

## Board of Trustees

### March 16, 2016

Present: Nikki Roberg, Joe Retteneir, April Kristjansson, Viveca Monahan, Jean Mendel, Michael Matz

Excused: Tracy Burrows

Staff: Beatrice Hitchcock, Shannon Day

The meeting was called to order at 6:35 p.m.

We had a brief check-in for everyone

1. Viveca moved with a second from Joe that we approve the February minutes. The motion passed unanimously.
2. The board agreed unanimously that we look to stewardship and membership for help with reworking the policy of a \$150 pledge for voting membership.
3. Treasurer's report
  - a. We are  $\frac{3}{4}$  through the budget year.
  - b. McBride has been paid.
  - c. There are several funds which have not been used which will revert to the general fund at year's end such as advertising/marketing, social justice, etc. totaling \$1,100.
4. Viveca moved with a second by Joe that we transfer \$830 left over from Peg's sabbatical fund to a newly created minister search fund but will retain the line in the budget. It passed unanimously
5. Beatrice's report:
  - a. We need written policy or procedures for building safety. Charlie Wilson is in charge of safety issues.
  - b. Shannon feels if she could get some help with administrative assistant duties, she could take a larger role in committee support.
  - c. We need to find out what Cliff does, what we want to have a custodian do so we can budget. Also do Marie and Dejon want more hours? Shannon will pursue this as staff administrator.
  - d. The Care team needs a leader.
6. Shannon's report:
  - a. Give by Text has had a few issues but Shannon is correcting the problem.
  - b. Have a wedding scheduled for next March.
  - c. Shannon is trying to build a team to head up a rummage sale.
7. DRE report: attached
8. Michael moved with a second by Jean to sponsor Crystal Zerfoss as a ministerial candidate. It was passed unanimously.
9. Joe reviewed the Strategic Plan, specifically those areas that still need work.

10. Ministerial search update.
  - a. 44 people were nominated for the search team. The discernment team is in the process of selecting 5 and the board of trustees will select 2 members making a 7 member slate to present to the congregation for a vote on May 15.
11. The Mission/Vision statement will be displayed before the annual meeting.
12. The DRE search committee is working very hard to get the information out there in hopes of attracting numerous candidates.
13. Joe asked if the board could get a timeline for budget development between now and the end of the fiscal year. We will get the proposed budget at the April board meeting. Joe will talk to Paula and see if the timeline is something we can accomplish.
14. The Black Lives Matter banner will go up in the next few days with a celebration to follow shortly after a Sunday service.
15. Social justice asked the board to sign a letter requesting the Gates Foundation divest themselves of interest in fossil fuels. The board agreed that if the social justice committee would like to put forward a letter that is fine. If they want to the boards to sign on, they should bring some sort of presentation on the matter to the board with some time set aside for discussion on the agenda.
16. The board wrote thank-you's.

The meeting adjourned at 9:30 p.m.

## Administrator Report to Board March 2016

Happy spring!

1. **Give by Text-** We are currently experiencing some problems with this service. The last 2 Sundays some texts were sent and never received and left no trace of happening, according to Vanco's tech team. I am in conversation about this with Vanco and am asking for some compensation. If they cannot assure me that it is completely functional (and verified by a test) I think we should suspend use of the service.
2. **Bylaws** – There is currently some language in the bylaws in a few areas giving responsibility to the secretary and treasurer for tasks that I am doing. Much has changed in our organizational structure since they were written. Specifically, I keep the membership/voting list as it makes most sense. I process new members and manage them in the database. Also, I am currently in charge of sending donation statements and doing the tax reporting that the bylaws assign to the treasurer. At some point we may want to update the language.
3. **Fundraising**
  - a. **Rentals – Preschool** – It is with great elation that I report that during our meeting with Carmel Baird, Head of School for Sweetpea, that they would like a two-year contract to remain with us. They would like to keep their payment the same for the coming year and increase by 5% the following year (2017-18). Big relief!

- b. **Rentals – Events** – We booked a wedding! Next March 17. They found us on the web on a wedding venue site where we are listed. We will have to breathe some life into our committee but we have plenty of time – Yay! We have our final puppy training rental this in early April and won't be able to offer them a rental again until 2017 as we only have 15 days a year to rent to for-profit organizations. Too bad as we made \$1000+ from the puppy training gig.
  - c. **Service Group Rentals** – we unfortunately had 2 groups give their notice this month – Mankind Project and OA will no longer be renting our space. Keep your ear to the group for other 12 step groups looking for space. These groups need to be not for profit.
  - d. **Rummage Sale- May 14** Without Matt at the helm no planning is happening. I'm going to try to pull together a team for this important event. I'll keep you posted...
  - e. **GiveBig 2016** – is **May 3** this year. We will begin promoting in earnest after the pledge drive. Stewards will also have a promotional piece to encourage members to pay all or part of their pledge through GiveBig if they are able.
  - f. **Auction 2017 – Feb. 4<sup>th</sup>** Alice and I met with the 2016 team and Leah LaCivita is willing to take leadership. Wendy Swyt will stay on the team and possibly Judi Finney as well. They propose that we continue the gala event at the Brockey but look into another smaller event that has a lower ticket price as another fundraiser that is more inclusive. They also have some ideas about adding some small fundraising elements to other community events that already happen. They feel the addition of the online auction improved access this year and was favorably received. They would do it again this year ahead of the auction and skip the in person event at social hall.
4. **Computer Back up** – our current system for back up (NTI) is proving not worth the expense. It is up to \$20/month (\$240/yr) and our files are not readily accessible online. It takes a painfully long time to access files - like 20 minutes. Our server is currently not backed up at all. I've been doing some research and would like to propose that we end our NTI service and purchase Carbonite (\$100/year) to back up our two work stations in the cloud and on external hard drive. Additionally, I would like to purchase an external hard drive to back up the server (\$125 – need specific model for an older server).
5. **Membership** - No new members this month. I did receive a pledge sheet from one of the folks that signed the book last month. Two people have terminated their membership in the past month. I attended the Membership meeting earlier in the month. This team is working hard to welcome and connect with new visitors and encourage active visitors along the path to membership. We had 4 individuals attend the 3 pathways classes over the last few weeks and we have sent out an invitation to a list of 40 active visitors to attend the condensed Pathways class being offered this Saturday.

