

Minutes of Meeting of Board of Trustees of
Westside Unitarian Universalist Congregation

August 14, 2013

The meeting was held at Joe Rettenmaier's house in Seattle, Washington, and was called to order by Joe at 7:07 p.m. with chalice lighting and a reading by Michelle Conklin, WSUU's new ministerial intern. Thank you to Alice and John Britt for the magnificent dinner and panna cotta dessert!

Present were President Joe Rettenmaier; Secretary Lisa Maynard; Vice President Matt Aspin; Treasurer Eric Winiecki; Trustees Amy Hance-Brancati, Shannon Day, and John Britt; Rev. Peg Morgan; DRE Betsy Lowry; and ministerial intern Michelle Conklin.

Minutes of the July 10, 2013, board meeting were reviewed with no corrections. Lisa clarified that draft minutes will include names of candidates suggested for various roles, but that the final (published on website) minutes will not. Minister's report and DRE report will be appended to minutes before posting on website. Upon motion duly made and seconded, the July minutes were approved.

Treasurer's Report

Eric presented the treasurer's report as of Aug 13, 2013. Income is \$20K above expected YTD. RE spending is slightly low for YTD. Music director's professional expenses are high (\$2500 spent of \$3000 total) but that is expected because Bert goes to conferences in summer. Overall expenses are at 103% of budgeted YTD. Peg explained that all the money for paying our ministerial intern was transferred from our trust account to the general fund (to avoid a monthly transfer). We pay UUA dues quarterly but pay PNWD dues annually now. Under Operational Expenses, the line item for Misc Exp (155% over yearly budget of \$100) was for paper fans for the sanctuary (cost of \$249).

Other Reports

Minister's report and DRE report were distributed ahead of time (appended). Additional: Suggestion to visit Lois Depew, who Creighton said thrives on visitors. Also, a dead mouse was found in the preschool hallway – Peg asks us all to keep eyes open for signs of rodents.

Action item from Peg's report: Seeking Board approval for Peg to organize the writing of a grant application to PNWD and national sources for \$20,000 cost for next year for ministerial intern Kevin Lawson. Motion made for same, duly seconded and voted to approve. Peg noted that WSUU is taking an important step to become a teaching congregation.

DRE request: Youth Adult Council (YAC) has an immediate need for about \$1,000 for youth room upgrades (shelves, beanbag chairs, lighting). Youth program funding was in contingency budget, but ranked low and was not funded.

This led to a broader discussion about the contingency budget and whether we are bound still to fund items in that order. Wishing we had designed the contingency budget to sunset. Board feels we have adequately publicized (in e-news and bulletin) the "last call" for contributions to the contingency budget. Motion was made that we sunset the contingency budget process and priorities immediately; Board will still take the priorities under consideration but is not bound. Seconded and approved.

Matt will ask Finance Committee for a policy recommendation about contingencies and designated gifts. Betsy will put together a justification for youth room funds. Board discussed how to find the money for the youth room. Betsy reports that YAC is already planning a large-scale greens sale in Dec as a fundraiser for YAC

activities (not room). Peg will ask a particular WSUU member if she would like to sponsor of the youth room remodel. If that doesn't work, Peg says there is more than \$1,000 in trust account for Board to spend at its discretion.

Report from 50th Anniversary Committee is appended.

Strategic Plan

Each goal group has now talked with stakeholders for each of these goals, and each leader has created a tracking doc. Lisa will send all leads a reminder to pass their tracking spreadsheets to her to consolidate and post on skydrive. Joe asked leads to identify issues that need to be raised with Board to help devise solutions.

