. Intent is to have the Board approve the safety plan at the August meeting.

*Kari is returning.* Betsy and Peg met with Kari Kopnick, who will return to the congregation as a member in the fall and has offered to teach one of the OWL classes. Betsy, Peg, and Kari together made a covenant about being respectful to the current DRE.

### Board Covenant

We postponed the establishment of our covenant (for how we will work together as a Board) until the July meeting. Peg asks us to think about what **values** we would like to hold as we work together, and what **promises** we make to each other.

### Strategic Plan Orientation and Review

Joe presented a spreadsheet of the strategic plan timelines, status, and stakeholders based on the document that Eric created last year. There are about 17 strategies that need attention soon. We updated the status of various strategic plan tasks in the spreadsheet. Matt suggested that we identify owners for chunks of the plan. Board members volunteered to help guide areas of interest as shown:

I: Maintain close-knit community – **Shannon [lead at Board level]**, Joe, John, Amy, Lisa

II: Refine organizational and management structure – **John [lead]**, Matt, Lisa, Shannon

III: Ensure financial stability – **Eric [lead]**, Matt

IV: Enhance building – **Amy [lead]**, Joe

John described a way to think about roles as we assign people to areas using the acronym RACI: Who is... **R**esponsible, **A**ccountable, being **C**onsulted, needing to be **I**nformed. Eric pointed out that it makes sense to prioritize assembling committees/task forces, because they will do the other tasks in the spreadsheet that are assigned to them.

There was some discussion about whether the plan is too ambitious for this congregation's size OR for a three-year timeframe. John pointed out that some tasks are clearly done or not done, whereas others are more vague and will change over time. Joe grouped the "green" tasks to show that we have accomplished quite a lot already.

### General Assembly Delegates

Peg is a de facto delegate. Our five allotted delegates are Betsy, Joe, Shelby Greiner, Henry Bennett, and

Lewis Brancati. Wayne Fulkerson will be the alternate. Pat McGovern is also attending. Board moved, seconded, and approved the appointment of our five delegates and one alternate delegate to 2013 GA. Someone asked about the process for identifying delegates, and Peg said we advertised in the e-news.

#### Little Free Library Proposal

A covenant group would like to create a Little Free Library at curbside and seeks permission to raise about \$400 from the congregation for this purpose. They would work with the Building Comm to construct and locate the library. Board discussed the need for a sustainability plan to manage upkeep, repair, etc., as well as a plan for curating the collection because it will reflect on the congregation. Joe will ask the group to put together a plan for sustaining the library (content and structure) over time and emphasize the need to work with the Building Comm on design and siting. Lisa and Shannon expressed general support for soup lunches as a fundraiser because they also build community.

John asked (thinking from board policy level) whether we want to deal with requests to raise funds from the congregation on this level, where we discuss each request in detail. Joe comments that we can't stop congregation from doing things while we debate policy. Led perfectly into the next topic below.

#### Guidelines for Starting Church Projects

Portland UUC has guidelines for how projects become church projects as opposed to an individual congregant's cause. For example, if you can get 5 to 6 other members interested (maybe after x time of working on it as a group, or an assessment after x time), you can come to the board and ask for it to be made an official project of the church. Matt suggested the possibility of a form with guidelines for presenting such a proposal to the board. Lisa suggested that criteria for approval would be to compare info on the form against the mission/vision of the congregation. Matt will find or create such a form and bring to the Board.

#### Auction Chair

Shannon brought up that we need an auction chair. Joe asked the Board to think of possible candidates for auction chair and suss out their interest level. Location and date are already decided.

#### Thank You Notes

Thank you notes were written and signed by Board members to Steve Burrows for getting load/unload zone set up; to Patti McCall for Earthrise work, managing book sale, and new nametag system; to Rose Sheppard and Regina Brennan for gardening work and making all especially beautiful for flower communion; and to Ruth Herman-Dunn for steadfast leadership of Music Council for several years.

#### Adjournment

The meeting adjourned at 9:25 p.m.

Minutes recorded by Lisa Maynard, Secretary

## Appendix 1. MINISTER'S REPORT

Hi New Board!

I look forward to a great year with all of you. We have a strong board with healthy and good thinking people. That certainly makes the quality of my professional life bright!

Monthly I prepare a report on issues I want your direction on, and things I just want you to know...sometimes just so you can share the pride of all the good things that are happening! I try to get this sent a day or two ahead of the Board meeting.

