

## **BOARD OF TRUSTEES MEETING - FRIDAY, FEBRUARY 13, 2009, 9:00 AM**

Attendees: Baird B, Paula K, Lois C, Mark B, Mavis C, Kit Ketcham, Joann R (note-taker)

Call to Order. Chalice lighting by Paula

Approval of January 2009 BOT Minutes – approved as corrected via e-mail messages.

Minister's Report: Rev. Kit Ketcham

1. We have a new group forming, the Young Adult Parents group, which has now met twice and is attracting young adults who were once members of UUCWI's youth group. There is interest in forming a Young Adult non-parent group as well; we'll see how that goes.
2. Our Social Responsibility Council is active and has several things underway, including involvement with Habitat, the newly forming Veterans Resource Center, and sustainable agriculture. Kudos to those leaders.
3. Membership/Worship/Hospitality staged a terrific potluck to which all were invited and contributed feedback about being welcoming to visitors. My observation is that we are very welcoming and even getting better at it.
4. Our March 22 Building Dedication service is underway, with invitations going out soon. We may decide to use email rather than paper and postage, to cut back on expenses. The district office says that most churches and ministers are feeling very positive about this paper-free approach.
5. "Proposal 2009: Standing on the Side of Love" has been an expression of good will to our South Whidbey community and we have received a lot of praise in the community for this effort. Two weddings are in the works and some merchants are interested in offering aid as well. And our attendance on Sundays has been affected as well, with new folks coming because of our outreach.

In other professional areas, I was honored to be asked to be the main speaker at the annual WGH memorial service, this past weekend. I continue to enjoy preaching monthly at the Woodinville church; I will marry a couple this weekend in our sanctuary; and as liaison between the ministers' professional group and candidates for UU ministry, I met with UUA staffer David Pettee and candidates a week or so ago.

Privately, I'm having a ball with music, whether it's planning the Pete Seeger concert in May, rehearsing with Bayview Sound and Trilogy for gigs, or attending regular acoustic jams in Langley. The House Concert Trilogy presented as an auction item, Jan. 10 at the Longs, was well received and we felt pleased by so much positive feedback.

Kit introduced, and the group discussed, the topic of heat being turned down during off- hours. The computer-driven sensor/timer is not yet installed, nor is final payment made.

Status of services in July and August.

Kit invited any board member to volunteer, along with any members/friends to assist with the July/August services. They will probably be held outside, and will serve as a presence during summer.

Attendance at AGM. Delegate representation: (Peggy and Baird B, Kit Ketcham)

Kit will attend the Minister's Retreat and AGM in Oregon, and prefers her status as an attendee, not a delegate (as she understands she does not qualify as half-time and a delegate).

Other:

Mark B reported on the PNWD Orientation to Committee on Ministry workshop he attended. He found it interesting, worked on conflict management models and ways of dealing with conflict in any group. He suggests that a larger congregation would be needed for assessing the whole UU Ministry. Mark reported to the Ministry Committee on this conference on February 12. Annual conferences are planned by the PNWD, concentrating on alternate themes. This conference aim was communication skills and conflict management and resolution; an adaptation for UUCWI might be in smaller groups as triads, having one active listener, which can be powerful for communication among members.

TREASURER'S REPORT FEBRUARY 13, 2009 - Paula K, Treasurer UUCWI

I have researched alternatives to Raymond James Brokerage and have concluded that it is probably most efficient to open a WellsTrade account. Both the annual fee and the per trade costs are significantly less. The treasurer would have online access to all accounts at the same web site. I ask the board to authorize that change.

Our current cash balances are:

[omitted from online version; see treasurer if you need to know].

I will deposit the CD to the operating account when it matures.

Several of our recurring bills are paid automatically through the Wells Fargo BillPay service: Mortgage, Puget Sound Energy, WhidbeyTel , Salaries (Kit and Lorie), and the dental plan for Kit. I still hand-write checks for speakers, and we have a 'cash drawer" for the musicians. This system, though not perfect, seems to be working. The consistency of Mavis and Toyan should make transition to new treasurer easier. The nominating committee needs to get busy finding my replacement.

Although I have not done it yet, I will combine the two Construction accounts (Wells Fargo and Peoples Bank) into the one Wells Fargo "Capital Projects" account.

There is a request for authorization to "overlap" 2 weeks pay for the incoming and outgoing RE director(s). We did this with the Church Administrator.

I sent an email to the board regarding the proposal to donate our monthly service collection to the purchase of a CSA at the Greenbank Farm to be delivered to the Food Bank. A decision by the board is needed before proceeding.

The board has previously supported the commitment to provide childcare at all Church-sponsored events (such as New UU orientation) What is the thinking of the board as to which budget this should come from? Should it be a separate line item? or incorporated into the budget of each committee or program area?

Toyan and I have organized the Income/Expense statement in a way that I think is easier to read

and understand. Consensus items from discussion:

Construction account to account named “Wells Constuction” was approved; separate accounts for capital purchases to be named “Capital improvements” and another account for “Operations”, keeping purpose of these accounts clear; mini-campaigns for needed items as appropriate and timely; how to budget and pay for childcare during UUCWI events, with the decision to reinstate BOT Discretionary Fund; having the Treasurer e-mail an Income/Expense statement each month, to BOT and also to each Committee Chair, the Administrator and the DRE.

