

WSUU Board of Trustees May 18, 2016

Present: Viveca Monahan, Tracy Burrows, Joe Rettenmeir, Nikki Roberg, Michael Matz, April Kristjansson, Jean Mendel

Staff: Shannon Day, Betsy Lowry

Michael Matz led the chalice lighting.
There followed a brief check-in of attendees.

1. As a follow-up to the April 27 meeting, Jean reported that the following agreed to serve on the interim minister search team: Michael Matz, chairman, Charlotte House, Laura White, Alan Mendel and Matt Aspin.
2. The minutes of the April 27 minutes were approved.
3. Shannon's report. She pointed out that the additional money in the budget will provide us with 2 extra hours per week. Suggested we pool those and use 4 hours every other week.
4. Joe moved with a second by Viv to appoint Laura White as chairwoman of the membership committee. The motion passed unanimously.
5. Alice Britt, Patti McCall, Peggy Abby and Laura White have agreed to come up with some ideas to make the vestibule look more attractive, particularly for first time visitors.
6. Betsy's report. We are wrapping up another successful year of RE activities in OWL at all levels. June 5 is celebration Sunday. She is still working on a safety policy regarding children. Will go the new board in June. The summer program will be similar to what we have done in the past. Irene Pemberton has agreed to help with coordination of the summer program. Simon Knaphus has agreed to be a youth adviser in a very limited role.
 - a. Betsy reported that some families with children have commented they haven't heard from anyone in the congregation about pledging. Need to follow up with stewardship.
 - b. Another issue that has come up is safety concerns around young children roaming the building while their parents attend church activities. Betsy is incorporating some guidelines in the safety manual.
7. The board agreed to offer up to \$500 in compensation for child care costs incurred by members of the minister search team. The particular details are best left up to the search committee and the new board.
8. Michael Matz reported on the interim minister search. It is going well with some very positive candidates. Have submitted our choices to UUA and should hear this Friday if they match up with the candidates. The search team is very confident we will succeed in this search.

9. April reported that the DRE position was declined by a candidate. They have offered the position to another candidate and both are excited about the chances of success. She has not been a DRE before but has experience with youth and is a master storyteller. Should know by this Friday.

10. Viv reported that plans are underway for the Settled Minister Search Committee retreat scheduled for June 3-4 in Lacy. Viv will be organizing some people to supply food, etc.

11. Michael Matz gave the treasurer's report. The proposed budget passed unanimously at the annual meeting.

a. Assuming we need \$3,000 to \$4,000 (but less than \$7,000) additional cash to cover the current budget, the board recommends we take the money from the building fund.

b. In talking to the probably new interim minister, a few additional expenses have come up including some changes to insurance, \$1,000 more for professional development, a \$850 conference in Denver and air fare for a visit in June. This will total \$2,500. The insurance change is for group term life insurance as well as long term disability. We could go with what UUA offers or shop around. Michael said this is something we need to move toward offering the entire staff. Will need to pursue this further.

c. As a result of negotiations of the DRE candidate we will need an additional approximate \$100.

d. Will have to look for places in the budget to gain this money.

e. Joe moved and Jean seconded that the board gives Michael authority to negotiate up to \$2,500 additional compensation for the interim minister. The motion passed unanimously.

f. Michael will email the board if he has to transfer money from the building fund.

12. We are in the process of replacing the sign outside the north side of the building. The board agreed to include our vision statement and no names.

13. The care team needs a coordinator.

14. We will leave it to the new board as decide an appropriate minimum pledge for membership.

18. The next board meeting is June 15.

We adjourned at 9:40 p.m.

**The board unanimously approved the gift policy as submitted by the finance committee. The vote was taken via email.

***Via email, Jean moved and April seconded a motion to increase Shannon's paid vacation days from 10 to 15 per year. The motion was passed unanimously.

WSUU RE Report to the Board April-May 2016

We are very close to wrapping up our RE program year, with our Celebration Sunday (recognizing RE volunteers, and our transition and bridging ceremonies) coming up on June 5th! It's been a lively year, with many successes. I am grateful for the amazing work and support of the Board through the milestones of this year!