Goal I: Maintain close-knit community – Joe, John, Amy, Lisa, Shannon (lead). Amy is taking the lead on accessibility; the group is meeting on Aug 21 to discuss her findings. Joe is looking into the large number of strategic plan tasks assigned to Membership Comm (MC); he met with Steve Becker to discuss. Steve was already tracking most of the tasks. Joe asked Steve to update UU Connects (spreadsheet) every month. Steve is looking for one more person to join MC to help with tasks. Matt commented that data gathering is important but making it actionable is more important. How do other committees tap into it? Does it work in action and if not, what are the gaps we need to fill? Can we make it a live database instead of spreadsheet? Michelle said that Eastshore has a paid staff person who is a membership coordinator. The other red area in this goal was young adult activities; Board asks if this is a solution looking for a problem – Peg and Shannon are looking into it. Social Justice is green (on track) for now.

II: Organizational structure – Matt, John (lead), Lisa, Shannon. Biggest challenge is sorting out which pieces to move forward and how quickly. Board is talking about a couple of goal II items later tonight (transition committee and org chart). The other main item is council on committees/program council. Peg and John discussed that there is not an urgent need, so we can take our time and get the council going later in the year. Matt suggested giving Transition Committee time to think about and advise us on it. The leadership development aspect is important. Peg said Steve Becker has requested meeting space for leadership training; Board is unclear about Steve's training plan. We feel a need for specific leadership training (nuts and bolts of running meetings, soliciting volunteers, etc.) to be included to higher level leadership. Matt will talk with Steve about his plans/ideas for this leadership training.

III: Finance dev – Matt, Eric (lead). Feel we are in good shape: strong Finance Committee, Planned Giving Strategy underway with excellent leadership of Fred Matthews. Matt asked, what is Income Strategy Task Force? Peg answered that it is "thinking outside the box" group for resource creation. Matt will review notes and confirm that this goal is in good shape. Peg pointed out that capital fund drive is now over and maybe we should send a thank you to all donors. Lisa and Peg will draft a printed but personalized thank you letter that will have names of all board members for signing at some future meeting. Eric sent letters to 8 people who hadn't finished their capital pledges. Uncollected value of capital fund pledges is about \$15K.

IV: Building – Joe, Amy (lead) – Amy reported that the Building Committee is active. Chair Jill Fleming says top priority (most undone) is staffing the Building Expansion Task Force, which she says is a Board and minister responsibility. **Add to Board agenda for next month, or...?** Two other red tasks: punch list is nearly completed except for things that we can't afford (elevator, fissures in parking lot, cornerstone/plaque). Building operations manual is a priority but will be created throughout this year – Jill thinks we'll have enough data to assemble the manual by the end of the church year. Need a description (statement of work) for the Building Committee but this is part of larger org dev work.

Matt pointed out that the strategic plan is starting to feel doable, thanks to Board members' efforts to coordinate and check on tasks. Joe said that in the tracking spreadsheets, anything that has not been started should be red, behind schedule is yellow, on time or completed is green. John pointed out that everything is

late or has new dates and questioned whether colors should apply to that as opposed to priority (i.e., red is high priority, which may or may not be late). Joe reiterated that colors signify timing/lateness, not importance.

Transition Committee Charter

John sent a draft of Transition Committee charter; Joe sent his edits/comments. John and Joe will reconcile one version, then send it to the three people who agreed to serve on the Transition Comm (Tracy Burrows, Lisa Reitzes, and Laura Pierce). Intend to approve the charter at the Sept board meeting.

Organizational Chart

John distributed hard copy org chart, with caveat that this is a preliminary draft. Final version will have fewer boxes because it will hyperlink/roll up and you will be able to click and get more narrative. Matt asked about which leads/group members need to be board-appointed and which lay-determined, and whether it is possible to make that visible. John said that it is hard to show visually the relationships between staff and groups, and that this diagram shows only associations (not relationships). Suggestion of dotted lines vs. solid lines (e.g., MC is not under director of music). What is anchoring focus of purple boxes? Joe suggested separating Membership and Small Group ministry purple blocks.

