

WSUU Board of Trustees

November 4, 2015

Present: Viveca Monahan, April Kristjansson, Nikki Roberg, Jean Mendel, Joe Rettenmaier, Tracy Burrows and Michael Matz
Staff: Beatrice Hitchcock and Shannon Day

The meeting was called to order at 6:40 p.m.

1. Board members began by writing thank you notes.
2. Beatrice lit the chalice while she read a quote by Gary Kowalski. Members then did a brief check-in.
3. Beatrice gave the Interim Minister's report (attached) highlighting the need for help for the covenant group program. Beatrice will work with the chairman and group leaders on the issues facing the program.

She reported we need a leader for the racial justice focuses to support the existing programs underway and perhaps work on a congregational stand supporting the "Black Lives Matter" movement. This would require a congregational vote. There was discussion about a possible banner on the building and the steps necessary for this.

Beatrice reported she is creating a pastoral team consisting of six members.

4. The board reviewed the Aspirations for Members document and agreed it should go to the membership committee for review and fine tuning. Then it should return to the board for approval.
5. Tracy moved to approve the September Board minutes. Joe seconded the motion which was passed unanimously.
6. Shannon gave the administration report (attached) to the board noting that we still need a tv for the fireside room. There was verbal approval to spend the money to acquire one.
7. Committee reports:
 - a. Joe and Nikki updated the board on progress with the marketing strategy/publicity team. Joe moved to appoint Nikki as chairperson for this committee. April seconded and everyone approved.
 - b. Tracy asked about communication of progress for selection of the search committee for our called minister. One suggestion was to make a visual timeline to follow where we started, where we are going and where we are now.
 - c. The care team needs a chairperson. There will be an insert to go in the order of service to seek volunteers.
 - d. The kitchen team needs a chairperson.
 - e. Joe moved to appoint Charlie Wilson as chair of the safety committee. Tracy seconded the motion and approval was unanimous.
 - f. The committee looking at committee chair term limits has welcomed the inclusion of John Britt who is contributing much research and many ideas.

g. The board discussed the mission/vision team. The vision is where we want to go as a congregation while the mission is the process we use to get there. Should start with our vision and purpose, then develop a mission to get there. Tracy Burrows and Beatrice will co-chair the vision/mission process.

8. Treasurer's report. (attached)

Michael reported that October is pretty normal with expenses and income fairly even. He said we need to start thinking about the January 24 meeting and any suggestions we need to make in changing any programs.

9. Viv suggested that board members be available a couple times a month to talk to anyone about ideas, issues, etc. Maybe we could have a table at coffee hour. Also communicate that there is a suggestion box available in the entry.

10. JJ Jacobsen wants to write a policy manual. John Britt is currently working on a policy statement so will suggest to them to work together on the policy statement.

The meeting adjourned at 9:20 p.m.

Administrator Report November 2015

November has been a fairly smooth month in the office. The holding pattern we are in with the construction has made life a bit quieter. We are looking forward to the return of our north stairwell and are excited to have McBride Construction showing up to begin the process of repairs. I am so grateful to Rose Sheppard for handling all of the extremely complicated tasks involved in the insurance claim and the engagement of the contractors – God Bless Rose!

1. **Garbage/Recycling-** We will be adding a 3rd Recycling container. We are frequently out of space in the two we have prior to pick up. This will increase our monthly bill by \$42. There is a \$90 delivery fee. The \$600/mo increase in the preschool lease will help cover these expenses.
2. **Copier Contract-** At the end of last fiscal year I contacted Sharp Business Systems to renegotiate our copier contract. We have a 5 year lease for our machine. They agreed to reduce the number of copies in the contract and decrease our monthly bill by about \$100 (from \$400/mo to \$300/mo). I filled out the necessary paperwork and was told by our local account managers that all was well. The change was never reflected on our bill. The billing is handled by the leasing agent – a different outfit. I have had innumerable phone and email exchanges with our local reps who constantly assure me that all will be taken care of and not to pay the full bill. I have been receiving many calls from the leasing agent that we are delinquent. Last month I had a very long conversation with someone from the leasing side that explained that the local agents did not have the ability to adjust numbers in our contract – that they will tell me what I want to hear – they are salesmen... and that I should go ahead and pay the bill before more late charges accumulate. I paid the bill in full and have tried to reach out to the local SBS guys who are now neither answering my calls or emails. We will be switching to another outfit at the end of this contract in 2 years. Unfortunately, we budgeted based on the lower rate. Fortunately we have some extra in our copier budget line as Bert bill the UUA for copies he made here for GA and we made a little profit:)
3. **Television in Fireside** – I’m working on this. Shopping around. Will probably get a 50 inch smart TV in the end but haven’t made it happen yet.
4. **Communications/Marketing** – I had a great meeting with Nikki this week to begin our conversation about communications. This spurred me on to change our eNews template to a “responsive” format that behaves and appears better on phones and tablets. I’m also making a concerted effort to make our Facebook page more active. If you haven’t yet, please like our page. I’m also asking church leaders to send me links to articles that they feel would be appropriate to post around social justice issues, UU news, events etc. Currently we have 367 likes, 280 post reach. I’ve also added a button to the website that links to the weekly eNews.
5. **Membership Numbers** - Gained one member over the last month: Helen Stanford
6. **Rentals-** We have moved the ongoing Sunday evening AA Group rental from the south preschool classroom on the lower level to the Fireside Room. This will greatly simplify our preparations of the preschool spaces for Monday mornings. The Fireside Room is almost never in use on Sunday evenings. The group is very happy with the change.