Highlights

- OWL Offerings – By the close of this coming Sunday, May 22nd, we will have wrapped up OWL offerings for K-1, 4th-5th grades, 7th-8th grades, and a short discussion session for high schoolers. An important note: the new DRE will not need to offer OWL in their first year at Westside. This was a gift I experienced when I arrived here as well.
- Coming of Age – We had a beautiful shared dinner and closing ceremony for our COA class at the end of March, where each participant shared their unique credo.
- Social Action – Our middle schoolers have volunteered at the White Center Food Bank, and our 2nd-5th graders worked together to run a food drive during the month of April, also for the WC Food Bank.
- High School Spring Conference (Con) – Eli was one of the two youth deans at Spring Con, and he was fantastic! Eli and I have been working on a district-wide Multicultural Team this year, and we offered the first youth of color and white caucuses at Spring Con, as part of our work in bringing change to Con and youth ministry culture in the PNWD.
- Youth-Led Service – Our youth knocked this one out of the park. And the best piece is that they truly owned this whole service, top to bottom. It was their work, and their voices that we experienced. Supporting this initiative was one of the key focus areas for Crystal Zerfoss' internship work this spring, and we are all grateful!
- Teaching Tolerance Curriculum for Elementary Classes – We wrapped up our experiment with a new curriculum we developed drawing on Teaching Tolerance resources. It was designed to be experiential, with real-life connections, focused on racial and environmental justice. Thank you to Vanessa Shaughnessy for her great work on this project!
- Parent Sessions Related to OWL – Leilani Davenberry and I offered monthly parent sessions through the spring semester, to support parents in their role as the first and most important sexuality educators their children will have.
- Chalice Chapels – We wrapped up our fifth and final Chalice Chapel this May, with a specific focus on the Duwamish Tribe, their work for national recognition, and the environmental needs and challenges of the Duwamish land all around us. The children participated in an offering each time, and they are donating the collected funds to the Duwamish Long House.
- Intergenerational Art Class – This week is our final session in a very successfully Common Quest offering, fostering connections between some of our preschoolers and our elders. We will showcase the artwork during Social Hour this coming Sunday, May 22nd.

- Children’s Offerings at the Garden Fair – Thanks to collaborative spirit of the Garden Fair team and our fantastic youth who worked the stations, we offered several child-oriented stations and highlights to draw West Seattle families to this event.
- Spring Sing – With all of the transitions this spring, Bert and I decided we would not offer Spring Sing this year.
- National LREDA Committee Work – I have been serving on the national LREDA (Liberal Religious Educators Association) committee that plans and organizes our annual fall conference, and I am bringing that work to a close now and transitioning to others.

Looking Ahead

- Safety Policy – It is still a goal for me to bring an updated Safety Policy to the Board before I leave. We had a very productive meeting of parents and youth, where the Youth Adult Committee (YAC) members presented our areas of greatest concern, and we made decisions about how to handle them in the updated plan. I am gathering this kind of input from the elementary and early childhood parents now.
- End-of-Year Class Parties – May 29th is the final day of classes for the RE program year, and our children and youth will continue the tradition of ending with a party.
- RE Celebration Sunday – Crystal and I are planning the many rich details of the June 5th service, where we will recognize our RE volunteers, and enjoy our rite-of-passage transition and bridging ceremonies. This will be Crystal’s last Sunday with us, and we will be honoring her during this service as well. After the service, everyone is invited to our annual youth BBQ fundraiser, where we will continue celebrating!
- Summer Program – We will implement a simple summer program this year that builds on the gifts and expertise of members of our congregation, by engaging members as guest speakers to one multi-age group each Sunday. In coordination with the RE Council, we are planning for the new DRE to provide oversight, with the support of Irene Pemberton (an incoming high school senior who taught in our Spirit Play class this year), who will act as a coordinator for our summer program – as a volunteer.
- Youth Advising Team – We do not have funds for a lead youth advisor, and it appears that our incoming DRE is likely to be new to this role, as I was. With this in mind, I have been recruiting to build our team of youth advisor volunteers who will need to run the youth program possibly in a reduced form, in collaboration with the DRE.
- RE Teacher Recruitment – I have not actively engaged in general teacher recruitment yet, as I have been waiting for some elements to solidify, so people will have a better sense of the conditions in which they might take these roles next year. We will soon know about our interim minister status, and our new DRE, and then I will dive in to recruitment.
- Families with Young Children – I am working with several Westside parents to bring families with young children together in hopes that they can form a Covenant or a parent group to deepen their connections with each other, and to our community.

