

## **Westside Unitarian Universalist Congregation**

Minutes of the Board of Trustees Meeting

Monday November 8, 2010 7:10 pm

Held in the Library, 7141 CA Ave SW, Seattle

**Call to Order:** The meeting was called to order at 7:10 pm by President Paula vanHaagen. Present were Vice President Linda Tally, Secretary Peggy Abby, Trustees Michael Armstrong, Steve Becker and Clifford Houlihan. Also in attendance were Rev Peg Morgan, Religious Exploration Director Kari Kopnick and Facilities Chair Mark Newton, and Vanessa Shaughnessy of the RE Council. Absent: Treasurer Melissa Lang,

**Chalice Lighting:** The words of the Dalai Lama were read by Paula.

**Secretary Position:** Secretary Peggy Abby has submitted her resignation from the position of Secretary. Trustee Armstrong has volunteered to take over the position.

**Resolution:** It was moved by Trustee Houlihan and seconded by Vice President Tally that Michael Armstrong be appointed Secretary of the Congregation. The motion was **carried**.

**Resolution:** It was moved by Trustee Houlihan and seconded by Vice President Tally that Peggy Abby be appointed to the trustee position vacated by Michael Armstrong. The motion was **carried**.

**Adjournment:** The regular session of the meeting adjourned to an executive session with the Minister.

**Reconvene Into Regular Session:** Following the executive session, the regular meeting reconvened.

**Religious Education Director's Report:** Kari Kopnick's written report was presented and is appended to and forms a part of these minutes.

**Minster's Report:** Rev Morgan's written report was presented and is appended to and forms a part of these minutes. Additional mention was made of the need for a protocol on closing the building.

**Facilities Committee:** Mark Newton presented a verbal report. There is a need to review how we operate the building and the disparate nature of the work of managing it. The transition from a renovation program to a long-term program and organization is a large concern. Mark Newton will stay on running the Facilities Management Committee in the interim. Mike Cox still having difficulties

## Page Two

### Westside Unitarian Universalist Congregation

Minutes of the Board of Trustees Meeting

Monday November 8, 2010

with the City of Seattle getting permits organized for the pre-school lease. There is a need to relocate a door in a classroom to facilitate the permit process. The second part of the project is placement of a fire door in the downstairs hallway near the stairs to the dungeon. There was consensus from the board that we proceed with moving the door in the classroom and wait on the installation of the new fire door.

**Minutes:** The minutes of the August 9, September 5, September 13 and October 11, 2010 were unavailable at meeting time.

**Board Retreat Follow Up:** Vice President Tally provided the following summary:

#### Top Priorities:

1. Finance & fund raising – making ends meet
2. Follow up with what we've started
3. Transition from FMC – to what?
4. Growing volunteers
5. What structures do we need?
  - a. Teams
  - b. Policies & procedures
6. Teams that need follow up/board liaison
  - a. Culinary/hospitality/kitchen cleanup – Linda Tally
  - b. Safety – Peg Morgan
  - c. Sanctuary - Michael
  - d. Clean – Peggy Abby
  - e. FMC – Cliff
  - f. Pastoral Care team – Peg Morgan
7. Policies needed:
  - a. Safety & ADA
  - b. Personnel
  - c. Finance
  - d. Parking
  - e. Building use
  - f. Rental
  - g. Art & donations
  - h. Naming process

## Page Three

### **Westside Unitarian Universalist Congregation**

Minutes of the Board of Trustees Meeting

Monday, November 8, 2010

#### **Top Priorities Cont'd:**

##### **Future goals:**

1. Strategic plan
2. CCC survey

**Treasurer's Report and Budget:** Treasurer Lang was unable to attend this meeting but will send written report to the board later this week.

**Scrip:** VP Tally reported we are ready to sell PCC scrip and is working on the Safeway program as well. Linda would like to have a volunteer to sell the scrip to the membership.

**Labor of Love Auction:** A new person is interested in assisting us organize the event likely in February or March 2011.

**Thanksgiving:** Program is under control.

**Next Meeting:** The next meeting of the board is scheduled at 7 on 12-13-10.

**Chalice Lighter:** Treasurer Meilssa Lang will be the chalice lighter for the meeting.

**Thank you Notes:** Sent to Susan Maude for coordinating door signs and flags; Davonna Cuffley for her medical assistance in a serious time of need; Laura Matson for coordinating the building dedication service.

**Adjournment:** The meeting was adjourned at 9:45 PM by President Paula van Haagen with closing words by the Dalai Lama.

