

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

November 13, 2013 (revised)

The meeting was held in the administrative office of WSUU at 7141 California Ave SW, Seattle, and was called to order by Joe at 7:00 p.m. with chalice lighting and words from Oliver Wendell Holmes. Thank you to Lisa for dinner.

Present were President Joe Rettenmaier; Secretary Lisa Maynard; Vice President Matt Aspin; Treasurer Eric Winiecki; Trustees Amy Hance-Brancati, John Britt, and Shannon Day; and DRE Betsy Lowry and member GloriaSommer.

Minutes of the Oct 9, 2013, board meeting were reviewed with two corrections that had been sent by John and Amy. Upon motion duly made and seconded, the Oct minutes were approved.

Thank You Notes

To Alice Britt, Arline Borella, and Stina Lane-Cummings for helping with World Cafe. To Linda Anderson for Chalice Palace and many musical contributions

Treasurer's Report

Eric presented the treasurer's report as of Nov 12, 2013. Pledges are at 115% of where we expect to be for the year but other income trajectories bring total general fund income to 103% of budget. We are at 107% of where we should be for expenses – almost every category is a little above where we expect to be. Four-month electricity bill came in this month.

Kudos to Eric for excellent quarterly budget report shared with the congregation this month (by direct email, posted on website and bulletin board).

Other Reports

Reports from minister and music director are **appended**. [Betsy hasn't sent hers yet but reported in person]. Peg also emailed to the Board on Nov 13 that our internship grant for \$6500 for next year has been awarded.

Peg and Eric did the research on switching from Chase to Umpqua for congregational banking, and it sounds like we can get all the services we need. Board agrees that Peg and Eric can go ahead and switch.

Betsy reports that employee credit cards are working well. Each month the employee receives a statement showing what she/he had spent. Peg wrote a sheet that explains how employees should use the cards. Eric will write a brief policy explaining how we decide which staff members get a card.

Betsy reported that the Youth Adult Committee (meant to drive youth vision and oversee youth activities) hasn't gotten good momentum yet. Shelby and Betsy are rethinking to see why it isn't getting traction. All is going well with RE classes, and themes are being implemented. On social justice, youth have identified Westside Baby as our focus for the year. First Chalice Chapel was last Sunday.

Reminder to Lisa to create report template (including John's questions in support of org chart) and send reporting schedule to all groups/committees. Agreement that Secretary is responsible for only first request, not follow-up to assure that all reports are sent.

### Child and Youth Safety Plan

Betsy has had quite a bit of dialogue about the safety plan with various folks, including meeting with Joe and meeting with youth advisors. She has made changes including changing to a more positive tone. She will send a revised copy so that the Board can vote on it in Dec and roll it out to the congregation in Jan. Shannon asked about whether the document is too long to be useful. Betsy said that when she meets with groups (e.g., youth advisors) to discuss safety, they focus on key parts of the plan, not the whole thing.

### Board Mini-Retreat

Joe led a session to help us refocus on our charge, halfway through our year as a Board. Some of his key points were:

- Who is in charge of us? The congregational *mission*. (Amy suggested that at the annual meeting we do a unison reading of the WSUU mission statement. Or we could read it aloud at the start of a Board mtg.)
- How do we serve the mission? Act as communicators, listen deeply and have a “can do” attitude, share information freely as a team.

We have six more Board meetings – what would we like to see/do over the course of those meetings? John would like to see a discussion about how all the different Membership functions/pieces come together. Joe would like us to spend some time focusing on this important committee of the church. Joe put forth the question that, as WSUU grows, is Peg still doing too much administrative and operations-related work? Some discussion of what we can do to lighten this burden. During budgeting process, Board should ask Peg what she needs in terms of administrative/office management help and budget for that. John reminded us that Peg is expected to present a “staffing needs” report as part of the strategic plan, and this will present an opportunity to discuss Peg’s needs also.

### Pledge Drive Chair

Board discussed possible candidates for pledge drive chair. Joe will talk with next person on our list.

### Cluster Group Lead

Eileen Duffy is our new cluster group lead, thanks to Joe. Joe stated the need to redraw cluster boundaries and think about transportation to church and other support needs.

### Planned Giving Policy

Fred Matthews came at 8:15 pm to present the draft planned giving policy [appended]. Other folks who helped craft the policy were Theresa McCormack, Peggy Abby, and Melissa and Alan Lang. Policies are meant to be the guiding principles for the program—not designed as procedures. More explanations and procedures will be written later.