Issues for Board Awareness

- Membership and Stewardship Needs for Westside Families – I am getting feedback from families – particularly newer families – that they are not feeling entirely welcomed and

included in our congregation. Several newer families have not ever had a conversation with anyone from membership or stewardship, and they are feeling distressed by this. There is also a perception of money being the primary concern, and that they are not being included because of the perception that families can't pay as much in pledges. I strongly recommend that we look closely at our list of families who are not yet members, and take the initiative to meet with them.

- Safety Concern in our Building – We have scenarios where parents choose to bring their child(ren) into the church and allow them to stay in a space unsupervised, while the parent participates in other events. There are pros and cons to supporting this option for parents. However, there are also safety risks to consider, and I recommend that we develop a clear policy or clear guidelines around this.
- Planning for Next Year – I am hoping to be able to work with our new DRE in a transition period before I disappear from the community for a year.

Administrator Report to Board May 2016

What a very eventful month it has been. I'm so proud of and grateful for our Board of Trustees for navigating the very difficult circumstances of the past month. Amazing to think that we are already maybe almost welcoming a new interim minister!

1. **GiveBig 2016** – Holy moly did they have technology problems this year. Even with the snafu Westside did great! After refunding a few duplicate donations we were left with a grand total of \$62,236 in donations. \$56,786 ear-marked for 2016-17 pledges. \$3400 ear-marked for 2015-16 pledges. \$2050 in undesignated gifts. The wonderful news is that many of our wonderful donors opted to donate higher amounts to cover the 4.9% in fees. In fact \$40,741 of the donations came in with fees covered or 65%!! We are estimating, using the bump percentage from last year (8.4%) the net revenue from the event will be about \$6300. Our budgeted estimate! We will actually receive a bit on income from GiveBig 2017 in this fiscal year too. Estimates are about \$1500 in undesignated gifts so about \$7800. Well worth the work or promotions!!
2. **Custodial/Maintenance Positions**- Today, I wanted to start looking into changes to our custodial/maintenance position and asked Michael for the pay and hours numbers that are represented in the budget. I think we may have got our wires crossed somehow as when I did the math the budgeted amount allows for only 1 additional hour per week of custodial or maintenance work. If we did away with the pay increase (\$15 to \$18/hr) we could budget for 2 additional hours per week or 4 hours every other week which may be workable for this year.
3. **Year End Committee Report – transitions and action needed**
 - a. **Building Committee** – need chair – Rose is stepping down. She was asking Soph Davenberry to consider don't know outcome.
 - b. **Common Quest** – This program IMHO would benefit from leadership by a team vs an individual. It is too large a task to coordinate the selection of classes, development of the brochure, scheduling, promoting, assessing and facilitating

AV set up needed for classes, handling registration of attendees and showing up to support the speakers at the actual events. I also feel that we should be offering online registration and payment for our adult RE classes.

