

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

Sept 11, 2013

The meeting was held in the Administrative Office of the Congregation's church building at 7141 California Ave SW, Seattle, WA, and was called to order by President Joe Rettenmaier at 7:02 p.m. with chalice lighting in remembrance of 9/11 and how we travel this human journey together and not alone.

Present were President Joe Rettenmaier; Secretary Lisa Maynard; Treasurer Eric Winiecki; Trustees Amy Hance-Brancati, Shannon Day, and John Britt; and Rev. Peg Morgan, Betsy Lowry (DRE), and Michelle Conklin (ministerial intern).

Thank you notes

John suggested thanking PNWD for maintaining the survey monkey account. Joe suggested Rose for leading the parking lot cleanup (Amy will send names of other cleanup volunteers to Peg for thanking in e-news). John suggested thanking the people who do routine things every Sunday and of those we chose bathroom cleaners Story Squires and Patti McCall [who is in charge of Team Clean in general].

Minutes of the Aug 14, 2013, board meeting were reviewed. Upon motion duly made and seconded, the minutes were approved as corrected.

Treasurer's Report

Eric presented the Treasurer's Report as of Sept 10, 2013. He reported that most income and expenses are close to target. We are 23% above budget on current year pledges. He highlighted expenses that are over 200% over, which are nearly all due to timing/front-loading of expenses: musical equipment maintenance (piano tuning), leader training, PNWD dues, liability insurance (quarterly payment). Hoping that next month we will have cell tower income, thanks to Cliff Houlihan's efforts.

Other Reports

Reports from minister and music director are posted on skydrive (and appended to this PDF). Kudos to Peg for the Houghton/Kennedy funeral home connection. **Betsy distributed the new *Child and Youth Safety Policy* – all Board members are asked to read it closely ASAP and alert the Board, Betsy, and Peg if there is anything that needs to be changed.** Betsy will send the draft policy to Laurie for posting and also send a notice to announce it in e-news. Congregation should give feedback to Betsy or Joe.

Discussion of staff working hours. Board wants all staff to be fairly compensated, understands that WSUU asks a lot, and acknowledges and values that we have staff with high internal standards (see in Bert's report – his job requires 30 hrs but we pay for 27). Peg is spending some of her wedding money so that Gaby can work more in these start-up weeks to support Betsy. Peg, Betsy, and Laurie are all feeling overworked right now with the start of the church program year. We ask staff to keep having high standards but try to set limits for themselves and push back if they are being asked to do too much.

Lisa presented a proposed reporting plan for groups/committees; after discussion, plan is:

- MONTHLY: Treasurer, Minister, DRE, Music Director

- QUARTERLY (Oct, Jan, Apr, July): Membership Committee/UU Connects, Auction
- TWICE YEARLY (Oct, Apr): Sunday Services, Social Justice, Building, Team Clean, Team Landscape, Endowment and Planned Giving, Common Quest/Adult RE
- YEARLY (Apr): Team Sanctuary, Hospitality/Coffee Hour, Greeters, Covenant Groups, Circle Suppers, Neighborhood Clusters, Partner Church, Men's Group, Women's Retreat, Weddings

Lisa will create a template for short reports (list of accomplishments and ongoing activities, list of concerns and how they are addressing them, any issues for the Board to take up). In the first request, Lisa will include John's questions in support of developing the org chart.

Little Free Library proposal was distributed (appended to PDF).

Executive Session

Board and Peg (Betsy left but Michelle remained) had an executive session to discuss a personnel matter. Board came out of executive session with no action taken.

Strategic Plan Follow-up

Goal I: Maintain close-knit comm. – Joe, John, Amy, Lisa, Shannon (lead). Suggestion that we could postpone action on Strategy IE3, social events for newcomers. Wait a couple of years until we have grown larger.

Goal II: Org structure – Matt, John (lead), Lisa, Shannon. Discussion that two items under goal II are more properly addressed by goal IV folks: IIC1 (master building plan) and IIC2 (policies related to building use). Agreement that IIC1 should remain because it has to do with procedures, but IIC2 is redundant with IVA and can be skipped.

Goal III: Finance dev – Matt, Eric (lead). Finance Committee (FC) has decided to meet quarterly (more often during budget development). Next FC meeting is early Dec. Budget process will start two months earlier than in previous years to be in better shape for pledge drive. A FC member will write a first draft of a designated gift policy (including checking legal issues). FC discussed leadership, term limits, and recruitment (currently made up of past Treasurers). Matt Aspen has agreed to lead FC through end of Dec only. FC discussed church credit card – Matt suggested Umpqua Bank as having the type of account we want (one account with cards for all staff members and miles that could be used to send youth or others to GA). FC recommended that Treasurer write a brief quarterly report to go in bulletin, e-news, and/or website (paragraph with list of charities, summarized pledges, and significant unplanned expenses) to increase transparency.

IV: Building – Joe, Amy (lead) – Other priorities now but in near future we need to establish the Expansion Task Force.

Lisa asked that Joe be the person who consolidates the master plan doc, and he agreed to do that and put on skydrive. All leads are asked to send their tracking spreadsheets to Joe.