### **Action items (asking for action of Board) include:**

- 1. Appointment of Planned Giving Task Force Chair**
- 2. Provide direction on communication to congregation re Contingency budget**
- 3. Approval of \$500 stipend for WSUU President to GA**

Planned Giving Task Force: We have an endowment committee, but not a planned giving committee. Our endowment has \$50 in it. The endowment committee members are Alan Lang, Steve Becker, and Gary Gertig. There has not been any particular charge for them; in the past I have tried to get previous members to take on the broader task of planned giving, which includes endowment funds as an option for donors. We have a brochure a previous committee a couple years ago made. This past year, the committee did nothing...they didn't even meet. Here is what our strategic plan calls us to do:

#### Objective III.D. Create a comprehensive Planned Giving Strategy

An opportunity for long-term income generation is to build upon individual congregants love and affection for our congregation. We will explore ways for members and friends to financially support our congregation through legacy gifts, planned giving, and other financial mechanisms; and ways the congregation can recognize and cultivate major gifts.

Strategy III.D.1. As an initial step, the Endowment Committee will partner with the Finance Committee to create a Planned Giving Task Force to develop and assist with implementation of comprehensive Planned Giving Strategy (A planned gift is any major gift, made in lifetime or at death as part of a donor's overall financial and/or estate planning). This effort will begin in Q1 2014 and continue through that year.

Fred Matthews is a new member of Westside. I have been getting to know him over several meetings, and I am very very impressed with his knowledge, skills and intuitions about process within organizations. He spent his entire professional life as a planned giving manager/director...he has worked for a hospital in California, as well as Overlake Hospital Foundation. Early on he was with March of Dimes, or something like that...Fred is now retired and has time. He is primarily interested in being a part of community and on-going spiritual/personal growth...which is why he walked in our door. He spent one year of his life as a Methodist Minister, but found it wasn't a good match for him theologically...he leans toward Buddhism theologically now.

He is willing to chair the Planned Giving Task Force called for in our strategic plan. He feels the first step is to make sure we have the right endowment policies in place since that is always one option for donors

in planned giving. He told me that our people need to be confident that we are ready to receive endowment funds...that we know what we are doing. He is willing to bring options on endowment policies to the Task Force, providing recommendations for policies. He has already informed himself with what the UUA offers in planned giving in general, and their endowment investment program and annuity programs. (I did not even have to mention the UUA to him, he asked me "what does the UUA provide in supportive services for planned giving, do they have annuity programs?" Yes, was my answer. After developing our Endowment policies, then the Planned Giving Task Force would develop a plan to publicize the many options of planned giving. The strategic plan calls for the Endowment and Finance committee to work together to create a Planned Giving Task Force...so at this time I would recommend that the Board appoint Fred to chair the Task Force and that a meeting be set inviting interested endowment and finance committee folks to join him in this task force. I would hope at least one member of both groups would be on the Task Force. It would probably be helpful to have Alan Lang on from Endowment for his attorney skills. I realize that we put this as starting first quarter of 2014 in the strategic plan but when we have energy and interest in our new people I believe we should let ourselves benefit from their willingness to contribute their leadership.

Fred is also joining our Pastoral Care Planning Team. I asked him about that today, and ironically, Patti McCall had already mentioned that team to him...she knows him from Covenant group and has the same sense of his character.

Contingency Budget: We are at \$10,700. See budget code and comments column for details. Unless someone wants to discuss, we will authorize these expenditures and increase the budgeted amounts or add budget lines, as appropriate and suggested in the comment column. We should get an update into next week's eNews. What message do you wish to send? Encourage more donations?

Additional request	Cost	Priority	Budget Code and Comments
Summer coordinator	\$ 1,000	1	5.100.169 this code is already in the budget with -0- budget, so we'll make this line a total of \$1000.
3 hour per week increase for admin staff	2,667	2	5.100.176 the requested budget with the 3% 50cent per hour raise plus 3 more hours per week was for \$11,559 so that is the updated number we will put for expenditure for this line item. She is increased (3%) to 17.10/hr...x 52 wks x 13 hrs = \$11, 559.
RE Supply coordinator	2,800	3	5.100.168 this will be a new line total \$2800
Bring childcare up to one		4	5.100.170 we'll add this amount to the childcare budget...currently at 4820 +

