

Westside Unitarian Universalist Congregation
Board Retreat
June 18, 2011

The meeting was held at the residence of Candace Sullivan, 1140 Alki Avenue SW #505, Seattle, Washington, and started at 9:25 a.m. with chalice lighting and reading by Rev. Peg Morgan.

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

Jill F. asked the Trustees to introduce themselves by commenting upon their past history of board work, why they agreed to serve on this board and what concerns they would like to see addressed in the coming year. Jill F. reported that she had previously served as WSUU Board President and Co-President (with her husband, Bill Freeburg). Karin reported that she had served at the same time as Board Secretary and for a total of ten years prior to 2002. Jill, Karin and several others had served on boards related to their professions and it was clear that all brought unique and varied experience to this Board. Jill F. expressed her concern about leadership development. Cliff said that his major concern is building security. Jill J. said one of her concerns is transparency. Others said that they were called to serve because of their care and enthusiasm about this church and its expanding role. Peg said she couldn't believe that this is her 10th year, but it is still challenging and exciting, and she has had wonderful relationships with all WSUU board presidents, which is often not the case for ministers.

Congregation Size Types - Where are We?

Jill handed out the following reference material for review by the Board:

"CompassPoint Board Model: Governance and Support"

"The Size and Shape of Governance"

"Size Transitions in Unitarian Universalist Congregations"

"Governance for Unitarian Universalist Congregations"

Jill F. noted we are "Program" size in membership (150-350) and "Pastoral" size (50-150) in fundraising. There was discussion of the need as we move to a Program-size congregation for balance between corporate (organizing) and visionary (goalsetting) for the congregation. Michael suggested we need to establish new liaison with committees, such as a council of committee chairs. Candace suggested we need to update the Strategic Plan in this regard.

Unfinished Business:

Personnel Policy - Peg had received comments from Susan Mackey, lead on developing it. Comments need to be incorporated for Board review.

Rental Policy - Candace and Melissa are finalizing it. Candace suggested that the marketing committee move focus from increasing membership to renting space.

Bylaws - Cliff will submit a report of the further changes that had been discussed by the prior Board, such as increasing size of Board and identifying committees. Jill F. commented that the reference materials she handed out indicated the Board should grow inversely with size of Congregation. She recommended that we should direct our energy to the updating the Strategic Plan.

Jill J. asked if there were any activities discussed last year by the Board that should be considered this year, such as community outreach, young adult programs, integrating, supporting, revitalizing or recruiting for small groups (LGBTQ, cluster and covenant groups, circle supporters). Jill F. said comments from the pledge canvass indicated people want more opportunities for retreats and maybe we should rethink the Women's Retreat because there were only ten at the last retreat.

Pastoral Care Team - open meeting to re-envision; provide for training. Cliff suggested a member of each cluster should be invited to participate. Peg said she would communicate with the cluster chairs in this regard, and suggested that she and Mark Newton establish an ad hoc planning group to establish mission, description and composition for approval by the board.

Financial:

Jill F. distributed copies of the Treasurer's Report as of June 2011 for General Fund and WSUU 2011-2012 Proposed Budget. She noted that a traditional finance committee, which we do not currently have, reviews monthly results and budget but does not oversee fundraising. Candace suggested that we may want to have one council oversee fundraising/planned giving/endowment and added that the recommendation of the naming committee is ready for Board action.

Melissa suggested we provide revenue stream management for capital budgeting, including capital needs assessment, specific inspections. Also, she reiterated a need for finance policies, as expressed by last year's Board.

Jill F. said she would route bank forms for signature by officers.

New business:

Existing committees - obtain and review criteria for membership, mission statements, duties, job descriptions, nomination/confirmation of chairs, timelines and tasks.

New committees - develop criteria for establishing.

Organizational chart - Jill F. and Peg said they would prepare one.

Volunteerism/Leadership Development - could be delegated to an ad hoc committee. Peg commented that we could tap RE experience in this regard, maybe come up with a stipend to have Kari develop curriculum based upon leadership program "Harvest the Power."

New Strategic Plan (prior expired May 2011) - Jill J. said she will review UUA resources in view of our size transition. It was recommended that the Board review the existing Strategic Plan prior to its next meeting.

Church Calendar:

July - Family Promise at Tibbetts (7/10-17/11)
August - Family Promise at WSUU (8/14-21/11)
September - homecoming, committee Sunday
October - Women's Retreat, Family Promise, cluster Sunday
November - Tday potluck
December - arts/crafts gift fair (12/3/11), Family Promise, Xmas services
January -
February - LOLA (2/11/12) [also in November 2012]
March/April - canvass
May - district meeting 5/18-20/12, annual meeting, rummage sale
June - G.A.

There was discussion regarding whether or not to schedule soup lunches sponsored by the Board in place of certain RE soup lunches that are being eliminated but there was not much support for it in light of required action discussed at this meeting that has priority.

Jill J. suggested pictures of Board members, as well as Peg, Kari, etc., be posted in the social hall and the others present concurred.

It was pointed out that October 2013 is the 50th anniversary of the WSUU fellowship/congregation. Candace suggested an ad hoc committee be established to write its history.

It was noted that small groups in the congregation will be planning activities for the coming year and that input in that regard should be requested from committees, along with the other information being requested. Cliff explained the function of the Events Committee, for which he has been coordinating services.

Board Meeting Schedule:

July 6 (first Wednesday), August 17 (third Wednesday), September 21 (third Wednesday) and second Wednesdays October 12, November 9 and December 14. Peg asked Karin to send a list to the office and ask Laurie to put the dates of those meetings in the Fireside Room on the calendar .

The meeting adjourned at 1:00 p.m.

Minutes recorded by Karin Cumming, Secretary