Rummage Sale

Board agreed that donations could be left along the wall behind the foosball table for one month before the sale (Oct 5-6). Discussion that the rummage sale is a lot of work for not much money. Board agreed that this can be the last rummage sale and we will transition to some alternative selling strategy (such as Shelby pricing donations that can be sold at auction house or online).

Transition Committee

Moved and seconded that we appoint Laura Pierce, Lisa Reitzes, and Tracy Burrows to be the Transition Committee; approved. None stepping up as chair but maybe this committee doesn't need a chair.

Transition Committee charter has not changed since the draft John and Joe worked on. Moved and seconded that we approve the TC charter; approved. John agreed to be the Board liaison to TC, and suggested that in Oct we have a discussion to provide direction for TC of areas for them to consider. Board thanks John very much for the work he has done so far on TC planning and his efforts in future.

Social Justice Focus

John distributed *Social Justice Initiative Discernment Process* handout. Will final decision about the congregation's social justice focus rest with Board or with congregation?

Board agreed that because this is a task that deeply affects the entire congregation, we are appointing the people to the Discernment Team (not setting a precedent that we appoint all task forces). Board moved, seconded, and voted to appoint Regina Brennan, Wendy Swyt, Chris Rhinehart, Tracy Nolan, and Eileen Duffy to the Discernment Team. Thank you, John, for shepherding this process.

As of Sept 10, Theresa only had World Café RSVPs for 7 people. And only 29 had taken the survey. Link is in e-news and uniclarion – John asks us all to take the survey.

Committee and Team Leads

Pledge drive chair – Still seeking. Lisa will talk with [someone].

Council of Committees – Agreement to put off CoC until January or later. John will facilitate it.

Cluster Group leads – Still seeking. Joe will talk with [someone].

Expansion Task Force – Joe will ask Joe Nabbefeld to be our leading edge expansion task force person (be our eyes and ears looking for property we could expand into – adjacent or otherwise). Peg said we could buy the building next door for \$1.2 million right now.

Planned Giving Team and Endowment Team are ramping up.

Letters to capital campaign donors will be available for Board members to sign this weekend (Lisa and Peg are putting them together).

Adjournment

The meeting adjourned at 9:10 p.m.

Minutes recorded by Lisa Maynard, Secretary

MINISTER'S REPORT

Sept 9, 2013

Dear Board,

I am sorry for this late submittal...I guess the first thing I would say is that Betsy and I and Laurie are just overwhelmed with tasks, details and all good things. Not enough time.

I won't write too much this month. But here is an interesting development just today. Houghton/Kennedy funeral home got booted out of their property with the redevelopment of the property for Whole Foods. They are now on 35th avenue SW by Mars Hill; and they do not have a chapel. While we cannot rent to a profit making business or risk our property tax exemption (State and county regulation), they can facilitate the rentals to families which is legal...The families would pay us directly. He called today (Lenn) because though he meant to call proactively, he had a service he needed a chapel for on Sunday afternoon. Thankfully we have the sanctuary free and marimbas aren't practicing at 1 pm. This will bring in about 400. Steve Burrows agreed to do the AV. Shouldn't be much custodial but they are paying for an hour, plus building manager. I may officiate...don't know yet...they'll pay for that too. The Funeral home estimates about 9 of these per year and Lenn and I forged a super relationship already...he turned to us rather than Mars Hill for theological reasons! He remembers when I came to them with Candy Sullivan when Jule died, by the way.

I'll stay there for the service even if not officiating because I want to finish forging this partnership. This is a Chinese family and they like my Buddhist leanings!

Spending a good deal of time supporting both Bert and Betsy...with fall programming they have lots of questions, new ideas, etc. all good stuff. Betsy and I today went over page by page the safety plan. Also have been doing performance reviews.

If you weren't here Sunday, a lesbian couple from NC who were married here in July (one had RVUUC ties) have decided to move to Seattle...they came to the service and announced who they were...a sweet moment.

Lots of new people coming.

That's it for this month...my brain is not thinking of other things, but I know it is just because it is tired...tired but happy.

if I think of other things I'll send you an email. (DID I TELL YOU WE LOVE THE OFFICE???)

Warmly, Peg

Music Director's Report to the Board of Trustees

September 2013

Rhythm section and sound system

After many months of missteps with regard to the rhythm section and sound system I finally called a technical rehearsal for the rhythm section (piano, bass, drums), The Celebration Singers, Nate and members of the Sunday Services Committee and WSUU staff (Mark Newton, Lisa Reitzes, Jerry Halsey, Rev. Peg, and Betsy Lowry). The rehearsal was extremely successful in that we learned how to create a better balance with the musicians and singers and identified issues with the sound system that have been either addressed or are in the process of being addressed.