Lisa will post the draft policy on the website and put a blurb in e-news, asking for feedback to be sent to Fred. He will craft a final draft closer to the Dec Board meeting.

### Consent Needed

Kari Kopnick would like to apply for a grant to write curricula for a Chalice Chapel and Service Sunday program.

She needs an official “supporting organization” that is affiliated with the UUA. WSUU would act as a “fiscal receiver,” accepting the money and distributing it to Kari. Board consented.

Chalice Lighters District Program. Need to get our participation in Chalice Lighters up to 30 percent. Peg would like to publicize and have a drive to get some more members signed up so that someday we could apply for another Chalice Lighters Grant. Board consented.

#### Seabeck Retreat (April 25–27, 2014)

Amy attended planning meeting last month. Still would like another person to help org WSUU part of retreat— one to focus on promotion and another on registration. Amy is fine to be one of those and she will ask Julie Forkasdi about being the other. Promotion starts mid-Jan. Registration starts mid-Feb. Apparently Peg agreed to give the retreat organizers a \$400 potential cushion in case funds were needed, and also to be able to provide scholarships. Amy will follow up with Peg to find out more. They are thinking of having a speaker for Sat morning, and Amy has asked Michelle Conklin if she would consider doing it.

#### Raise the Paddle Ideas

Matt requested a bit of brainstorming for “raise the paddle” ideas for this year’s auction (often brings in \$4,000-5,000): Youth programming – engages imagination, and there’s a lot of stuff left unfunded from last year’s budget. Our youth program is growing and will double and beyond in size in next couple of years. Supporting youth attending cons (sending two advisors, transportation), GA, or Goldmine Leadership Camp. Refreshing the youth room. Hosting a youth/adult chaplain training. Partner church group is going to Transylvania – great opportunity, transformative trip. Take a group of youth in the coming summer to Transylvania. Youth to Boston, youth to GA.

Nursery needs attention also. Matt will also look at unfunded stuff on budget. Shannon points out that Raise the Paddle works best for specific projects as opposed to ongoing stuff. Betsy will write a proposal for combined youth room and nursery remodel/fix-up.

#### Future Expansion

At Joe R’s request, Joe Nabbefeld made contact with owner of apartment building to north, and she may be selling within the next few years. Joe estimates current value at \$700K to \$1M. He also confirmed that the owner of the building across the alley is not interested in selling in the near future. (Peg and Joe said in email after the meeting that the price he had mentioned in the past was \$1.2M.)

#### Adjournment

The meeting adjourned at 9:12 p.m.

Minutes recorded by Lisa Maynard, Secretary

## **MINISTER'S REPORT TO THE BOARD OF TRUSTEES**

Nov 8, 2013

Rev. Peg Morgan

### **Personnel Changes:**

#### **RE Additional Assistant Hours:**

I have modified the budget to reflect your approval at the last Board meeting to allocate 1860.00 of my ministerial discretionary to get 3 more hours of practical assistance to Betsy and the RE program. I called it RE Program Assistant to distinguish those hours and source of funds from the Teacher Support funded by the contingency budget. So the treasurer's report will reflect that expenditure code and a corresponding revenue code. If I remember correctly, we went ahead and transferred the whole amount of those funds from my discretionary account into that general fund revenue line.

Gabby, whom everyone adores, by the way...is pretty full up with her schedule as she works a couple other jobs. We were fortunate to twist Shannon Day's arm to do those three hours. She has such a depth of knowledge of our congregation and of RE since she used to be on that staff, that she has hit the ground running, and I believe is focusing a good deal of that time on COA and OWL details...saving Betsy for the larger management issues. Betsy really appreciates being able to count on this additional assistance every week.

#### **Administrative Assistance Extra 3 Hours from Contingency Budget**

Last week Laurie Radin, our Admin Assistant, informed me that she cannot do the 3 hours of additional time...funded through the contingency budget. She was adding those hours on the only day possible, considering her work at the Shoreline church, Friday afternoons. That put her in an hour-long bad rush hour traffic on Friday evenings as well as just being too much working time as she works at Shoreline on Sunday mornings...so she only had Saturday off, not ½ of Friday and Saturday. So for self care she asked to be relieved of those duties. She is back to 10 hours a week...3 on Wednesday mornings, 3 on Friday mornings, and 4 spread over the week at home where she composes eNews, order of services, reserves rooms, responds to emails by remotely accessing the computer, and readies other documents and tasks.