- c. **Membership** - leadership will pass from Matt Aspin to Laura White – no action needed.
 - d. **Greeter Committee** - leadership will pass from Laura White to David Rudd Cycleback no action needed.
 - e. **Art Gallery Committee?** – we now have a large piece of furniture in our narthex purchased with the intent to use in a gallery for which there is no active planning committee. I recommend that one be formed or that the furniture be moved to storage outside the church.
 - f. **Circle Suppers** – Joan Whitley is recommending a hiatus for this ministry. Is the board in support? Try something new instead?
4. **Ingathering 2016** – Just wanted to plant a seed about the Ingathering BBQ. Date will be Sept. 17 this year. Do we have a plan for leadership? Is this something the board wants to take on again:)
 5. **Weddings/Memorials** – with a wedding booked for the spring of 2017 we need to get a team in place to work on these events – both as rentals and for our own congregants.
 6. **Membership** - We have one new member this month – actually a reinstated member, Julie Masonsmith. We have lost 2 members – Bert Gulhaugen and Kathryn Davis.
 7. **Website** – With approval from Michael I have moved the Web Development funds from the current fiscal year into a fund balance and will carry them over to next fiscal year. We can use these funds to hire out some of the groundwork on the new WordPress site.

In Community,
Shannon

Treasurer's Report
Westside Unitarian Universalist Congregation
Overview

As of: 6/14/2016

| <u>CASH BALANCES</u> | <u>May 2016</u> | <u>Prior Month</u> | <u>Change</u> | <u>Notes</u> |
|-------------------------------|---------------------|---------------------|------------------|-------------------------|
| Operations Checking | \$ 47,852.92 | \$ 39,884.00 | \$ 7,968.92 | |
| Dedicated Fund Balances | <u>23,131.89</u> | <u>22,192.12</u> | <u>\$ 939.77</u> | - See Fund Balances tab |
| Cash Available for Operations | \$24,721.03 | \$ 17,691.88 | \$7,029.15 | |
| Operations Savings | \$ 7,104.70 | \$7,104.52 | \$0.18 | |
| Building Fund Checking | \$14,049.59 | \$ 14,049.59 | \$ - | |
| Building Fund Savings | \$71,966.38 | \$ 71,964.55 | \$ 1.83 | |
| Elevator Fund Savings | <u>\$ 23,779.88</u> | <u>\$ 23,778.67</u> | <u>\$ 1.21</u> | |
| Total Building Funds | \$109,795.85 | \$ 109,792.81 | \$3.04 | |

| | <u>May 2016</u> | <u>YTD</u> | <u>Annual Budget</u> | <u>%</u> | |
|---------------------------|------------------|-------------------|---|-------------|--|
| Pledge Income | \$ 14,321 | \$ 244,925 | \$252,840 | 97% | - 97% is better than average |
| Other Income | <u>\$ 18,745</u> | <u>\$ 171,602</u> | <u>\$173,141</u> | <u>99%</u> | |
| Total Income | \$ 33,065 | \$ 416,527 | \$425,981 | 98% | |
| Ministry Leadership | \$ 9,917 | \$ 93,544 | \$98,505 | 95% | - savings vs. bgt on medical, moving, prof exp |
| Children & Youth Ministry | \$ 9,901 | \$ 81,916 | \$82,978 | 99% | |
| Music Ministry | \$ 4,784 | \$ 55,359 | \$55,484 | 100% | |
| Admin & Staff Benefits | \$ 3,613 | \$ 39,534 | \$40,519 | 98% | |
| Operations | \$ 2,571 | \$ 23,369 | \$23,151 | 101% | |
| Committees & Programs | \$ 1,624 | \$ 19,843 | \$17,920 | 111% | - additional Sundry Morning Giving |
| UU Organizations Dues | \$ - | \$ 20,438 | \$20,438 | 100% | |
| Fundraising | \$ 28 | \$ 8,928 | \$13,950 | 64% | - no Raise The Paddle project expense |
| Rentals & Building | <u>\$ 5,993</u> | <u>\$ 75,003</u> | <u>\$73,036</u> | <u>103%</u> | - additional utilities, supplies & repairs |
| Total Expenses | \$ 38,430 | \$ 417,933 | \$425,981 | 98% | |
| Result of Operations | \$ (5,365) | \$ (1,406) | % Thru Year: 100% | | |

* Monthly and YTD Budget figures adjusted to exclude Auction-related income and expense allocated to February 2016 as well as other timing adjustments