In Community,  
Shannon

## WSUU RE Report to the Board March 2016

### Highlights

- Multigenerational Service – RE offered what we believe to be a successful multigen service on Sunday, March 13<sup>th</sup>, focused on the importance and the power of self-love. We used a sharing service format, with speakers from elementary age to elder age, and Crystal Zerfoss was the service leader and offered part of the sermon. (podcast link: <http://wsuupodcast.blogspot.com/>)
- New Justice Curricula for 2<sup>nd</sup>-5<sup>th</sup> Grades – Vanessa Shaughnessy has been taking the lead with me in producing new curriculum units focused on justice issues and values, drawing on Teaching Tolerance resources. So far it seems to be a real success! We are engaging kids in experiential activities, and deep levels of discussion. Our topics include:
  - Environmental Racism
  - Wants vs. Needs
  - What's Fair?
  - Hunger in the US
  - Developing Empathy
  - Dealing with Dilemmas: Being Change Agents
- Middle School Updates – I have shared the success of two diligent middle school RE teachers this year, with the odd circumstance that this 6<sup>th</sup>-8<sup>th</sup> grade class is small, since most 7<sup>th</sup>-8<sup>th</sup> graders are participating in OWL on Sunday mornings. Rebecca Duke and Kristin Grace have kept the class going with enthusiasm, with just the two of them on the team, and finding ways to engage even small numbers of kids (there are 8 youth on the roster, and our weekly attendance average is 3 youth). In the past month, Barbara Burke has joined the team and she is enjoying her connection with our youth! They have been exploring social activism, privilege, and becoming allies for marginalized groups. Recently they made Black Lives Matter pins using the design selected for our WSUU BLM banner, and selling them during social hour. Last week they donated \$62 to the general fund from this initiative. In the coming week, middle schoolers will be volunteering at the White Center Food Bank.
- High School Youth Highlights –
  - Our seven Coming of Age 9<sup>th</sup> graders are writing their credos, and will be celebrated at our program's closing dinner on Saturday, March 26<sup>th</sup> from 6:00-8:30pm in the Social Hall. The Board is invited to attend – this is an amazing opportunity to hear the beliefs and insights of these youth. They had a great experience together at their retreat the first weekend of March, at Wendy Swyt

and Eric Winiecki's cabin on Anderson Island (a donation to us), where they had hours alone in nature, and cooked together with their advisors, John Monahan, Steve Burrows, and Shelley Webb (Joe Nabbefeld helped to plan, but didn't attend).

- Our high schoolers have been busy learning about elements of our liturgy, and planning their youth-led service, which will be on May 1<sup>st</sup>. Their focus is on *change*. Timely, right? We'll hear from some of our youth who are newer to Westside in this service, too.
- Soup Lunch Fundraising – The REC was held accountable for \$2000 toward the general fund with our four, planned soup lunches this year. We just offered our final lunch on March 13<sup>th</sup>, and our total earned is \$18422.21.
- Curriculum Renaissance Module – I attended a training with DRE colleagues focused on RE curriculum, at Northlake. It was informative, and mostly validating of what we are offering in our RE programs. I am organizing my resources from the training to educate the RE Council to help them prepare for next year.

## Looking Ahead

- Parent Sessions – Leilani Davenberry and I are offering three parent sessions this spring, focusing on sexuality education and our partnership with parents for the OWL program.
- Safety Plan Review – The Youth Adult Committee has done a review of the elements of the safety policy that are relevant to youth. They will present and discuss updates and recommendations to parents, other youth, and any other congregation members who want to attend, on Wednesday, March 23<sup>rd</sup> from 7-9pm.
- Spring Con – Crystal and I are both attending the district's high school Spring Con the weekend of April 1-3. We will be facilitating a workshop focused on white privilege.
- RE Celebration Sunday -- We've moved this service to June 5<sup>th</sup>, to accommodate Albert Lorenzana who is bridging, and who is not able to attend on June 12<sup>th</sup>. In discussion with the Worship Council, we found many advantages to moving this service up one week. This will be Crystal Zerfoss' last Sunday with us, and we will honor her in this service.
- Spring Sing – Bert and I will offer another singing class for elementary age children during the month of May, which will be focused on the joy of singing UU songs in community, and not on performance.
- Summer Coordinators, RE Assistant, and Youth Advisor—I am scouting the possibilities for these roles now, knowing that the funds for them are uncertain until the annual meeting in May.

- RE Teacher Recruitment – We will begin teacher check-in and recruitment in April, both for support of our summer program and for the coming year.

### **Issues for Board Awareness**

- Planning for Next Year – I am working with the RE Council to set up next year to have fewer program offerings, so it can be a lighter load for new staff. We are planning that no OWL classes will be offered.