night/week	668		668.00 = \$5488.00
			5.100.459 we'll add to this code of our budget, there is 1000.00 already so total
Bldg maintenance supplies	2,300	5	3,300.
			We have 10,700 so far so we are 1265.00 into this item. Patti McCall, new energetic Team Clean chair would like to hold on decisions about this while we see how we are doing with Team Clean, allowing some time to define priorities...so we'll hold for now?
Janitor 5 hour addl per week	4,000	6	
Membership activities	100	7	
Additional hours for AV support, microphones, monitor	1,000	8	
Handyman/contract repairs (partial funding)	3,500	9	
Leadership development materials	800	10	
Additional RE operating expenses	3,460	11	
Music Director 3 hour per week increase	3,200	12	
Handyman/contract repairs (additional funding)	3,500	13	

Stipend for President: As you all know, I suggested we allocate \$500 towards a Presidential stipend to share the cost of our president going to GA. I believe all of you have indicated agreement to this. We need a motion to approve.

We are changing out our credit card situation for the church. I have cancelled my credit card, and we are going with Chase business card that will allow for several staff (Betsy, Laurie and I) to have a card on the same account. Same annual fee as what I had, but it allows for facilitated and discounted airline points

which can then be allocated to sending our President each year. So hopefully in future years this will be covered.

Internet access: Cliff (who is our expert on the phone lines and alarm system, having retired from being a phone installer) and I are looking into switching to Comcast instead of Century link, ...they have faster speed, charge a little less and throw in basic tv. I'm going to assume that unless we are spending more than the budget that this is an administrative decision (not Board) and that Cliff and I are empowered to move forward as we think best.

Real estate commissions: As you know Joe Nabbefeld gives us a commission...I believe it is 10% of his commission for listings and selling. He has given us \$600 or \$800 already on one sale. He and I decided recently it was time to advertise that again. It was in eNews. I got a complaint from Shawn Risely that we should not be promoting businesses. My thought on this is that a number of businesses give us commissions (Amazon, Safeway, PCC, Joe Nabbefeld)...we advertise them all. But I also kinda see her point...here is an individual member profiting...feels a little different...where do we stop on bringing in private one person businesses into eNews?...so after getting her complaint I moved it to the classified section. Is that agreeable with you all? I'm really happy if other people want to give commissions for massage, or whatever...certainly other real estate folks...we used to have Mel Warn with real estate.

Pastoral Care: I'm needing to refresh the Pastoral Care Team...the overall team that surveys and plans all our care services...we have had some attrition on this leadership team due to work schedules. I have asked a woman new to our congregation, Linda Natali (I know...sounds like Linda Tally!) who retired from being a PA in internal medicine...and Fred Matthews who mentioned during his orientation how important pastoral care is...I will be looking at finding maybe a couple more people. Continuing on are Laura Ehret, Patti McCall, Mark Newton, April Kristjansson, Carolyn Matthews, Dejon Shegrud. Our Pastoral Visitors/Listeners program have been providing services...just the other day a newcomer was wondering if there was someone with whom he could share loss due to relationship breakup. We also are keeping in contact with members who are finding it hard to get to church due to physical decline.

50<sup>th</sup> Church Birthday: Membership Committee asked me if they could plan a 50<sup>th</sup> birthday social event. They are responding to the strategic plan objective that their committee hold several events...they will be in touch with Joe, our president...they will involve others in the event. I mentioned to them that the birthday doesn't have to be just one event...many churches have a "50<sup>th</sup> Anniversary Year" ...and we do have the Peter Mayer concert scheduled Oct 19<sup>th</sup> as a 50<sup>th</sup> event. The Fall Ingathering (Sept 14<sup>th</sup>) can also have that theme.

Music and Drums: we all know there has been plenty of criticism of the drum set and base guitar being too loud...when we can't hear the singers. I have made the decision that the drum set will only come back IF we get the balance right during a rehearsal...no more problems during Sunday morning. We have been trying to do too much, which has overwhelmed the AV system. There will be a rehearsal on July 8<sup>th</sup>...there will be people in the congregation listening, including some of our biggest critics; and our AV pro will be on duty...along with Sunday Services folks...Bert will lead a piece of music, then pause to gather people around for feedback to him and AV. I will, in conjunction with Mark Newton, Chair of

Sunday Services, make a decision that night. Hopefully it will be a consensus of all present. But if not, I will make a decision. While some would be glad if the drum set never comes back, I do not think that is the answer. Our mix of joyful sound should include the drum set...just not always or dominant. Board members are welcome to attend that rehearsal.