Puppy class rental ends soon. We had a violin rehearsal and recital and a birthday event here last week. In December Theresa McCormick and Carolyn Matthews will rent the social hall for their craft fair.

7. **Bookkeeping** – Currently no issues. Books are in good order. I believe we said that we would revisit me acting as our bookkeeper this month. I think it's going well. I enjoy the work and it helps me to deeply understand our finances :) I get great support from our finance committee and Church Windows whenever I have questions or concerns.
8. **Security** – The re-key of the exterior doors went well. Only one or two snafus with folks that didn't read their email or I didn't know were leading groups. Huge thank you to John Monahan for coordination and working with the locksmith the day of the work. We now have numbered keys and a log to track who has them. Froula Inc. is now our provider for security monitoring. The first month has gone well. New sensors and panel are working great.

In Community,

Shannon

Treasurer's Report Westside Unitarian Universalist Congregation Overview

CASH BALANCES	September 2015	Prior Month	Change	Notes
Operations Checking	67,670.45\$		70,098.84\$	(2,428.39)\$
Dedicated Fund Balances	30,713.03	30,889.24	(176.21)\$	- see notes on Fund Balances tab
Cash Available for Operations	\$36,957.42		39,209.60\$	(\$2,252.18)
Operations Savings	7,103.28\$		\$7,103.10	\$0.18
Building Fund Checking	57,407.10\$		57,407.10\$	-\$
Building Fund Savings	55,343.45\$	55,342.08\$	1.37\$	-- includes \$19,030.51 in Chalice Lighter gift for Elevator Fund
Elevator Fund Savings	\$4,740.66		4,740.66\$	-\$
Total Building Funds	\$117,491.21		\$117,489.84	\$1.37
VERSUS BUDGET	September 2015		Budget	Versus Budget
Current Month Income	25,732\$		35,498\$	(9,767)\$
Current Month Expenses	24,691\$		35,498\$	(10,807)\$
YTD Income	144,594\$		141,994\$	2,600\$
YTD Expense	121,504\$		141,994\$	(20,490)\$
YTD Actuals vs. Budget			23,090\$	
September 2015	YTD		Budget	%
Pledge Income	18,443\$	110,768\$	\$252,840	44%
Other Income	7,289\$	33,826\$	\$173,141	20%
Total Income	25,732\$	144,594\$	\$425,981	34%
Religious Leadership	3,850\$	20,187\$	\$98,505	20%
Ministry				
Children & Youth Ministry	5,540\$	25,448\$	\$82,978	31%
Music Ministry	5,407\$	20,177\$	\$55,484	36%
Admin & Staff Benefits	2,529\$	10,885\$	\$40,519	27%
Operations	496\$	7,455\$	\$23,151	32%
Committees & Programs	1,610\$	7,383\$	\$17,920	41%
UU Organizations Dues	-\$	3,645\$	\$20,438	18%
Fundraising	487\$	1,487\$	\$13,950	11%
Rentals & Building	4,772\$	24,836\$	\$73,036	34%
Total Expenses	24,691\$	121,504\$	\$425,981	29%
Result of Operations	1,041\$	23,090\$	% Thru Year:	33%

