

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

October 12, 2011

The meeting was held in the Administration Office of the Congregation's church building at 7141 California Avenue SW, Seattle, Washington, and started at 7:05 p.m. with chalice lighting by President Jill Fleming.

Present were President Jill Fleming, Secretary Karin Cumming, Treasurer Melissa Lang, Trustees Michael Armstrong, Candace Sullivan and Cliff Houlihan and Rev. Peg Morgan. Also in attendance was Amy Hance-Brancati, representing the Children and Youth RE Council. Vice President Jill Jackson was absent.

The minutes of the September 21, 2011 Board Meeting had been distributed. Michael Armstrong suggested that the names of the persons voting for or against a proposal or amendment should be recorded in the minutes because our rules of procedure provide that only those persons voting in favor of a motion can make a subsequent motion for reconsideration. Upon motion made and seconded, the minutes were approved as submitted and with the addition of those names.

Treasurer's Report

Melissa had distributed reports as of September 2011 and October to date. She reported that the Rummage Sale raised \$2597, which is close to one-half of the annual budget for that income, and that bank fees are over budget but they may have not been recorded properly in the past. She reported that the higher electricity expense was due to a billing based on an actual meter reading after estimated billings back into last fiscal year and we ended up owing \$1,000 more than we had realized. She added that we will need to monitor these billings to make sure that we are not over budget again due to too many estimated billings. She also reported that yesterday she had sent letters out to about thirty people who have capital campaign pledges outstanding as we come to the end of the second year of the three-year pledge period, totaling \$56,422 for year ending December 2011. The outstanding pledges for year ending December 2012 total \$63,906. We had a non-pledge contribution to capital campaign of \$11,000. Upon motion duly made and seconded, the Treasurer's report was accepted unanimously.

DRE Report

RE Council co-chair, Amy Hance-Brancati, presented the report of Kari Kopnick dated October 11, 2011, a copy of which is attached to these minutes. Kari reiterated her concern about being unable to connect to internet here at church. Because it is not appearing to be a common problem, it may reside in her computer but we need to make sure it gets resolved. Rev. Peg said that she will work with Amy to make sure that she has technical access.

Kari is asking for a policy, plan and support for response to people showing signs of mental illness entering building and asking for social services as opposed to worship or church matters (e.g., morning of rummage sale, entering sanctuary while choir practicing). There was some discussion of information

and assistance that could be provided (e.g., bus tickets, food coupons and phone numbers for social services) and Cliff said he will follow up with Helpline to see if they have such a handout. Rev. Peg said that she and Mark Newton, chair of Sunday Services Committee, had talked about having one or two people available to handle these situations an hour before Sunday services.

With respect to Kari's comment about the sanctuary feeling full, it was suggested that ushers may be able to facilitate by seating new people. Amy said she would follow up with greeters. For purposes of strategic planning, we should determine how many adults and children we can accommodate before we go to two Sunday services. It was suggested that 80% of seats taken make it feel unwelcoming, that we have 120-150 now and can accommodate 200 just with pews and 50 in balcony.

#### Minister's Report

Rev. Peg said she is delighted to be working with our new bookkeeper, Carie, who worked less than four hours this week and knows how to do everything (a "marker" week). Peg said some concerns had been raised that there are people in social hour getting lost and suggested that the Board members not do business during social hour for at least the first twenty minutes. She is thinking about doing a sermon regarding sacrament of social hour.

Rev. Peg presented a proposed job description for Sunday Custodian, as discussed at a prior board meeting. Upon motion by Candace, seconded by Michael, that job description dated October 12, 2011 was unanimously approved, as such duties and schedule may be re-evaluated and amended from time to time by the minister.

There was discussion regarding the church building being increasingly scheduled to capacity and corresponding need for further coordination strategies. Upon motion duly made and seconded, it was unanimously agreed that a contact person be added in the on-line Congregational Calendar entries or otherwise posted.

Rev. Peg reported that she may need to take the following Monday off if her husband Wayne can be scheduled for back surgery.

#### Room Naming as Fund Development Strategy

Jill F. reported that Mark Newton had sent to her the Fund Development Proposal, as discussed at the prior board meeting, in policy form for review and she had editing to send back to him. There was discussion regarding other ways to honor people regardless of monetary contribution, there being many people doing a lot of service to the congregation.

#### Committees

- Marketing and Outreach - Candace distributed an Outreach Proposal she and Laura Matson prepared as co-chairs of that committee, dated October 11, 2011. She pointed out their recommendations that we (1) generate income out of the facility before we bring on new members, (2) consider whether we want to build membership by conducting niche marketing,

and (3) find ways to increase awareness of and build community with existing congregation. She will talk to Laura about chairing that committee. Rev. Peg suggested Charlotte House as another person who would be a valuable resource in this regard.

