

## **WSUU Board of Trustees**

### **Minutes of the January 20, 2016 Meeting**

Present: Viveca Monahan, Michael Matz, Nikki Roberg, April Kristjansson, Joe Rettenmaier

Excused: Jean Mendel

Staff: Beatrice Hitchcock, Shannon Day, Betsy Lowry

The Meeting was called to order at 6:35 pm.

1. The minutes from December 16, 2015 were approved.
2. Michael gave the Treasurer's report. (attached)

We are 58% through the year and it appears that our annual income will be close to what we anticipated in the budget. A lot depends on the outcome of the annual auction. We received a distribution from our insurance carrier for the expenses related to water leak repairs. If the costs exceed this distribution, we may be able to get additional reimbursement from the insurance carrier. Michael's conservative projections are that, in addition to the \$17,000 slated to be transferred from the building fund, we may need to transfer \$5-8,000 from either the building fund or other source to cover budget expenses. We will have a better understanding of this after the auction. Betsy reported that the RE Council is concerned about meeting its commitment of raising \$2,000.

There is a balloon payment on our mortgage through the UUA due in May 2017. The finance committee will look into options for renegotiating the loan.

3. Beatrice gave her Interim Minister's Report (attached). Viv, Michael and Nikki agreed to complete a draft of the Interim Ministerial Appraisal for Board review. The appraisal is due by the end of February. Beatrice suggested that we consider hiring a PNWD consultant to assist with options, timing, and plans for a capital campaign to fund accessibility improvements.
4. Shannon gave her administrative report (attached). She noted that the Sweetpea Preschool is looking for new space. Our current lease is through July 2016. Marie Hoover may be able to assist with identifying potential tenants, if that becomes necessary. April also has a contact who is well-connected with the preschool community and could be of assistance.
5. Betsy reported on the RE program. WSUU has the smallest adult:child ratio in the district, with 1.42 adults per child. The high end of the range is 14 adults per child. That creates challenges for the WSUU budget. The current program is not sustainable with the staffing that we have. Basic needs are a Director of RE, Teacher Support Coordinator for at least 10 hours per week and paid youth advisor. Betsy is resigning as DRE at the end of the school year and presented a schedule for recruiting a new DRE. Amy Hance-Brancati has agreed to chair the search committee. Beatrice will coordinate with Amy to define their respective roles.
6. Viv will be giving the State of the Congregation report on January 24<sup>th</sup>. She will give a 15 minute overview of WSUU's financial position and accomplishments over the past year. She will also review what's ahead in terms of the schedule for the ministerial search. The Board discussed Betsy's

announcement of her resignation and it was determined that it would be best to get that information out to the congregation before the State of the Congregation report.

7. The Board approved Mark Newton as head of the Discernment Team that will be soliciting and reviewing nominations for the Ministerial Search Committee. Members of the Discernment Team are not eligible to be on the Search Committee.
8. Nikki reported on marketing and publicity and will post the ministerial search timeline in the social hall and narthex. She's also developing three new pages for the website for information on the search.
9. April and Tracy will prepare and execute the Raise the Paddle ask at the auction.
10. The board discussed the Volunteer Recognition Service. There was an interest in recognizing committee chairs and their teams and doing a special recognition for a small number of volunteers.
11. There were 122 respondents to the Vision Mission survey and over 80 participants in the Vision Mission workshops. Tracy will present a more in-depth report on findings at a subsequent meeting. Beatrice suggested that the committee develop a Mission as distinct from a mission statement, with the Mission giving more in-depth guidance to the congregation about priorities.
12. April discussed her work with John Britt on committee term limits. The issue raised a number of other questions around committee structure. The board discussed the charters of the Finance, Stewardship, Membership and Building Committees and determined that we should document those charters. Leadership develop and the role of the Leadership Assembly was also discussed.
13. Steve DePew is developing an estimate for repairs and resolution of the vestibule issues.
14. Beatrice and Matt Aspin are working on a timetable for revising the pathways to membership classes. They are also developing a new brochure about steps to membership.
15. The Black Lives Matter task force has selected a banner design and are moving forward on production and placement.
16. The Income Strategies Task Force is focusing on the garden and art sale and rummage sale.
17. The stewardship committee is requesting that all board members participate as stewards. The steward training is February 27<sup>th</sup> and the kickoff is March 13.
18. The Board will host a social hall table the 1<sup>st</sup> and 3<sup>rd</sup> Sundays of the month.
19. Additional board meetings are scheduled for the 1<sup>st</sup> Wednesday of the month to focus on special topics.