WSUU RE Report to the Board

October 2015

Highlights

- All of our RE programs are up and running for the 2015-2016 year. It's been a bit of a rough start, as not all of our teaching teams are fully staffed, even now. I am still recruiting, and engaging temporary supporters to fill out teams. A few teachers have shifted to new teams after the start of the year. It seems that some folks are choosing this transition time in our congregation to step back from volunteering, and many newer folks are indicating that they are already juggling overwhelmingly full schedules. We are all grateful for the committed and steady volunteers who are currently making programs happen each week.
- Many trainings and planning sessions have taken place to kick things off, and teams are communicating weekly through email threads.
- We have several youth teaching in our RE programs: Albert Lorenzana is continuing to work in the Nursery; Gracie Bucklew and Willow Moss are teaching in the Story Time class; Irene Pemberton is one of the four key teachers for our Spirit Play preschool class (she attended a full day of training); other high schoolers including Addie Weeks and Bernadette Hoover are assisting in classes with younger children.
- The justice curriculum for Sunday morning RE is taking shape well, with help from Vanessa Shaughnessy who is identifying rich stories with me, and assisting in writing scripts for teachers.
- We have eighteen 7th and 8th graders taking Junior High OWL, which is happening on Sunday mornings. Already, we are seeing more families returning for Sunday services when they bring their youth to OWL class. It was a monumental effort to engage all custodial parents in the required orientation, requiring many individual sessions. In the future I see us just offering a couple options, and parents will need to prioritize and pay attention to take advantage.
- We had smaller groups participating in Middle School Con and in High School Fall Con this year – 8 and 5 respectively, compared to our typical sizes of 12-15. The primary reason I'm hearing is other commitments and priorities in kids' and family schedules. Two new youth advisors are attending high school con this year for the first time – Charlie Hope and Shelley Webb. We are so grateful for their dedication!
- Our youth program is going to slowly come together this year. We have several new advisors, but no lead other than me, and former advisors have asked to remain on but to step back in their responsibilities because of their own full schedules. We are scaffolding the youth in taking more leadership, and I am attending sessions on Sunday evenings for now. Our advising team currently includes: Suki Kaplan, Nathan and Michael Germaine Mothershed, Charlie Hope, and Marcus Green who is attending the first Sunday of the month and other Sundays as he can. Charlie and Suki attended Youth Advisor Training in Olympia last weekend.
- Our Coming of Age program has kicked off with a Release Ceremony with youth and parents. We have six youth participating and we are currently selecting mentors (Cami Potter, Amelia Disotell, Clara Humphries, Hayden Wainwright, Thomas Morrell, and Gaby Rose) and four teachers alternating weeks (John Monahan, Steve Burrows, Joe Nabbefeld, and Shelley Webb).

- Crystal is already finding herself at almost double her allotted weekly hours in her role at Westside. We are both struggling with our hours and boundaries and being able to keep things running while also finding some balance for ourselves. I have taken this challenge to the RE Council, who has suggested several ways that we might consider cutting back our programming through the year. This is a work in progress.

Looking Ahead

- Coming of Age – We are in the process of selecting and inviting mentors to work with our youth. Our COA teaching team will provide training for the mentors.
- Crystal is taking the lead in planning our five Chalice Chapels this year (children’s worship), and we have a team working together to plan these. We have decided to focus on the Duwamish – local and meaningful, with important issues to address that illustrate the intersections of environmental, racial, food justice. We are planning to build in field trips in connection to the chalice chapels.
- Middle School –
 - A drawback of offering our 7-8 OWL class on Sunday mornings is that our 6th grade class has RE alone, and it’s a smaller group this year. I am working with teachers on ways to integrate activity into Sunday mornings to make the RE experience engaging for these youth.
 - To bring all of our 6th-8th graders together, the MS team and our RE Council are planning two social events this fall, and some social justice action opportunities.
- Holiday Multigenerational Service –
 - Beatrice has asked that we not continue the Season of Renewal service this year, and the Worship Council has agreed. The four weeks of focus on the candle lighting ritual would take too much time away from other messages Beatrice wants to address with the congregation.
 - I am currently looking for a Solstice celebration “pageant” for the multigen service on December 20th, and some volunteers to help to lead it.
- Youth Adult Committee – This group has not yet met for the year. While the high level planning and support is needed, there hasn’t been sufficient adult commitment to it to hold a meeting. I am hoping to bring enough folks together to hold three meetings this year. Albert Lorenzana is our co-chair (I will probably be the adult co-chair for now), and Gracie Bucklew is our other youth representative.
- Music for Children and Youth –
 - Bert and I planned for a way to engage children in a choir that we hope will build interest, commitment, and capacity. We have planned to offer shortened numbers of sessions with kids to focus more on the enjoyment of singing, without a performance goal – Fall Sing, Winter Sing, and Spring Sing.
 - We have decided to abandon Fall Sing because of our full schedules with so many things changing, and Bert’s surgery.
 - Currently, children and youth are invited to participate in music in our worship services, but there are no other formal initiatives in place to engage children and youth in music.
- Right-sizing –
 - I am seeing evidence that our current level of RE programming is likely too big for what can be sustained both financially and with volunteer energy at this time in the life of our community. I am talking with Beatrice and the staff and

also with the RE Council about this. We are planning to develop a survey for the congregation to learn what people consider to be our most important RE priorities in programming. I might follow the survey with a focus group or two.