Lisa will be asking committees and groups to report to board regularly; as part of this request, she will include questions that will help John flesh out org chart (e.g., where does your guidance or supervision come from?). John, Joe, and Lisa will determine wording for these questions. Board asks: for how many groups do we need to go through a process similar to chartering the transition committee? Should we have boxes for functions (e.g., teachers) as well as formal groups (e.g., RE Council). Kudos to John for assembling this huge, complicated org chart!

Appointments

Motion made, seconded, and approved to appoint our new auction leads Matt and Lynn Aspen. Board is super delighted that they are taking it on – thank you, Matt and Lynn!

Updates About Potential Program Leads

April Kristjansson has joined Care Team [and Peg reports post-meeting that she has agreed to chair].

Pledge drive chair – Laura Pierce wants to focus on Transition Comm work but is willing to support pledge drive chair. Jill Fleming would like to take on major donors aspect of pledge drive, and Ellen West wants to be involved from an operations/organization standpoint. All three want someone new to train and mentor and support. Peg would like a year-round pledge drive support team. Betsy pointed out the value of showing how the money pledged supports the program. Joe will ask Laura, Jill, and Ellen to put together a list of the skills needed and who they might suggest as chair. Board brainstormed possible candidates, and Peg suggested [someone] – Lisa will talk with this person.

Cluster group leader – John will ask [two people as a team].

Council of committees – Need a lead/facilitator.

Board discussed/brainstormed other possible leaders to tap.

Social Justice Team Update

John planned to ask Board for money for four-person table rental (\$120 plus \$70 for delivery and pickup) and food, but Eric and Peg noticed that World Café event has \$200 in the budget! John asked the Board to “bless” the decision-making process: Joe will write an article that includes an invitation to take a survey about

involvement in social justice issues; reminders including RSVP process; after World Café will be two follow-up fireside room conversations; identify someone who can assemble and digitize all notes; then Theme Team of Mike Cox, Arlene Borella, Alice Britt, and [a replacement for Viv] will draw patterns/themes from the notes in October. Choosing a social justice focus is intended to be a community-building process within the congregation (it is part of strategic plan goal I about community). The intent is shared action to drive stewardship and support membership growth. John said the first question at the World Café is intended to elicit responses about this aspect.

Once the themes are identified, a Board-created Discernment Team of 5 to 7 people from various parts of congregation will plan next steps. Board brainstormed some possible members. John's group discussed Peg's potential role, wondering if group could think independently if Peg was part of committee. Discernment Team work happens in November so Board should get the committee staffed. Board to set criteria/frame to describe what a successful fit (for a SJ congregational focus) would look like. Then building an implementation strategy. See John's handout for suggested tasks and timeline. Board should have a proposal from the discernment team for the Dec board meeting so can start implementation process in January 2014. Board charters SJ Committee to plan and implement.

Board needs to be completely transparent about process. Discernment Team needs to come up with a proposal for an up or down vote by the congregation. Matt suggested drawing a parallel between the last time we did a World Café (for strategic plan) and saying, this is our process for getting buy-in. Greases the skids for acceptance of the SJ focus.

Peg is away on day of World Café. Michelle Conklin will represent pastoral aspect.

Matt asked whether there is a "safety valve" for re-evaluation? John said yes. He will frame it as a congregation focus that helps us to integrate and learn together. Thank you, John, for the update.

Thank You Notes

Discussion that some of us are too tired to write thank you notes at end of meeting and wondering about process—could thank you notes be drafted ahead of time and then just signed at meeting? Amy will send out a reminder to think about and volunteer to bring drafted thank you notes to next mtg.

Document Distribution

Betsy asked that we distribute all docs to her as part of her learning process. Include Michelle also, because she is here to learn how a minister. Do we need to discuss this further?

Adjournment

The meeting adjourned at 9:35 p.m.

Minutes recorded by Lisa Maynard, Secretary

MINISTER'S REPORT

Aug 9, 2013

Dear Board of Trustees:

Here is my monthly report...there is one action item under Intern Ministers.

I LOVE OUR OFFICE!!!