I have asked Shannon to fill the 3 hours and she has accepted. She is working on Monday mornings. There are several advantages to me on this split in staffing. Laurie and Shannon have different skill sets. This is the best of both worlds! But also, there is a real advantage to me to have gotten her as I didn't have to train her on logistics, computers, printers, where things are... all things that take my time that I haven't had these weeks! Then having Shannon on Monday is fabulous...as I have help three days a week now, but on Monday Shannon doesn't have other duties like Laurie does on Wednesdays and Fridays, so she concentrates solely on just on taking tasks off my shoulders for three hours! Shannon is doing work that I was directly doing...or not getting to as the case may be. She will be assisting me in day to day tasks that I can delegate easily, as well as with higher level of assistance such as helping me in communications with newcomers and attacking our need to organize our archives.

### **Chalice Lighters District Program:**

Do you remember I told you about this program I think last month and how we have only 15% of our people on their list? we have 31 people, so we need another 31 to qualify for a grant usually worth about \$20,000. They just announced an additional mini grant topic, money for technology. Do I (and Steve Burrows, AV chair) have permission to publicize this program in the congregation? It means getting an email three times a year regarding a different church's project, and contributing I think it is \$15 each time (or you can just send them \$45 for the year if you want)...With a 30% participating/sign up we can apply for the technology money (\$500-1500). If approved, we thought we would put a flier in an order of service for them to drop in the collection basket, and talk to folks personally.

### **Planned Giving:**

I have been attending the Planned Giving meetings and am very impressed with their work and progress. I expect you will have already received some of their policy proposals by the time of your Board meeting.

### **Sunday Services:**

This committee is working hard to be so thoughtful about everything. We had a retreat in early November, where we reported on the success of the Thursday evening contemplative service. Now that we have a service that is not on a Sunday, we are seriously considering a change to our committee name. More on this topic soon...I am not sure whether you will want to just let the committee make a decision on their name change or if you want involvement in that. I don't see anything in the by-laws regarding the committee or who names or establishes committees so that leaves the process up to the Board. I'm sure our Chair Mark Newton will be in touch.

### **Copy Machine Expenses:**

Eric has noticed the copy machine cost per month is higher now. They are charging us a higher monthly rate now in lieu of charging for overages and color copies. They have averaged our overage amounts (which we used to pay every 6 months with the last one being \$ 500+ . With the new machine (old one broke) we are paying that overage as a part of our monthly bill. We were going over budget with our overages. The good news is that the machine serves us better...we can print from our smart phones and scan to our phones. That is highly prized by staff!

# **Westside Unitarian Universalist Congregation**

## **RE Report to the Board**

### **November 2013**

#### **Highlights**

- Our programs are thriving! In addition to rich and full RE classes on Sunday mornings, our kids are involved in OWL, Coming of Age, middle school and high school Youth Group social events, music activities, social justice activities, and multigenerational activities such as Chalice Palace, Song Circle and Uke Jam night, and Drum 'n Dine.
- We have five themes running through our RE classes with liaisons supporting the activities (music, art, social justice, partner church, and spiritual practices).
- Our teachers are communicating through team emails weekly to plan, prepare, and process with Gabbie and me.
- RE has a strong working relationship with and presence in WSUU's music program, our Sunday Services worship committee work, and our social justice activities and discernment process.
- The RE Council is engaged in deep visioning work in preparation for developing new ways to support and kindle our teachers.
- Our YAC (Youth Adult Committee) is in hiatus as Shelby and I do some rethinking about its role and function. We have not yet had a meeting with all members attending since we formed last spring, and we have not been able to establish good momentum for YAC activity just yet.
- Two new Youth Group advisors have been recruited and trained, bringing our high school youth advising team to four people.
- I participated in an excellent Renaissance Training Module on the Philosophy of RE while in Minneapolis, and I attended the LREDA (Liberal Religious Educators Association) fall conference there, bringing back a wealth of new ideas and inspiration.