Continuing education through summer conferences

This summer I attended my first G.A. in Louisville where I sang for four worship services including the Sunday morning service, the Washington State ACDA (American Choral Directors Association) conference in Tacoma, the UUMN (Unitarian Universalist Musicians Network) conference in Dallas, and the Cannon Beach, OR annual Choral Conductor's Workshop with master choral conducting teacher Rodney Eichenberger. I came away from the conferences with a lot of music, a deeper understanding of how to be more effective in my work, great experiences, I got to know more of my fellow UU musicians much better and have laid the groundwork for becoming involved in UUMN leadership. I have been helping to shape a new approach to UUMN's Vincent Silliman Composition Competition and have been chosen as one of the judges. In the past, the competition has focused on choral works but as a result of our efforts, the focus will be on expansion of the repertoire of good quality, singable hymns and songs for UU worship.

Music Leaders

Our volunteer Music Leaders Lisa Maynard, Michael Mothershed and Glenn Phillips helped keep the music going beautifully all summer while I was gone and, moving forward, we are planning to find ways to work together more collaboratively, positioning them to take a more active role in shaping WSUU's worship.

Multigenerational music program

Betsy and I have been developing exciting ideas for the multigenerational music program. To build community we will offer:

- A pot luck and "All Ages Song Circle and Uke Jam" the first Wednesday of every month, October through June, led by Lisa Maynard (in addition to the monthly multigenerational "Drum-n-Dine" held on the last Wednesday of every month, October through May). I will handle the management piece.
- The Children's Choir led by Lisa Maynard and Liz Bucklew
- High School Youth Band, Middle School Rock/Pop Band, and Ukulele Band all led by Betsy and me
- The Children and Youth Drum Circle led by percussionist Larry Jones and Betsy.

Betsy has been communicating with parents to arrange for suitable rehearsal times. I have identified UU songs that Betsy and the teachers will use in class rooms and for monthly "Chalice Chapels" for the children and youth in the fellowship hall.

Music Leadership Credentialing Program

I am in the third and final year of the UUA Music Leadership Credentialing Program and look forward to walking at the Service of the Living Tradition during G.A. next June. The program has been an invaluable aid in helping me become a more effective leader of our WSUU music ministry. I'm very grateful to have had the opportunity to participate.

Music Council

Ruth Herman has stepped down as the Music Council chair and Marion Kee will take over the position though she is looking for someone to serve as co-chair. Shannon Day has also resigned so the members are in the process of looking at their mission statement and membership needs. They are also busy preparing for the Peter Mayer concert in October and another pie sale soon.

Earthrise Chamber Choir

Earthrise Chamber Choir is no longer part of the WSUU music program and is going to continue as a completely separate non-profit. My hope is that we will be able to negotiate a way to allow Earthrise Chamber Choir to continue on at WSUU as a resident ensemble.

Though I am paid for 27 hours per week I have chosen to work 30 hours for the time being. I feel that WSUU has been very supportive of me and the music program since I've been here so while Betsy and I are developing the multigenerational music program I am willing to work the extra time for now; though, I have been finding that 30 hours per week gives me the right amount of time I need to do my job effectively.

Westside Unitarian Universalist Board Proposal

A Little Free Library (LFL) for WSUU our Neighborhood and Congregation

WSUU LFL Project Status to Date

LFL Construction Status We have engaged the building committee in talks about the LFL project and they've expressed their support. John Monahan will lead the building process with support from Steve Becker, Richard Carpenter and others from the initiating Covenant Group. We seek more volunteers from the congregation and neighborhood.

Siting and Landscaping the LFL With the aid of the Building and Landscaping Committee we've selected a site for the LFL. It's on the south side of the church, where the sidewalk and the path to the church office entrance meet.

Fundraising for the LFL The LFL sponsoring Covenant Group created a fundraising plan using matching donations from Covenant Group members. We await the approval of the Financial Committee to begin this LFL Matching Donations fundraiser.

Matching Donations Fundraiser Two anonymous donors have offered to match the first ten donations of \$10. When we reach \$200 a third anonymous donor has offered to match that amount. A \$10 donation will help us to reach our initial fundraising goal of \$400.

Our initial goal is to raise funds to cover construction, installation and landscaping. We also need to raise funds to cover administration costs and maintenance. The LFL fund will be self-sustaining and will see no financial support from the WSUU Board.

Next Steps for the LFL Project

Construction and Building We'll work with the Building and Landscape Committees, seeking their guidance as we develop final construction and installation plans.

Fundraising and Finance We've developed fundraising plans for the LFL and will endeavor to implement with the guidance and oversight of the Finance Committee.

Serving our Congregation and Our Neighborhood The LFL team of volunteers will be responsible for the administration of WSUU LFL. We plan to develop programs that encourage reading, learning and service to the community. Our Goals serve as our guide:

WSUU Little Free Library (LFL) Goals

To build community within our congregation and our neighborhood

To promote literacy and the love of reading

To share Unitarian Universalists' Seven Principles

LFL Additional Information

Get Friendly with Little Free Libraries What do Little Free Libraries actually look like?

<http://www.youtube.com/channel/UCV0vigF3pbjCWT0BMYgldfQ>

Getting Local: Little Free Libraries in Seattle

<http://www.seattlechannel.org/videos/video.asp?ID=4071311&file=1>

The Story and the People Behind Little Free Libraries

<http://www.littlefreelibrary.org/about-us.html>