- Retreats (need chair) - It was noted that Linda Tally had stepped in to help organize the Women's Retreat this weekend near Ellensburg and 18 persons were scheduled to attend. It was suggested that if it is decided to have an all-congregation retreat, we could continue to reserve the women's separate space but have common eating area and all-congregation activities.
- Membership - Candace said she would like to see more than is being done now, which is primarily orientation and welcoming ceremonies.
- It was suggested that we recruit a "FUUN" committee, perhaps auxiliary to Membership.

Rev. Peg suggested we publish a list of open committee chairs and facilitate a cluster to connect committees together. It was suggested we add committee member names to the roster. Also, contact persons should be added for Facility Operations oversight and "Rental Management" under Facilities Operations.

#### Special Congregational Meeting on November 6

After discussion, it was unanimously agreed to have the special congregational meeting at the beginning of the Sunday service on November 6, with notice required ten days prior, stating the sole item of business is proceeding with the application for a new home grant, with voting members signing in before the service.

#### Labor of Love Auction

Jill F. distributed a copy of an email message in which chair Shannon Day reported that the LOLA committee feels we have outgrown space for having it here and raised the question of renting a tent for the parking lot.

Jill F. commented that we are trying to ratchet the LOLA event around to November when it was usually held in the past. Shannon proposes that we reserve a date at Brockey Center at South Seattle Community College for one of two dates in November or the first Saturday in December, requiring \$1,000 deposit, \$25 meal cost, and cancellation 90 days in advance to get \$1,000 back. After discussion and upon motion made by Candace and seconded by Cliff, it was unanimously agreed to authorize such a deposit.

#### Thanksgiving Dinner

Cliff distributed a very comprehensive report prepared by Jeannette Jacobson, "History and Guidelines for WSUU 2010 Thanksgiving Banquet," which included lists of tasks and volunteers, invitations, expenses, set up, systems and instructions, as well as lessons learned and tips. Rev. Peg suggested that

rather than a sit-down dinner, potluck hors d'oeuvres, fruit, etc., be provided and after discussion, upon motion duly made and seconded, Peg's recommendation was unanimously approved. Cliff said he would approach Jeannette Jacobson first to confirm her involvement and then we could recruit others. Others suggested for set up and decor were Lisa Maynard, Alice Britt, Ginger Brewer. It was noted that it should be publicized in eNews and Orders of Service.

#### Storage Space

There was discussion regarding the need to store audio equipment somewhere other than on the stage in the social hall.

#### Thank You Notes

Board members wrote and all signed thank you notes to Linda Pierce, especially for her help with the Fund Development Proposal, Linda Tally, especially for stepping in to help with the Women's Retreat, and Shelby Greiner, especially for her help in arranging and conducting fantastic rummage sales.

#### Adjournment

The meeting adjourned at 9:40 p.m.

Minutes recorded by Karin Cumming, Secretary

Director of Religious Exploration  
Report to the Board of Trustees  
October 11<sup>th</sup>, 2011

Dear Westside Board,

I will not be at the board meeting with you, our RE Council co-chair, Amy Hance-Branca will be with you representing the RE Program.

**Concerns:**

My computer is on the third month of not connecting well to the internet. I am unable to connect consistently. On Sunday even after 12 hours in the building it did not connect.

The impact of people who are coming in seeking social services, not to attend our worship service on Sunday morning, is a concern to me. I believe that the Sunday Services Committee is attending to the issue, but an immediate policy, plan and support would be greatly appreciated. People on the REC who are parents have expressed grave concern for the safety of the children.

Classes are not growing as rapidly as I feared. A year of slow steady growth is welcome, but given the number of visitors we've had, I wonder if the sanctuary is feeling full to newcomers and they are less likely to become regulars. Just anecdotal observation, but may be worthwhile to ask regulars to sit forward and move in.

**Good News:**

We have developed and implemented a new Incident Form for behavior problems and injuries.

4<sup>th</sup>-5<sup>th</sup> Grade Our Whole Lives is up and running, we have lots of kids and lots of learning.

We have many new families, many new kids, great volunteers, fabulous RE Staff and REC which allows us to continue to offer good programming for children, youth and families which brings in new families. Things are good.

I'll be at the LREDA Fall Conference in Portland next Thursday through Sunday October 20-23, I'll miss church but will be back to light the chalice at Carmen's ordination.

We have two youth and a youth advisor going to the Youth Con Oct 21-23. We've not sent our own Youth Advisor for three years. This is a good sign. Youth group seems to be going well.

Respectfully Submitted,

Kari Kopnick