#### **RE Ministry Updates**

- RE Classes –
  - Our teachers are working beautifully in their teams, communicating and planning weekly through email and meeting periodically. Our kids are experiencing well prepared classes using the Tapestry of Faith curriculum for K-8, Spirit Play for 4-5 year olds, OWL curricula, and a newly designed Coming of Age curriculum unique to Westside. Teachers have room to make adjustments to the curriculum to add and remove activities for the most engagement with their particular kids.
  - Each Tapestry of Faith class has a long-term project element to it from the curriculum, which our art liaisons have helped the teaching teams to craft.
  - Our five themes are being implemented through classes, starting in November (music, art, social justice, partner church, and spiritual practices). Teachers are implementing music and spiritual practice elements themselves, and liaisons are supporting activities in the other themes. Our kids are making peace doves to send

to Transylvania, and they have selected WestSide Baby as our primary partner for social justice activities this year.

- Social Justice –
  - Our middle schoolers went through an exploratory process and a vote to select the organization they want to partner with for this year, and they selected WestSide Baby. We will continue to work with the White Center Food Bank as well, which actually collaborates with WestSide Baby, and we will support some Treehouse initiatives.
  - You will see some action from our K-8 kids around Westside Baby initiatives in our congregational life in the coming months. Our middle schoolers will be able to participate in more on-site activities, and our elementary kids will support efforts here in our community.
- Multigenerational Services and Chalice Chapel –
  - We had what seemed from all accounts shared to be a successful first multigenerational service for the year, with Joe Rettenmaier sharing a treasured story. Bert and I are now working closely to plan for our holiday pageant service on December 22<sup>nd</sup> in which kids will play key roles.
  - We also had our first Chalice Chapel on November 10<sup>th</sup>, which was well attended and included singing, chanting, meditation, and multi-age sharing in small friendship circles that created “puddles of gratefulness.”
- Junior High OWL --
  - Our Junior High OWL program is in full swing, with 18 active participants and four dedicated and thoughtful teachers (Kari Kopnick, Jeannie Warner, Cole Strauss, and John McKenney). We had a successful overnight event in October to cover three sessions and build community, which included a late-night candlelight worship in the Sanctuary.
- Coming of Age (COA) --
  - We have six Coming of Age (COA) participants and three dedicated and creative teachers meeting the 1<sup>st</sup> and 3<sup>rd</sup> Sundays of the month (Lorelei Amato, John Monahan, and Steve Burrows). We had a successful overnight the first weekend of November with candlelight dinner in the Library, a fire pit and s’mores in the parking lot, and a trip to Camp Long for a ropes course experience.
- Middle School Youth Group --
  - Our middle schoolers had their first social event in October that was well attended, well supported by advisors and parents, and thoroughly enjoyed, called “Zombie Apocalypse.” They dressed as Zombies and ate unmentionable food items!
- High School Youth Ministry –
  - Westside will host the Youth Adult Chaplaincy Training the last weekend of February, from Feb. 28-March 2<sup>nd</sup>. We are expecting about 30 participants, including youth and adults, from across the PNW District. Shelby and I are coordinating this.
  - Michael Mothershed and Nathan Germaine have recently become high school youth advisors. They are excited to engage in more training to learn about UU youth ministry. At this time, both are working with Shelby to support the Youth Group on Sunday evenings. Shelby Greiner continues to be our lead youth advisor, and Suki Kaplan is continuing on the team.

## Administration Updates

- RE Staff Team –
  - As the team grows in small increments, our RE program benefits! We are so fortunate to have such dedicated and talented individuals as Shannon Day and Gabbie Guncay working with our RE ministry. The three hours of additional work in our RE program under Shannon's capable hands are deeply appreciated!
- Safety Policy –
  - I am still gathering input from congregation members and the Board. The goal is to roll out the new policy in the New Year.
  - I did a building walk-through with Will Giammarese to identify items that need attention. Will is bringing these to the attention of the Safety Committee, which will submit a report to the Board.

## DRE Professional Growth Updates

- Renaissance Modules –
  - I participated in the Philosophy of Religious Education Renaissance Module that was offered three days prior to the LREDA conference this month. In preparation, as requested by the instructors, I read the book "*Essex Conversations: Visions for Lifespan Religious Education*."
  - The depth of discussion among the 30 participants from around the country made this module one of the best I have experienced so far. I returned with a wealth of new ideas and a greater understanding of the who, what, where, when, how and why of religious education.
- LREDA Fall Conference –
  - My first LREDA Fall Con experience, in Minneapolis, MN, was far more positive than I even expected! It provided an excellent opportunity to step back from program development and delivery after a full opening of the RE year, and allowed me to deepen connections with PNWD DRE's, and connect with many other veteran and new DRE's from across the country.
  - I have a new respect for the inspiring religious educators who have gone before me.
  - My experience of learning to balance the unending priorities and creative opportunities in this role was validated by many other deeply dedicated RE professionals.
  - I am taking away some key points that are already influencing my work on many levels:
    - The importance of kindling our teachers.
    - Everyone in the congregation is a religious educator.
    - Young adult programming requires a completely new and different set of programs – it is not an endeavor to engage young adults in our current programming.
    - Full-week church – we can't wait for families to return in larger numbers on Sunday mornings – many say they aren't returning. There is a call within the UU community to consider how we can best engage each other in our faith development through the entire week.



