

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

March 14, 2012

The meeting was held in the Fireside 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 Vice President Jill Jackson.

Present were President Jill Fleming, Vice President Jill Jackson, Secretary Karin Cumming, Treasurer Melissa Lang, Trustees Candace Sullivan and Cliff Houlihan and Rev. Peg Morgan. Trustee Michael Armstrong was absent.

The minutes of the February 8, 2012 Board Meeting had been distributed. Melissa's corrections, along with those of Jill F., were agreed to and upon motion made and seconded, the minutes were approved as submitted with those corrections.

Treasurer's Report

Melissa had distributed the February and March to-date 2012 income, expense and budget reports and a balance sheet. Melissa and Jill F. expressed delight in seeing that we are over 75% to date on pledge and other income. Melissa had been soliciting budget requests from committee chairs and has been getting feedback. She is looking to see what needs to be transferred from the building fund to the operating fund for debt service and said that we may be able to hold back \$16,000 of the \$54,000 budgeted to be transferred from the capital account to the operating account for capital projects. She reported that in this third year of the \$710,000 capital campaign, \$95,000 is outstanding and she will send a reminder after the pledge drive. She suggested we have a special board meeting to review budget requests in order to approve the information in time to distribute prior to annual meeting and it was agreed to have the meeting on Wednesday, May 2, as well as offering the congregation a special session with Melissa and Jill F. after Sunday Service on May 13. Upon motion duly made and seconded, the Treasurer's report was accepted unanimously.

AV Proposal

Jill F. distributed a revised proposal that eliminates the requirement for a new computer but adds sums for software, setup and training, and a contingency, and suggested we round it off to \$2300. For the source of those funds, she reported that the Sunday Services Committee has identified \$1700 savings in their budget and we received a memorial gift of \$1000, which is in the building fund. Upon motion duly made and seconded, it was unanimously agreed to increase the total budgeted for the system to \$2300, to be funded by \$1700 savings in Sunday Services budget and the balance from the building fund.

Minister's Report

All is going well. Rev. Peg has been working on establishing the Pastoral Care Committee, quite a lot of

interest has been expressed and volunteers are expressing interest in being responsible for certain activities, which means she can just contact those coordinators when clusters cannot meet the needs.

#### DRE Report

Kari had distributed a report, a copy of which is attached to the minutes.

#### DRE Search

The search committee has a couple of applications, are working on rating sheet and questions and will be meeting right after 20th to evaluate what we have. Nan Fawthrop who works in management at Swedish Hospital has offered to help with setting up the process to evaluate the applicants.

#### Pledge Drive

Ellen West distributed a proposal setting forth the theme, process, strategy and goals she is proposing as pledge drive chair, along with a fact sheet, pledge history, budget, income and expense information. She was pleasantly surprised to find recruitment of canvassers went well, some had volunteered based upon the announcement in the order of service and she was expecting at least two trustees on the board to be canvassers. She said Alice Britt is working on designing a poster, upon which stickers could be placed as to names of persons pledging, and stickers could also be placed on name tags. Upon motion made and seconded, Ellen's proposal for the Pledge Drive 2012-2013 was unanimously approved.

#### Strategic Plan

Jill J. reported that questions for pledge drive canvassers will include personal and congregational questions. Her committee members are Laura Pierce, Michael Cox, Alice Britt and Arline Borella. Facilitators include John and Viv Monahan, Tracy Burrows and others, including some to be recruited, with Pat Dougherty and Mary Houlihan on logistics planning, After World Cafe on April 21, there will be house meetings, meetings with committee chairs, and a meeting with board and staff.

#### Building Improvements and Alterations Issues

Jill F. distributed a master plan process outline and a list of projects/problems currently identified, not ranked or prioritized. She is thinking this will require a task force. She suggested we consider ways to obtain input from the congregation through the strategic planning process.

#### Social Hall Task Force

Candace had distributed commentary and recommendations she prepared for consideration by the board with a view to positioning WSUU to be a destination for same-sex marriage ceremonies, entitled "Operation Marriage Equality Initiative," a copy of which is attached to these minutes. Upon motion duly made and seconded, the establishment of that initiative was unanimously approved.

### Committee Report Review

Candace reported that JJ needs help with job descriptions and biographies for UU Connects. Jill F. commented that the reports the board received were very informative. A discussion ensued regarding need for clarification as to budgeting process and source of funds and fundraising.

### Consent Agenda

Jill F. distributed commentary for review and suggested it may be best taken up by our new board in June.

### GA Youth Scholarship

Jill F. reported that one of our members wants to sponsor a youth to attend General Assembly and we need to have a process for it. It would include cost of travel to Phoenix and registration. It was reported that Rev. Barbara Morgan, chair of Global UU, has expressed interest in this area and Jill F. said that she would contact her in that regard.

### Thank You Notes

Board members wrote and signed thank you notes to Matt Aspin for managing Team Clean, Cynthia Townsend, for a year and a half of emptying recycle and refuse containers, and Janet Cermak for her lovely music, and Mark Newton for his pastoral care as our volunteer chaplain.

### Adjournment

The meeting adjourned at 9:45 p.m.

Minutes recorded by Karin Cumming, Secretary

Westside Congregation  
DRE Report to the Board of Trustees  
March 14<sup>th</sup>, 2012

Hello Board!

All is well in the world of religious education. We are still down in numbers from last year, but have new families visiting all the time. Our groups of teachers are functioning extremely well, and our REC is gearing up to recruit staffing for summer and next fall. Shannon and I are preparing our files and spaces to be turn-key ready for your new religious educator. And I am slowly returning church books to church and bringing my personal belongings home. All is well!