My Schedule: I'll be flying out to Kentucky and the continental ministers' meeting followed by General Assembly on Sunday morning June 16 and returning June 23 in the evening. So I'll miss two Sundays. In terms of vacation, I will take a few days when my kids are in town the second week in July.

Be well,

Peg

## Appendix 2. DRE Report

### Westside Unitarian Universalist Congregation RE Report to the Board June 2013

#### Highlights

- We had a successful multigenerational RE Celebration Service! The kids were an integral part of it, and through their words and music they shared their sense of the love and support in our community.
- We had a partner church theme across all RE classes in May (from pre-k to grade 12), to increase the awareness of our congregation's commitment to the Unitarian churches in Transylvania. Marilyn Mayers from East Shore visited twice, sharing a video of our partner community, and helping us to capture footage for a video of our communities to share. We also heard from some guests who recently traveled to our partner community and had meals with the minister and others in our partner church, so our kids were able to see very recent photographs.
- Our elementary age kids raised \$400, and we are in the process of sending several animals to families in need overseas.
- Our Middle Schoolers had a busy month in May, with an evening social event and three sessions of community service at the White Center Food Bank. We are still counting the change that's come in through their Milk Money initiative, but we think WSUU will be writing a nice size check to contribute to the Food Bank this month.
- Our youth had an overnight in the church last Friday that wrapped up their regular events for the year. We had 11 youth participating, including Caetlyn Conklin, our new intern minister's daughter, who was warmly welcomed into our Youth Group. We anticipate having at least three new members of our Youth Group next year, with Caetlyn, her brother Brendan, and a return of Ryan Han.
- Our youth will be working with the adults on our Youth Adult Committee (YAC) to design and create their youth room on the third floor, so it will be ready for the fall.
- We wrapped up a successful year of RE classes on June 2<sup>nd</sup> with special celebrations in each of our classes. Our kids seemed happy, and many of our teachers are choosing to return.
- Lewis Brancati and Henry Bennet will attend GA next week, and Mia Shaughnessy will attend the Goldmine Leadership Development program in July.

#### RE Ministry Updates

- Youth Ministry Updates –
  - Jennica Davis, our PNWD Youth Coordinator, visited with us on May 22<sup>nd</sup> to help us shape our priorities and plans for next year. The first few hours were a planning session with Jennica, Shelby Greiner, Lorelei Amato, Peg, and me. The second session included youth, and Jennica shared a range of leadership opportunities and regional and national UU events for youth.
  - In our YAC meeting on June 2<sup>nd</sup>, we shared the outcomes of the discussions with Jennica, focusing on the question, "what feeds the spirits of our youth?" We identified six priorities for the coming year:
    - 1) A strong and longer COA program that will culminate with a retreat, and

sharing in a service. Everyone was clear that they didn't want to take on Boston this year, and they saw drawbacks to having that as the culminating event for COA because that big future focus would likely detract from a full presence in each meeting.

2) Promoting GA and Youth Caucus for our YRUU youth to attend.

3) Maintaining Youth Group with meetings every Sunday night and enhancing them with more discussion around theology and core beliefs.

4) Continuing to develop a youth-led service in the spring.

5) Offering Build Your Own Theology through our Adult RE program in the fall, and including everyone high school and older. Our three youth who have already completed COA are hungry for this kind of discussion, and this was their idea so they can hear thoughts from adults in our community.

6) Training youth/adult chaplains for our congregation.

- Volunteer Development –
  - An important aspect of the DRE role is to empower others and help them grow their leadership capacity as volunteers in support of the church's ministry for children and youth. Success with committed volunteers and volunteer teams happens when carefully considered matches are made between talents/skills/interests and RE ministry needs, and when volunteers are empowered, inspired and nourished through their experience. Building a sense of being an integral part of a cohesive community is also key.
  - I intend to grow volunteer teams for the many varied aspects of a healthy RE program serving a program size congregation. While some of this has already begun, I will need to develop systems (through the summer) to better support and manage this process. I consider this to be a vital part of my RE ministry efforts.
  
- Music and RE –
  - Bert and I met with the Music Council to share some ideas about how we might move forward with our collaboration in bringing more music into RE classes, and in offering music creation opportunities for children and youth in our worship services.
  - We will be setting up a brainstorming and planning session this summer for the Music Council, the RE Council, and the Youth Adult Committee to meet together.
  