- Technology – It was good to see many examples of technology use and presence in UU communities, and spurred my thinking about how to grow RE communications and connections through online tools and sites.

# Westside UU RE Attendance

Weekly Attendance stats

Period/Time: 2013-2014

Class Name	Count	Sept				SEP total	Oct				OCT total	Nov				NOV total	Total Class Attend.
		15-Sep	22-Sep	29-Sep			6-Oct	13-Oct	20-Oct	27-Oct		3-Nov	10-Nov	17-Nov	24-Nov		
Nursery	5	2	2	1	1.67	0	4	2	2	2.00	1	2	3	2	2.00	21	
		40%	40%	20%	33%	0%	80%	40%	40%	40%	20%	40%	60%	40%	40%		
Story Time	10	3	4	2	3.00	0		1	1	0.67	3		1	5	3.00	20	
		30%	40%	20%	30%	0%		10%	10%	7%	30%		10%	50%	30%		
Spirit Play	11	4	7	4	5.00	3		5	4	4.00	5		3	4	4.00	39	
		36%	64%	36%	45%	27%		45%	36%	36%	45%		27%	36%	36%		
K-1	20	5	9	8	7.33	9		7	6	7.33	9		5	10	8.00	68	
		25%	45%	40%	37%	45%		35%	30%	37%	45%		25%	50%	40%		
2/3 grade	20	9	8	5	7.33	7		8	7	7.33	8		6	7	7.00	65	
		45%	40%	25%	37%	35%		40%	35%	37%	40%		30%	35%	35%		
4/5 grade	18	9	14	8	10.33	9		9	6	8.00	15		10	13	12.67	93	
		50%	78%	44%	57%	50%		50%	33%	44%	83%		56%	72%	70%		
6/8 grade	25	12	9	0	7.00	7		11	8	8.67	12		9	7	9.33	75	
		48%	36%	0%	28%	28%		44%	32%	35%	48%		36%	28%	37%		
High School	14	0	0	7	2.33	8		6	0	4.67	0		0	0	0.00	21	
				50%	17%	57%		43%		50%					0%		
Multigen Estimate	123											41				41	
												33%					
RE Total		44	53	35		43		49	34		53	43	37	48		443	

**Music Director's Report to the Board of Trustees**  
**November, 2013**

**Multigenerational Music.** During October Betsy Lowry and I began implementing our plans for the Multigenerational Music Program and so far it has met with success.

- The first two **All-Ages Song Circle Uke Jam and Pot Lucks** were very successful. We didn't take a head count but I know that, since I was the chief dishwasher, I washed at least 20 plates in October and 11 in November (not all participated in the pot luck). Lisa Maynard led the singing beautifully and patiently helped uke novices with their chords. Fun was had by all.
- **UU Songs.** Betsy and I have been working at identifying UU songs for use in classrooms and for Chalice Chapels. We are going to make recordings of the songs for teachers who don't feel comfortable leading the singing.
- **The Children's Choir**, led by Lisa Maynard and Liz Bucklew, is scheduled to perform for the first time this year on November 24<sup>th</sup>. Betsy and I will start promoting the middle school and the youth rock/pop bands and we should hear from them after the first of the year.
- **Drum Circle.** Our percussionist, Larry Jones, started leading a middle school/youth drum circle at 6:30 on Sundays for the half hour between the end of the O.W.L. classes and start of the youth meeting. The kids really enjoyed the first one.

**Web page and promotion.** The update of the music page of the web site is coming along well. All the information is now current and there are more recent photos but we need more so I'll be working on that over the next few months. The music program information center has been well received and has become a regular part of the Sunday morning coffee hour.

**Choirs.** Membership in all of the WSUU vocal ensembles has settled in. As was the case last year, this year is a time for the program to settle and become more established for the long haul.

