

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

September 21, 2011

The meeting was held in the Library Room of the Congregation's church building at 7141 California Avenue SW, Seattle, Washington, and started at 7:15 p.m. with chalice lighting and reading by President Jill Fleming.

Present were President Jill Fleming, Vice President Jill Jackson, Secretary Karin Cumming, Treasurer Melissa Lang, Trustees Michael Armstrong, Candace Sullivan and Cliff Houlihan and Rev. Peg Morgan.

The minutes of the August 17, 2011 Board Meeting had been distributed, some corrections had been submitted by Melissa, and upon motion made by Jill J. and seconded by Candace, the minutes were approved as submitted and with those corrections.

Treasurer's Report

Melissa had distributed reports as of August 2011 and September to date and reported that we are right on track with where we want to be in collection of pledges for the current year. Mortgage payments have been sent out and will show on the next report. She looked at electricity expense and comparing this year's usage with last year's, the July bill this year is slightly higher than prior year. Cliff suggested it was because we have the preschool this year. However, it was noted that we may be over budget for electricity expense because there was a billing out of cycle that caused the current amount to be less for comparison. For annual income, \$190,000 was budget and current pledges are \$194,000, which is very good. Upon motion duly made and seconded, the Treasurer's report was accepted unanimously.

Fund Development and Room Naming Proposal

Mark Newton and Laura Pierce arrived to discuss the Fund Development Proposal (Draft: 9/12/11) of the Facility Management Committee, Naming Subcommittee, which they had distributed to the Board prior to the meeting. Mark explained that when he was Facility Management Committee chairperson many people came to him with ideas about naming rooms, etc. after certain people, and he suggested to Paula vanHaagen, our previous President, that he lead the effort, along with Laura Pierce and Candy Sullivan, to recommend a process after the remodel was completed and we had occupied the space for a period of time sufficient to establish use. They ultimately decided that to tie the naming process and fund development would be to the benefit and in the best interest of the congregation and its building. The process would be a mechanism for the Planned Giving Committee to make recommendations to the Board for approval. Rev. Peg commented that the main idea is to keep the building a vital home for the entire congregation in the future, some of whom are not able to make any financial contribution to it. On a vote of four to three, with Michael Armstrong, Candace Sullivan and Karin Cumming opposing, an amendment to strike "Sanctuary" as one of the rooms to be named was approved. Upon motion duly made and seconded, the proposal was approved as amended on a vote of six to one, with Michael Armstrong opposing. Mark will put the proposal in final form for the Board to give to the

Planned Giving Committee.

Minister's Report

Rev. Peg had distributed to the Board her report dated September 2011, a copy of which is attached to these minutes. Jill F. noted that under Demographics, the racial minority percentage is 7%, not 1.4%. Peg directed our attention to the section Use of Directory, suggesting that we print certain restrictive language on our directory. The motion to adopt such a policy was duly made, seconded and unanimously adopted, with the following language to be printed on our directory:

"Directory for Westside Unitarian Universalist Congregation

"This directory is intended for the personal use of the people listed in the directory. Any reproductions, distribution to third parties or business use without the permission of the Board of Trustees of the congregation is prohibited. Any use that is not social or church-related also requires WSUU Board of Trustees approval. (Board policy adopted September 2011)"

DRE Report

Kari had distributed to the Board her report dated September 20, 2011, a copy of which is attached to these minutes. Jill F. noted her concern about the need for an incident report system for everything and Rev. Peg said that she and Kari were going to develop a form for that purpose. She also noted that Kari and others are having trouble with internet access here at church, which may require attention in the future.

WSUU Facility Usage & Rental Policies, Procedures, and Fees

Cliff proposed additional language regarding requirement of certificates of insurance and additional insured endorsements. Upon motion duly made and seconded, the Usage & Rental Policies were unanimously approved with the addition of the following language after the first sentence of Section IX, Liability Insurance:

"Prior to application approval, users may be required to supply a certificate of insurance with a reputable insurance firm, indicating full liability coverage (with WSUU listed as an additional insured) of at least \$1 million combined single limit bodily injury and property damage."

Candace also distributed a form of Hold Harmless Agreement, which Melissa will review and discuss with our insurance agent.

First Home Grant - special congregational meeting on November 6

Jill F. reported that we can proceed with application for this \$25,000 grant, upon advice of UUA with the recommendation that we already have from PNWD and approval at a congregational meeting. She and Peg had discussed dates and concluded that Sunday, November 6, would be the best opportunity.

Strategic Plan

Jill J. has been talking to people about the past process and is recruiting people to be on the committee to create a process for making the plan. They are working on finding two or more other people. Laura Pierce, who is a professional strategic planner, said that these days such plans tend to be of shorter duration and more vision and value oriented, as opposed to specific goals.

Ministerial Agreement

Because of the vacation schedules, the Executive Committee, composed of the President, Vice President, Secretary and Treasurer, plans to bring it up for discussion at the November board meeting.

Thanksgiving Dinner

Jill F. asked if we should still plan to offer it, due to our increased size, considering the social hall and stage were overcrowded last year. Cliff said he would discuss with Jeannette Jacobson the feasibility of doing it again this year; e.g., what changes can be made in seating, serving, etc., or if it is simply not doable in a come one, come all event provided entirely by the congregation.

Labor-of-Love Auction, Women's Retreat and Other Retreats

Jill F. reported a date change for the Labor-of-Love Auction, from February 11 to February 4, and will follow up with Shannon Day, chairperson. Jill F. reported that the Women's Retreat had come together for October despite struggling to find leadership. There was further discussion, as discussed in Ministerial Report, about the possibility of having an all congregation, family retreat at Seabeck. Jill J. said she would take responsibility for conducting a "survey monkey" to determine interest.

Adjournment

The meeting adjourned at 9:40 p.m.

Minutes recorded by Karin Cumming, Secretary