Highlights:

- Roller-skating for all—March organized by REC vice chairs in charge of social events
- A passel of middle schoolers are headed for a mini middle school con at the end of April
- We have two youth and an advisor going to the youth con at the end of March, one went to the youth “Spag” con at UUC last week
- Did you know that we’ve had a Youth Advisory Committee since September? We have! it has two junior youth (one 7<sup>th</sup> and one 8<sup>th</sup> grader) and one high schooler—10<sup>th</sup> grade, one parent, the RE Chair a youth advisor and I serve as a consulting member.
- The REC in consultation with Shannon and me is planning for two fewer classes next year, returning to a three year age span in classes. The class on the stage and the class in the admin office are unacceptable because of noise and disruptions, and our numbers are down, anyway. Your new religious educator may elect to add one back in, but likely not.
- I’m planning the last few stories I’ll tell, and we’re planning the June 10<sup>th</sup> RE Celebrations service—should be a fun service!

Other than that, Shannon and I think we’ve got things well in hand and are looking forward to some nice long weekends away with family, and to having Saturdays that never involve last minute panic!

Respectfully submitted,

Kari Kopnick

# OPERATION MARRIAGE EQUALITY

## POSITIONING WSUU TO BE A DESTINATION FOR SAME-SEX MARRIAGE CEREMONIES

Draft: CJS 3/13/12

The Marriage Equality Act may be expected to result in a strong demand for same-sex marriages. WSUU could be positioned to be a venue for such marriages. We are a strongly committed Welcoming Congregation that embraces gay marriage and other commitment ceremonies. We have annual ads in the Gay Men's Chorus Christmas program, and are listed in GLBT directories.

Marriage equality is a social justice issue. Becoming a destination for same-sex marriage ceremonies would reflect our values as well as provide a sorely needed source of income. Social Hall improvements would have the added benefit of providing our Congregation with a more attractive space for socialization and other priority activities.

There is time urgency. The Marriage Equality Act could be implemented as early as July (if no referendum or initiative challenges are mounted) or Fall (following vote results). This leaves us little time to prepare.

### Background

The effective utilization and rental of the Social Hall is important to the Congregation. Rental income can potentially help us meet our short and long term financial goals. The appearance of the Social Hall has been a barrier to obtaining facility rentals for weddings, memorials, and other special occasions for parties outside our Congregation. The space has been a catch all, housing many unattractive and unnecessary items. There have been several examples of people and organizations who have visited our church to explore possible renting of our facility for weddings and memorial services. Upon viewing the Social Hall, they chose not to rent our facility.

### Recommendations

The Board should establish a Marriage Equality Initiative. It would be an opportunity to let our imaginations run free on ways we could become a destination for weddings. It would also be an opportunity to brainstorm ways to improve our facility. Congregants

could develop wedding planning expertise. They would think through how spaces would be used, and what arrangements would need to be made to assure that WSUU achieves its potential for being a desirable site for marriage celebrations.

Such an initiative would have distinct, but related challenges.

1. Facility beautification and improvements, particularly on making the Social Hall a desirable venue for marriage receptions. Critical to this is the elimination of clutter. Among our objectives would be to:
  - a. Develop short and longer term storage solutions
    - i. WSUU could contract with expertise (similar to what we did to obtain advice on an overall color scheme) or find such expertise within the congregation to develop a plan to develop storage space within or external to the building.
    - ii. The Board should seriously consider financing construction of storage space. Increased rental income can be anticipated to cover construction costs.
  - b. As an interim measure, take action to drastically reduce clutter. Unsightly and inappropriate items should be removed from the Social Hall. First steps have been taken to accomplish this. Much remains to be done.
  - c. Identify other spaces that need to be improved or modified to serve important wedding functions, e.g., spaces for dressing areas
  - d. Improve facility aesthetics
2. Marketing of facility
  - a. Congregants who have experience marketing could develop a marketing strategy.
  - b. This would include development and placement of promotional materials and use of social media.
3. Identification and resolution of issues affecting rentals, e.g., use of the kitchen, setup and cleanup, security

4. Consideration of possible 'wedding packages' and/or 'wedding promotions' that could be offered

### Schedule

WSUU should be ready to be a venue for marriages by mid-September, 2012. Planning would occur over the next two months, with facility modifications taking place in summer. Promotional activities would begin this summer. Estimated time commitments would be two months per task area. These could include identifying wedding planning considerations, marketing, storage planning and design, facilities improvement implementation, and aesthetics improvements. Participants could elect to participate in more than one task if their schedules permit.

### Budget

The Board should include a place-holder figure in the budget for temporary or permanent storage facilities. Funds for marketing are including in the Outreach budget.

### Initiative Team Members

Congregants with variety of experiences and talents would be recruited, including

- Members of the GLBT community
- People who have been recently married or planned weddings
- Design professionals
- Architects
- People with marketing experience and skills
- Graphic artists
- Web designers
- Caterers
- Writers
- Researchers regarding media and social marketing that would reach target

audiences

- People with organizational skills

#### Role of existing committees

A number of committees and groups have roles and responsibilities related to this initiative. Committee members should be consulted and encouraged to participate in various aspects of this initiative.

#### Social Hall decision-making authority

An Initiative leadership team (comprised of leads from each task group) would be formed to coordinate planning and implementation. It could be given authority for approving placement of items in the Social Hall and removing extraneous items. Serious disagreements with team decisions could be brought to the Board for resolution.