– Thanks Rev. Peg

Administration Ministry:

Our Endowment committee will have its second meeting with Fred Matthews as consultant, next week. In the meantime, Fred has just sent out our first email to our Planned Giving Team (a strategic plan objective) which is made up of Fred, Allan Lang from Endowment, Melissa Lang from Finance, and two other folks whose names are already on our planned giving plaque, Theresa McCormick and Peggy Abby.

The electronic policy and procedure manual is now ready for whoever wishes to look at it. Laurie Radin created it for us. Our first electronic version! [on skydrive, see file called: WSUU Policies and Procedures August 2013]

Stina Lane-Cummings has a friend who is helping us with locks on the file cabinets...sounds like he will install locks with identical keys.

I have several file/storage cabinets on Craig's list as of this morning. I will get them out by the end of the month.

Wedding packages...the wedding team has been working hard to figure out small and large packages for renting the church. I'm very pleased with their work, as it will make it easier for Laurie on the two days she works (and I on other days) to book weddings.

I have hired Marie Kaz and Barth Sherwood to be substitutes for Dejon for weekends when he can't work. That is working very well. We also have Sharyn Chen and Dana Del Monte Townsend enrolled in payroll as substitutes in the nursery on Sundays.

Betsy was contacted by her principal of Pathfinder friend, Lisa, about the need for a place for some Chinese exchange young teens to have their home base for 10 days in July. I said yes to the rental, and we will be receiving \$1500. I am grateful to Betsy for her extra efforts to help them in our facility.

Ministry of Care:

I'm officiating a wedding Saturday evening August 10 for friends of Nan Fawthrop, timing moved up so Nan will feel up to coming.

I've had a number of other weddings from couples who either have contacted us from the website or know people in our congregation. One couple last Saturday had come to us in the past, and said they would be

back. I think they will. Really fine people. I have lost track of how many weddings I've done, though the data is in the licenses file...but I have another next Wednesday during the day, UUs from Louisiana. They need witnesses so I have Regina Brennan and Shelby coming.

April Kristjansson has agreed to chair the Care Team. We have a daytime meeting every eight weeks and work in between to monitor care needs. I'm pleased she said yes!

Care Needs: Jane Trestrail fell down at Seattle center in late May. We just found out, and I made a home visit where she is recuperating still (can't walk well yet as she is not suppose to put too much weight on her hip). Viv Monahan will have some heart surgery (valve work) tentatively set for Sept 19. Dejon had some eye surgery and is doing fine and back to work. Lois Depew is home after her slight stroke.

Intern Ministers:

Michelle Conklin officially starts next Thursday, though she has been coming to Sunday Services meetings to learn how we do it! She presented a proposal for an evening meditation service for Thursday evenings 6:30-7:00...approved after much creative discussion and enthusiasm. This responds to some feedback we have received for the desire for more quiet worship. Michelle is only 10 hours a week with us, with 30 hours with the hospital chaplaincy.

ACTION ITEM

NEXT YEAR: I would like to have approval from the Board to begin immediately to apply for Intern grants to pay for expenses for a full time intern beginning a year from now. Sunday Services has approved Kevin Lawson to be an Intern preacher that year. With your approval I will send an application to the UUA and to the local district for intern grants. Normative stipends are \$16,000 for full time work and I think we should try to receive \$20,00 all together to pay for social security tax and for some professional expenses. Kevin is very interested in learning from us. I am very interested in his ministry because I think he has what it takes. And I am interested in us being a Teaching congregation. That's the only way our faith tradition will have new ministers for the next decades! Kevin recently preached for us (I think it was June). And he and I have gotten to know each other at our minister gatherings...he heard my Odyssey this past April and after that asked about the possibility of an internship. He has experience in large church which will be an advantage to us as we move into larger size. He served on the Board of Portland First. This year he is accepted into a full year residency as a chaplain in Portland, where his home is. Having him full time will allow us to expand some of our services and community outreach. Thoughts?

