

Westside Unitarian Universalist Congregation

West Seattle, Washington, USA

Minutes of the Board of Trustees Meeting

Monday, May 9, 2011

Event Catering: President van Haagen brought the pizza tonight.

Call to Order: The meeting was called to order at 7:08 pm by President Paula vanHaagen in the Fireside Room at 7141 CA Ave SW. Present were Vice President Linda Tally, Treasurer Melissa Lang, Secretary Michael Armstrong, and Trustees Clifford Houlihan and Peggy Abby. Also in attendance were the Rev. Peg Morgan and Allan Lang.

Chalice Lighting: Rev Morgan lit the chalice with words of Vaclav Havel.

Bylaw Committee Report: Steve Becker advised the committee is not prepared to proceed with sending this to the congregation at this time. The pieces that have been approved by the board are largely minor in nature and should be presented to the board and the congregation when there is a complete report available. Considerable discussion ensued and it was decided that we prepare a report to the congregation dealing with the less complex changes.

Trustee Becker moved that the board of trustees recommends changes to the bylaws included as #1-14 in Paula's email dated May 8th to the board, attached to these minutes, and recommends them to the congregation for adoption at the annual meeting. It was seconded by Peggy Abby. The motion was carried with Secretary Armstrong opposed.

Treasurer's Report on the Proposed Budget: Treasurer Lang presented a written report with previous year's figures as well as proposed figures for the upcoming fiscal year. The report was reviewed line by line and it concluded with a total budget amount of \$331,109.

It was moved by Trustee Becker that the proposed budget prepared by Treasurer Lang be accepted and it be sent to the congregation's annual general meeting for adoption by the membership. The motion was seconded by Trustee Houlihan. The motion was carried.

Chalice Lighter: Rev Morgan will light the chalice at the next meeting.

Next Meeting: The next meeting will be at the call of the new president.

Adjournment: The meeting was adjourned at 11:12 by President Paula vanHaagen with closing words read by Rev Morgan.

Recorded by

Michael Armstrong
Secretary

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President Paula vanHaagen's Memo to Board of Directors dated May 8 2011:

Good evening, gentlemen of the By-Laws change team:

I heard this morning that you had some uncertainty as to which potential by-Law revisions fell into the "ready" or "ok" category. It's important that we move expeditiously on this tomorrow evening as the meeting's primary purpose is to prepare a budget for next year. I will allot 30 minutes (25%) in tomorrow evening's meeting to address by-law changes, from 7:05-7:35. Then we will go into executive session for the budget.

To help us move expeditiously, I've taken time this evening to write out what my notes from last month's discussion marked as ready or "OK" for action. I'm hoping that you can compare this to your draft and we can have an exchange (confirmation?) before the board meeting.

Ready:

- 1) Article III Denom. Affiliation, insert full name of UUA
- 2) Article IV Requirements for voting E. OK to insert "removed for cause from the voting roster." Don't delete "members present."
- 3) Article V - Congregational Meetings, 2. Order of Business at Annual Meeting. Delete Order of Business. Insert "The agenda may include the following items:" 2B, delete "Reading of" and Capitalize the M of "Minutes"
- 4) Article V - 3. Special Meetings - typo re d-mail.
- 5) Article VI - Board of Trustees, 3. Quorum - delete "announced"
- 6) Article VI - Board of Trustees, 4. Meetings of BOT, ok to insert "made available" and delete "bound (e.g. loose-leaf) and delete "by any interested party"
- 7) Article VI - BOT, 5. Duties of BOT, OK to delete "Act upon all requests for use of any building or facilities owned or occupied by the Congregation." OK to insert "Create committees and" (appoint chairs)... OK to delete "In the case of co-chairs, at least one co-chair will be a member of the Congregation."
- 8) Article VII - Officers, Election of Officers, OK to delete "subject to a vote of approval at a Congregational meeting of the Congregation to be held within sixty (60) days of such appointment."
- 9) Article VII - Officers, President, ok to delete "also" in first line.
- 10) Article VII - Officers, Secretary. OK to insert "The Secretary shall be in charge of all archives and records of the Congregation." and to delete notifying membership "by mail" of all Congregational meetings.
- 11) New Article IX-Minister, Calling & Dismissal. OK to insert "of the Congregation" and delete "by the members in accordance with Article V of the bylaws." I'm not clear if it makes sense to reorganize and change the number of this section yet - would have to look at what all the changes are to make it worth while.
- 12) Article ?? - Nominating Committee. OK to insert "If the vacancy is the Chair, then the Board shall replace the Chair. OK to insert, "make nominations...included" and to delete "always and to insert "annual" meeting.

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13) Article?? - Committees. OK to insert 3. "The Board may establish other committees as needed." Probably this insert should go into responsibilities of the Board.

14) Article XIII - Amendments - ok to delete "of the Congregation." (One of the Congregational meeting of the Congregation.)

This is a good long list for house-keeping. You will have your hands full preparing even this list for distribution to members by this thursday. As the By-Laws say, "The details of any proposed change shall be contained in full in the notice of the meeting." That is going out this Thursday, 10 days before the meeting. What we've learned in the past is it's best to present a "track changes" type of document and a "final" version, so they can see what the changes look like if adopted. Also useful are explanations for the change, as you've done but some may need a bit more elaboration.

Paula