Issues for the Board to Address this Month

- Safety Policy – I don't have updates ready for the Board to review this month, but am hoping to provide this in time for review before the November Board meeting.

RE Data for October 2015 Board Report

RE Classes 2015 (as of 10-8-15)

Class	9/20	9/27	10/4
Nursery	3	4	0
Story Time	8	5	8
Spirit Play	1	3	2
K-1	6	6	8
2-3 grade	11	8	7
4-5 grade	5	9	9
6-8 grade	2	1	3
7-8 OWL	6	1	17
Coming of Age	0	0	4
High School	12 overnight, 6 Sunday AM	12	9
Total	48	49	67

Summer 2015

Date	6/21	6/28	7/5	7/12	7/19	7/26	8/2	8/9	8/16	8/23	8/30	9/6	9/13
Student Count	25	14	6	17	19	11	17	11	17	15	27	25	24

Total summer count - 228*

*These figures do not include children and youth who remained in the sanctuary during the service or youth who served in other capacities on Sunday morning.

Average attendance per week = 18

Highest attendance = 27

Lowest attendance = 6

Comparison to 2014

Ingathering Sunday Morning

Class	2015	2014
Nursery	3	2
Story Time	8	5
Spirit Play	1	3
K-1	6	6
2-3 grade	11	8
4-5 grade	5	8
6-8 grade	8	10
Coming of Age	--	--

High School	6	0
Total	48	42

Summer	228	229
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Interim Minister's Report
October 21, 2015

**WSUU Successes, Challenges and Opportunities
in Relation to Five Developmental Tasks of Interim Ministry**

1) *Claiming and honoring its past, and engaging and honoring its griefs and conflicts*

I notice that love for, and loyalty to, the old fellowship days is still a part of Westside's culture. I have also received several statements of support for the pending trial changes to Joys and Sorrows.

□□□□ *Recognizing its unique identity and its strengths, needs, and challenges*

Only two Covenant Groups are now operating, and I think that several more would be helpful to the congregation. This suggests a need for a thorough examination, including their history, current operating model, leadership, times offered, and publicity strategies.

I am aware that the announcement of trial changes to Joys and Sorrows has generated dissent, as I had predicted. I recommend unity from leadership to assist the congregation in a smooth transition.

The first Provocative Conversation was held with 12 people in attendance to discuss white fragility. Cecelia Hayes and Jill Jackson have begun their six-session group on racial justice. These are strong beginnings. There is currently no identified leader to coordinate the racial justice component of social justice, and I think that a leader or coordinator would be helpful to ensure that the offerings at Westside are leading somewhere and/or not in conflict with one another.

Twelve potential Pastoral Care Associates have been identified and I will begin work next month to form a team.

3) *Clarifying the appropriate leadership roles of ministers, church staff, and lay leaders and navigating the shifts in leadership that may accompany times of transition.*

I have asked five people to join my Transition Team, and so far have one confirmed, Lisa Maynard, and one "interested," Steve Bennett. Only two are needed in addition to the three chosen by the Board.

The three primary staff members have all engaged with me in goal-setting for the year.

I observe that a lack of clarity about the board's role with regard to interim work is causing confusion. It would be very helpful for the Board to be supportive of the interim minister's work.

A thoughtful plan for leadership development is needed. Would a small task force be a useful way to consider the best model for WSUU?

4) Making appropriate use of District, UUA, and other outside resources

Healthy Congregation Consultants are available from the PNWD to assist with conflict within the congregation.

5) Proudly coming into possession of a renewed vision and strong stewardship, prepared for new growth and new professional leadership, ready to embrace the future with anticipation and zest.

New Member and Friend Information sheets have been created to aid Membership, Administration, and potentially, a Volunteer Coordinator. I will be working with Membership and Shannon to create a plan for distribution.

The first Pathways to Community class was held, Roots and Common Ground: UU History, with four people in attendance. It would probably be helpful to have coordination with the whole Membership team to ensure that newcomers are invited, and with the Marketing Strategy/Publicity Team to ensure the series is adequately publicized. This is a series to which everyone is invited, long-term members as well as newcomers.

Financial stewardship will be the subject of upcoming sermons. The Stewardship Team is considering options for the spring canvass.

Note: I will be in Alaska for medical follow-ups on Thursday and Friday this week, returning Saturday evening.

Sunday evening, Oct 25, I will leave for a UU Ministers Association continuing education conference in Federal Way, returning Wednesday evening.