- Planning for RE Programming for Next Year –
  - 2013-14 will be a particularly rich and lively year for RE programs. We are due to offer three OWL sessions – for K-1, for 4-6, and for junior high. Additionally, we need to have a Coming of Age (COA) class that will meet through the year to prepare our younger high schoolers for YRUU and bridging to young adulthood. The COA experience will include overnights, explorations within and outside of WSUU to nurture individual faith development, mentorship for each youth participating, participation and leadership in multigenerational worship, and a culminating retreat.
  - In addition to our regular Sunday morning RE class teams of 4 teachers, we will need teachers for the OWL and COA classes. Recruitment, training and support of these teachers will be a priority for the coming year.

- We also have growing interest in creating stronger advising teams for our middle and high school youth, and advisors new to youth ministry will need training and guidance. They will work with the REC and the YAC to plan and coordinate social activities, youth conferences, worship experiences, social action projects, and fundraising initiatives.
- Our Summer RE Program –
  - This summer we will offer a weekly whole group RE session in our Social Hall with guest speakers and RE Council members working together to create sessions that will include music, movement and art around rich topics connected to our 7 principles. The nursery will be available for little ones under 5 years, and high school youth will be encouraged to assist in both places (the whole group session and the nursery), or attend the worship service.
  - The Sunday Services committee is planning a multigenerational service for each of our summer months, and I will play a lead role in developing each of those.
  - During the summer, many of our teachers will attend training sessions around the state (Spirit Play for our preschoolers, OWL training, and youth advisor training).
  - The REC and the YAC will continue to meet through the summer to prepare for the coming year.
  - The high school Youth Group and our middle schoolers will have some special events through the summer.

### **Administration Updates**

- RE Council Leadership –
  - Julie Forkasdi and Shannon Day are stepping up to co-chair the RE Council for the coming year, if confirmed by the Board.
- Youth Adult Committee Leadership (YAC) –
  - Lorelei Amato and Mia Shaughnessy are stepping up to co-chair the YAC, if confirmed by the Board.
- Summer Coordinator –
  - We have identified Mackenzie Murphy as our RE Summer Coordinator, and she is transitioning into her role now. She will be coordinating the Sunday morning program beginning this week, June 16<sup>th</sup>.
- Supply Coordinator –
  - I am meeting with individuals who have expressed an interest in offering support for our RE programs, to see if any of them might be a match for the supply coordinator role that was recently funded through our contingency budget.
- Recruitment –
  - I am heavily engaged in recruitment of teaching teams for next year, with the RE Council. We currently have about 50% of our openings confirmed. I anticipate sending at least three people to OWL training in July, and at least two people to Spirit Play training in August.
- Developing Systems –
  - In addition to curriculum development, a significant goal of the summer for me is to create effective systems that will support our growing RE program and allow it to run efficiently. These include management of registration and attendance data; tracking of family involvement and participation to inform us about when reach out with personal contact; supply management systems; curriculum planning systems; communication systems; and ongoing informal training and support systems for teachers.

- RE Communications and Web Presence –
  - In the summer I will be updating our web site and developing a plan for the use of Facebook, blogs and other media-based applications to engage with our families and youth.
- RE Representation in our Space –
  - Through the UU Identity Renaissance Module, I learned to look at our physical space with a lens of UU identity and what we communicate to our children, youth and families with what is on our walls and shelves.
  - I am working with Alice Britt, who will help me to connect with the building committee, to create inviting and appropriate displays for our RE life for the vestibule (this will be portable), the social hall, and our classrooms.

#### **DRE Professional Growth Updates**

- I participate in monthly LREDA Cluster meetings with the DRE's in our area. These have been informative and helpful in plugging in to a network of support.
- I am meeting with other DRE's monthly to plan our curriculum for next year.
- I will attend GA with Shelby Greiner, Lewis Brancati, and Henry Bennett next week, and I have a LREDA professional day at the front end of that.

**RE Attendance Snapshot**

<u>DATE</u>	<u>TOTAL NUMBER of CHILDREN PRESENT</u>	<u>PERCENTAGE</u>
5/5	35	30%
5/12	39	38%
5/19	45	43%
5/26	32	31%
6/2	39	38%
6/9	?	?

<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%

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