Motions Passed:

Analysis of brokerage accounts show the best practice would be to consolidate accounts to WellsTrade (see report above). Paula asked for direction from BOT. Mark Brown moved, Baird Bardarson seconded. Approved by Board.

Paula K moved that the next item for Capital Improvement be for a dishwasher. Lois C seconded. Approved by Board.

Paula K moved to approve paying both the new hire and the present RE Director during the two week transition period. Lois C seconded, Approved by Board.

Joann R moved to approve a one-month Sunday offering to go toward purchase of a CSA at Greenbank Farm to be aggregated with others to deliver to the Food Bank. Baird seconded. Discussion was that a month by month decision for this kind of commitment to be decided by the BOT, with input by the Congregation.

Lois amended that the BOT dedicate a March offering to CSA in order to get information out to the Social Responsibility Council this Sunday and a Newsletter article, plus an announcement at church service. Amendment was seconded by Joann. Approved by the Board.

Status of Occupancy Permit

Baird reported that Tom will meet next week with the County Building Inspector and he assumes that all requests have been met and are completed.

Social Responsibility Council Report. Next Potluck February 15 after church.

Building Use Committee Report

Mavis reported that two recitals, a community concert, and Lyceum Series have used the building recently. Kit will be performing a wedding this weekend. Other queries have come in – the standard rate depends on the time of week/use, and the needs of the group requesting use.

Membership

A committee has formed and have met. Potluck two weeks ago for input was a success – it was heard that smiles with a greeting are very helpful. Follow up should be more than coffee time conversation following the service. The Committee discussed using the “buddy system” when several visitors arrive at once, engaging other members in the foyer to talk and greet them, and that nametags are a good two way “get to know” device. They also suggest that a postcard with phone numbers and web site address is sufficient follow up for new visitors, rather than a packet of several materials. Mavis is working on the design of the postcard.

Another new member orientation may occur in March. The Membership Committee will devise screening for multiple visits by visitors, for contacting potential new members.

#### Stewardship

Lois reported that sub-committees are working on the April 4<sup>th</sup> dinner and brochure for canvassing process. Six to twelve volunteers are still needed for visiting stewards.

Lois will hold a Canvass Training Workshop on March 28<sup>th</sup> at 10 am with David C's assistance. Baird will phone for volunteers for Visiting Stewards.

#### CRE

Thomas and Carla K and Ligeia L have joined the Committee. The volunteer teachers have been actively involved. Monday February 19 the Committee will meet to rank applicants and arrange interviews.

#### Worship

Joann asked about the Caring Connections potlucks/organization, and requested that any potlucks not coincide with the Group Dinners on third Saturdays.

It was also asked whether a task force for organizing storage/shelving/labels needs might be formed; Marilyn S has volunteered to work on this.

Joann reminded BOT members of the Hearts and Hammers event this evening, February 13<sup>th</sup>. The request was made to consider asking a member family to volunteer a week to clean the building. (see below)

#### Maintenance

The BOT decided that there is a need for a "Building and Grounds Committee" and replied that it's "in process" to have a sign-up clipboard after Sunday service, along with announcements.

Baird still wants to find a hired person at \$10/hour, and suggested his grandson. Lois suggested hiring established cleaning services, but the charges may be too great. Discussion from the group suggested using an established prioritized basic list of tasks/needs to whomever is hired to "do what you can in X number of hours – this is what we can pay." Use of this list could divide tasks between volunteers and hired person(s).

Baird will put this on the Agenda for next BOT Meeting as an action item - to be coordinated for overall needs/use and guidelines for maintenance.

#### OLD BUSINESS

Kit and others have investigated space for the New Member Bio-Bulletin Board. Lois agreed that the Membership Committee will further assist with this.

UUCWI History Project: the hard copy is to be made and placed in the Library (when established). Malcolm will announce it at the March 22<sup>nd</sup> Dedication Ceremony.

#### NEW BUSINESS

Baird noted the need for cleaning gutters at least seasonally. The Building and Grounds Committee (when formed) will need to look at gutter maintenance and drainage issues.

Baird asked for authorization to assign \$125 for gutter maintenance issues at this time, to be taken from the Property Maintenance line item in the budget.

Budget: there is a need to meet for establishing the next budget; it was suggested that this happen after the canvass, in order to orient the stewardship drive to incorporate and encourage “Vision” of members, rather than “Needs” only.

Concerning a new budget, the discussion centered on placing goals for increasing staff salaries each year, even if only minimally, e.g., more closely matching hours worked, and including guidelines for future hiring needs. Ideas included ways to let members know what “basic needs” include – that we still need monetary income and a budget, while acknowledging members’ percent of giving, in-kind sweat equity (recently amounting to approximately \$60,000 for the building), time spent on volunteering, and in-kind pledges.

Chalice Lighter for March 13 meeting: Mark B

Adjourned 11:10