

Westside Unitarian Universalist Church
Board Meeting Minutes
January 14, 2020

1. The meeting was called to order by President, Carol Cappa, 7 pm at the church.
2. Present: Carol Cappa, Reed Bilz, Rev. Shari Woodbury, Jane Hardwick, Stan Yoder, Jerrie Koppa, Marc Hart, David Burlingame, Nicole Kennedy, Tanner Trask, Tom Woods, Janell Weaver.
Absent:
Visitors: Shondra Williams, Julane, Stephanie Jeffers, Scott Paulson, Dianne Nixon, Caroline Nixon
A quorum was present.
3. Consent Agenda
 - A. Approve Board Meeting Minutes December 10 (attached)
 - B. Reports
 1. Carol approved cleaning the carpets in Shari's office, the glass classroom, and 2 rugs in the Nursery. The cleaning company, Power Steam Carpet Cleaning LLC, completed the cleaning on January 7th at a cost of \$272.00. In addition to cleaning they added a protectant in all rooms and an anti-bacterial coating in the nursery. The company also gave us an estimate of what it will cost to clean the carpet in the sanctuary of \$490.00.
 2. Membership: Pete Meador reported that Shondra Williams joined Memcom as Co-Chairperson, effective January 1, 2020. They plan to recruit more new members to MemCom and Shondra will assume full duties of Chair Person no later than July 1, 2020.
 3. SJC: The In-Kind donation form for our Christmas project with Alliance for Children (Angel Tree) shows \$2500 in-kind donation based on an average of \$40 each for 50 jackets, and an average of \$10 each for 50 books.
 4. Affiliation Agreement with Julie Cecil as Community Minister (hospital chaplain and Westside (attached)

Jane moved approval of the consent agenda. The motion was seconded and CARRIED.

4. Financial Statements (attached) - David (Treasurer's Report, Revenue Expense, Annual Budget, Financial Position) The reports will be filed for audit.
 - A. Pledge fulfillment through December 31 is \$135,468. (60% of annual pledges)
 - B. Pledges include \$10,149.52 stock contribution and a yearly pledge of \$256,73.
 - C. Estimated Auction income \$24,629.06 after expenses of \$31,463.01.
 - D. Payment issue with ADT still unresolved. They want \$8600.00.
 - E. Eight items running over budget. Building and CRE still running under budget.
 - F. David purchased a CD for \$167,000 from JP Morgan Chase at 1.75%.
 - G. Estimated budget deficit 2020-21 is \$80,000
5. Minister's Report (attached) - Shari
 - A. Webmaster of our revamped web page is now our Administrator
 - B. The Forward is shorter and more concise
 - C. Covenant groups are hosting a potluck supper
 - D. Christine Sellers now chairs the Pastoral Care Team
 - E. Initiating a ritual for Joys & Concerns in February
 - F. Faith Forward classes will start again soon. Dividers needed for the foyer.
 - D. Dates away: Feb. 3-9 Study Leave

6. Interim DLRE's Report (attached) - Nicole
 - A. CRE Committee planning a retreat and a party for families
 - B. ARE meeting scheduled
 - C. Nicole presented her goals for her interim service with Westside
 - D. Initiating safety practices for lobby.

7. Continuing Business
 - A. Building Use (report attached)- next steps on building rental
 1. Dianne is researching in-house use of building
 2. We now have a working link from web page to rentals
 3. We need photos for promotion of rentals
 4. Approval of Policies and Procedures will be in February **Consent Agenda**
 - B. Short Term Contract and Policy Update - we have sample policy and contract. Task Force will review these documents and prepare a recommendation.
 - C. COSM and Board - appointments
 1. We still need a COSM Nominee and a Board nominee.
 - D. Board Retreat Agenda Items
 1. Organizational Chart (attached) - Amended communication lines
 2. Stan reported on his review of *Holy Conversations*.
 - a. Worthwhile book with practical ideas for planning
 - b. Recommended for the Strategic Planning Committee
 - c. Stan will share his notes with the Board
 - E. Review of 2018-19 and 2019-20 Board Goals - **postponed**
 1. Create Ad Hoc Task Force to work on goals
 2. Tom Woods, Wendy Casper and Shari to work on Personnel Manual
 - F. SCAC - still working on location, Westside is receiving their mail
 - G. NTUUC Events in February
 1. February 1 - Volunteer and Grant Awards Luncheon - 1230pm, First Church Dallas, \$20, Meg Riley of CLF is the guest speaker. RSVP at NTUUC.org
 2. February 8 - Stewardship Training for all teams and board members at Horizon UU, 10a-4p, Lunch provided, two trainers from the UU consultant team, Stewardship for Us, Barry Finkelstein and Rachel Maxwell. Social time 5p, Dinner at 530p.
 3. February 22 - 2020 Appreciation Celebration for RE Teachers and all Lay Volunteers, 5-7pm at Temple Shalom in Richardson.
 - H. Strategic Plan - **postponed**
 - I. 25th Anniversary - **postponed**
 - J. Tricia Bowes' request for cost of registration and to attend UUA GA in RI in 2020 as a delegate will be on February **Consent Agenda**.

8. New Business
 - A. Music Director Proposal (attached) - Julane
 1. We need more choir members committed to the music program
 2. Linda Ice will help us find a director
 3. Board Consensus to go forward with the proposal
 - B. Budget Proposal (attached) - Stephanie Jeffers
 - C. Change in Treasurer's Duties - **postponed**
 - D. Stewardship Update - **postponed**
 - E. Safe Sanctuary - Sydney Harris of Sierra Tango
 1. Programs available re: Active Shooter 1] Prevention, 2] Awareness, 3] Vulnerability, and 4] Medical Aid

2. Prices range from \$1250 for 20 people and \$6500 for 30

9. There being no further business the meeting was adjourned. Our next meeting will be **February 11, 2020, 7:00** at the church.

Respectfully submitted,

Reed Bilz, Secretary

CALENDAR

January 26, 4 pm, Julie Cecil's Ordination
February 1, NTUUC Awards Luncheon, Dallas First Church
February 8 - Stewardship Training at Horizon UU, 10a-4p
February 22 - 2020 Appreciation Celebration for RE Teachers and Volunteers,
5-7pm at Temple Shalom in Richardson

BACK BURNER

Covenant of Limited Access
Cultural Competency Training
Digitizing Documents/Getting Oral Histories/Protection of Documents-2018
Naming Opportunities Task Force Recommendations
(for large monetary donations and memorials)