**UU Choir Festival.** I have been working with nine local UU music directors to prepare for the UU choir festival which will be held on March 1<sup>st</sup> in our sanctuary. This year we will put together a mass choir rather than presenting performances by individual congregation choirs. Five or six of the conductors will each choose a piece to conduct for the concert with the program being filled out with hymn singing. Our rhythm section will play. All agree that this festival is a valuable experience for our singers and we plan to make it an annual event; maybe even bring in a clinician like Jason Shelton for a weekend workshop at some point in the future. This project is intended to fulfill a requirement for the UUA Music Leadership Certificate Program: I am to produce a community service event to support a local charity which will be the Northwest AIDS Alliance this time.

# Westside Unitarian Universalist Congregation

## Planned Giving Program Policies

These policies will govern the operation of the Planned Giving Program of Westside Unitarian Universalist Congregation (WSUU). The Board of Trustees must be aware of and in full agreement with the objectives expressed in these policies. Any staff member or volunteer involved in the Planned Giving Program must also be thoroughly familiar with the policies.

### **PLANNED GIVING PROGRAM POLICIES**

#### **Conflict of Interests**

The best interests of all donors or prospective donors must come before those of WSUU. Any agreement with a donor must ensure that the donor's interests will not be jeopardized or curtailed. WSUU will strongly encourage all prospective donors considering a planned gift to obtain qualified independent counsel. If this policy results in a small, or even no, gift, so be it. Such an approach is essential to maintaining the confidence of donors.

#### **Use of Legal Counsel**

WSUU may seek the advice of legal counsel, selected by the Board, in matters relating to the Planned Giving Program when needed for the acceptance and/or management of complex gifts.

#### **Respect for Donor Intention**

All persons representing WSUU accept the duty to inform, serve, guide and assist prospective donors in every way possible to assure that his or her wishes are fulfilled.

#### **Confidential Information**

All information concerning donors or prospective donors, including their names, the names of their beneficiaries, the amount of gifts, size of estates, etc., will be held in strict confidence by WSUU and its representatives (including volunteers) unless WSUU obtains written permission from donors or prospective donors to release such information.

#### **Use of Funds**

The use of unrestricted planned gifts shall be undertaken by the WSUU Board of Trustees or its designee.

#### **Limitations**

Limitations may be placed on various gifts.

#### **Gifts to the Endowment Fund**

Designated/Restricted Gifts: Gifts of \$10,000 or more can be designated for a specific purpose from which the income will be used as specified. At the discretion of the Board of Trustees, the donor's heirs may be

consulted with regard to more than one possible use of the income. Gifts with designations/ restrictions that in the understanding of the Board of Trustees are not in the best interests of the church shall be declined.

Named Funds: Gifts of \$10,000 or more may be used to identify a “named fund” and will be recognized as such in the records of WSUU.

Gifts of less than \$10,000 given to the Endowment Fund will be placed in the general endowment from which income will be directed by the Board of Trustees.

### **Charitable Gifts Involving Life Income**

Charitable gifts with a life income are primarily a way to benefit WSUU, its mission and programs and are not an investment vehicle. The donor gives up all right to reclaim the principal.

### **Disclaimer of Accuracy**

From time to time, representatives of WSUU may calculate the amount of a charitable tax deduction. Such calculations are strictly estimates and considerations related to each donor’s situation may cause the estimate to be incorrect. Each individual should be urged to consult his or her own advisors regarding the exact tax implications of a contemplated gift.

### **Full Disclosure to Donors**

Any and all legally required disclosures and documents shall be given to donors prior to the execution of any gift agreement. Prospective donors will also be strongly encouraged to consult their own independent counsel prior to executing a gift agreement.

### **Gifts of Personal Property**

Gifts of non-cash items, non-publicly traded stock, real estate or other gifts that may obligate WSUU to perform specific actions will be reviewed by the Finance Committee to determine if there are liabilities or costs that would need to be assumed by WSUU in accepting the gift and whether those liabilities or costs outweigh the value of the gift.

### **Record Keeping and Donor Recognition**

Records of planned gift commitments and planned gifts that have been fulfilled shall be maintained as part of the financial records of WSUU in a manner recommended by the Planned Giving Committee. Such records will be reviewed from time to time by the Planned Giving Committee and recommendations may be made to improve the record keeping procedures.

Planned gifts to WSUU will be recognized in the manner recommended by the Planned Giving Committee and approved by the Board of Trustees.

Approved by the WSUU Planned Giving Task Force for submission to the Board of Trustees.

V 3.0 – 10-31-13