Recorded by

Michael Armstrong  
Secretary

Report of the Director of Religious Exploration to the Board of Trustees

Westside UU Congregation November 8<sup>th</sup>, 2010

Dear Westside Board,

We are striving to find the very best way to integrate the newer members of our congregation. Children learn “scenarios” of how things happen, and come to expect things to be the same from one time to the next. Of course, nothing about church is the same as last year for any of our children, so we’ve had some struggles. Some kids have eloquently expressed their frustration. Some are acting out. Some quietly resist coming to church. I believe that these are all symptoms of things just being different. We are mindfully creating new memories and new “scenarios” and believe that we are seeing some cohesiveness and buy-in from the children and youth. It’s all perfectly normal developmentally, but frustrating to some of us who are a little older! I am very thankful to the members of the RE Council and my colleague, Shannon Day, for maintaining a positive attitude and open communication during this time of change.

The Religious Education council will be on a weekend long retreat next weekend. I will not attend; I believe it is time in the council’s process for them to begin to take the lead in crafting a vision and a long term plan for the growth and health of the Religious Exploration program. I am sending them with pre crafted workshops that use the Appreciate Inquiry method, and Shannon is prepping their materials, Davonna Cufley, chair, is planning to lead the sessions. I believe that the RE Council is one of our most fertile committees for growing congregational leaders. They are ready to take our RE program to its highest level, and when they come back I am sure they will have a soaring vision of what can be. I will work very hard to make that vision become a reality. I can only hope to walk in the footsteps of our own dear Jule Sugarman, to make what seems impossible, become our reality.

The addition of the Story time nursery for 2 and 3 year-olds has been wildly successful. The shift to the Fireside room for the Older Elementary class is working out well enough, but the 13-16 kids we have on a regular basis barely fit there. We need a yurt! We are considering splitting out another class to make class sizes a little smaller, but our volunteer load is stretched pretty far.

Peg and I are working to plan the Thanksgiving Multi-generational service for November 21<sup>st</sup>. I’m working with Janet Cermak and Bert Gulhagen on the Christmas Multi Gen service. We’ll revisit “Would You Like to Hold the Baby” a Joyce Poley Christmas musical last performed in 2004 here at Westside. I hope to bring the same level of excellence to our multi gen worship that we enjoy in our weekly Sunday Services.

Respectfully Submitted, Kari Kopnick, DRE

## Minister's Report - Westside Unitarian Universalist Congregation

November 2010

### COMMUNITY SERVICE VOLUNTEER

There is a man who needs to do community service, 50 hours. Any ideas of what we need done? He is 58 years old. Was caught shoplifting. I will also ask the facilities team.

### RENTALS

Hopefully we can get a rental policy proposal to you for the next meeting. In the meantime we are accepting some rentals...Cliff is staffing the second one this Saturday. They are paying \$15/hr for him to be here all the time, and extra for the sound AV time in the afternoon. We have some other requests for space rentals that we should reply to but I haven't had time to deal with. Candy and Laura Matson are working on these, so with Laura back tonight, maybe next week we can address the new requests. Lots of issues...use of alcohol by outside groups? Insurance required?

I have granted Bert's chorus rental ½ price, and he is the staff person. Price based upon what Laurie identified in her initial proposal for outside groups. No AV required of us. That decision was for the rental for next week, 11/18 7:30... (concert Thursday night, y'all come and support him!). You have to let me know if that price is ok for future. Given that he is loaning us the risers which cost lots of money, I think we have a give and take here. I am planning on being at the concert so I'll see how it goes logistically.

### SAFETY COMMITTEE

I have a meeting at 6 pm on 11/18 Thursday with the beginning of the Safety Committee. A couple new people invited who work for/with emergency management, and others we know. Kari will be involved in this but I am taking lead staff role, and Allan Lang is chair.

### PASTORAL CARE

Creighton is doing fine. Feeling good. Doctor thinks it was blood pressure.

Wendy and Cheryl and Kristina are meeting together to provide support to each other about their breast cancer.

### CLUSTERS

Are looking for another kick start. Will have an event during social hour in January with folks sitting by cluster. Susan Castelazo is out of the country a lot now and needs someone to co-chair clusters with her.

### JULE'S MEMORIAL

Viv is coordinating the event logistics. If any of you are available to stay afterwards to clean and set up for turkey day, let Viv know. Bert is pulling together an ensemble to sing. I'll meet with Candy hopefully on Wednesday to plan.