Vacation:

I'll be in Boston 9/18-23 for my son's wedding. Then I am going on vacation 11/8 – 16/2013...Viv and John have given me the Panama cabin that John Leet donated to the auction...they bought it but have decided that with Viv's surgery and having been away a month to Europe that they can't go. My luck! Our best friends are going with us.

Westside Unitarian Universalist Congregation

RE Report to the Board

(extended report that includes RE program overview for 2013-14)

August 2013

To the Board:

I am enjoying this first summer experience as a DRE, reflecting, organizing, stepping back to think big, and moving forward again with concrete plans to prepare for the coming year. It feels great to be moving into the fall with ownership of our ministries for children and youth, working side-by-side with so many dedicated and talented people in our vibrant and healthy community!

I have prepared an extended report this month to offer a more complete survey of Westside's RE programs and plans for 2013-14. Summarizing these program components also helps me to think about what to share with families, teachers, youth, and our broader congregation.

I welcome your reactions, insights, ideas, and general comments through August as I work with our RE volunteers to pull things together for our kick-off in September.

With joyful commitment,
Betsy

Attachments:

- Summer Program Schedule
- Teacher Roster for 2013-14

Fall 2013 Considerations Expected for the Board to Address:

1. Finalizing the new safety policy.
2. Determining how to raise or find funds to support several of our youth ministry initiatives (e.g., youth room, Coming of Age costs) since this category was not able to be funded in the current operating budget.
3. Coordinating RE fundraising initiatives with other congregational priorities and needs.

RE Ministry Updates

- Summer Program –
 - Westside's summer program is going smoothly, and seems to be a success with our kids! Last week, 18 kids ages 4-13 actively participated in an Old Time Music session with Carmen Ficarra, singing, dancing and playing percussion instruments. This week Kevin Lane-Cummings will guide our group in rainbow adventures, bringing aesthetic appreciation together with scientific understanding. Mackenzie brings a wonderful, young adult perspective to our RE program, and she is building positive relationships with our children and youth.
- Curriculum Development and Planning –

- I am creating a curriculum map that builds on the offerings Kari and Shannon tracked, and shows the curriculum cycles for the next five years. This will allow us to do short and long-range planning for how frequently we will offer OWL, COA and any other specialty programs.
- Curriculum selection for the coming year –
 1. Story Time will continue to serve toddlers. This will be a cooperative class – parents will be required to be a lead or assistant teacher at least one time each month. This class is difficult to staff because parents of children this age are especially busy and often not available or willing to teach, and because this class meets every week.
 2. Spirit Play will serve our 4-5 year olds, with current and new stories and baskets. (see below for more info)
 3. Tapestry of Faith will be the primary curriculum for our K-1, 2-3, 4-5 and middle school (6-8) classes. However, instead of doing a different 16-week curriculum each semester, we will offer one 16-session curriculum for the year for each level. This will allow us to integrate deep-level activities around our specialty themes with the help of our theme liaisons (art, music, spiritual practices, social justice and partner church). The schedule will also allow more flexibility for teachers to make decisions to extend a particular lesson, or build in a special lesson to meet the needs of each group. The Tapestry of Faith curriculum has many activity options for each lesson, and often teachers feel they are racing through activities and still not completing them all. We will focus more on tuning in to the evidence of faith development in our children, and taking advantage of teaching and learning opportunities that meet the children where they are developmentally. These classes will also integrate a mix of methods to meet varied learning styles, including highly visual activities; highly auditory activities; hands-on experiential learning; movement; and the arts. Consistent rituals will also be an emphasis, including selected worship elements and singing UU songs.
 4. Coming of Age will serve our 9th, 10th, and 11th graders who have not yet had the opportunity to participate in this UU rite of passage. We will likely begin offering COA every year, and it will target 9th graders only in the future. We are developing our own curriculum and rituals for COA, building on excellent resources from other congregations.
 5. Build Your Own Theology will be offered to adults and high school youth together this year during an evening time as part of our Common Quest Program. Our YRUU youth (Young Religious Unitarian Universalists – high school age) who already completed COA made this request, because they want to hear how adults in our community shape their own theologies.
- OWL –
 - The OWL program includes curriculum for the following age groups. It is recommended that you choose a span of two years to teach at a time with each of the younger age groups.
 1. K-1
 2. 4th-6th grades
 3. 7th-9th grades
 4. High school
 5. Young adult

6. Adult

- Based on dates of previous offerings and which of our kids were served, we are offering OWL to grades 4 and 5 this year, and grades 7 and 8.
- The 4th-5th elementary OWL will likely be offered in January, February, and part of March, taught by Michael Franzen and me. We will meet for approximately 10 weeks. We have the potential for about 14 kids to participate, at this time.
- The 7th-8th junior high OWL is the most intensive of all the OWL offerings, and probably the most critical. It will be offered from October to April, early on Sunday evenings. Kari Kopnick, Jeannie Warner, John McKenney and Cole Strauss will be teaching, and we have already been meeting to plan. Three of the team will attend training together in the end of September. We have the potential for about 15 kids to participate, at this time.
- The UUA is updating the junior high OWL curriculum, which is 12 years old, and the new version will be out next year.
- We will be selective in allowing children and youth whose families are not members of WSUU to participate. The OWL classes include intentional trust-building and bonding activities among the kids, and this is an important element for effectiveness of the curriculum.
- Each OWL class will also have “room parents” – 3-4 parents who will provide support for overnights and other logistics associated with our meeting times. We will offer some parent sessions during the OWL meeting times as well to address the challenges of talking with kids about sexuality topics, and other needs that parents raise.
- Coming of Age (COA) –
 - COA will be offered from October to April, and will meet the 1st and 3rd Sundays from 10am-12pm. We have a potential for eight participants, including two 9th graders, five 10th graders, and one 11th grader.
 - We have a dynamic teaching team of Lorelei Amato, Steve Burrows, and John Monahan. They are committed to teaching all of the classes together, and to engaging in outside activities and mentoring with the kids. We have been meeting weekly to review curriculum resources from around the country, and to build our Westside COA program.
 - COA will start and end with overnights, and will include other group events beyond Sunday mornings. The ending retreat will be away from the church and includes a vigil of silence in which the kids will spend six or more hours alone in nature.
 - We will include a mentoring component in addition to the teaching team, so that each youth will build a relationship with an adult in our congregation to exchange perspectives on the in-depth topics that will be addressed in our curriculum.
 - COA kids will be encouraged to attend services when they do not have class. The final benchmark of COA is a credo service in which all of the kids will share their spiritual beliefs. We are working with the Sunday Services Committee to schedule this in April.
- Bridging –
 - At this point we will have one (or maybe two) seniors graduating in the spring of 2014 – Lewis Brancati and Ryan Han. We will hold a special bridging dinner for them, and a bridging ceremony during a Sunday Service.

- The ritual and intention of “bridging” will be examined this year in the context of its original intent, and how the tradition has grown at Westside. We may choose to rename the transition points that we honor at grade levels prior to high school graduation.
- Spirit Play –
 - Spirit Play is a specialized curriculum for preschoolers, built around stories and a Montessori approach to exploratory learning. Our Spirit Play class is for children ages 4 and 5, who are not yet in kindergarten. On August 10th, Don Wahl, Kevin Lane-Cummings, and Sharon Creeden will attend training at UUC with the original author of the Spirit Play curriculum.
 - A Spirit Play oversight group is being formed to provide support for the development of story baskets, and to support effective implementation of the curriculum. This group will meet in August and through the fall as needed to strengthen existing story baskets and to create new ones (a task that Shannon did single-handedly in the past).
- Family Outreach –
 - I am having conversations with each family of a child or youth who is at an age to participate in a specialty program (OWL and COA) to talk about their child’s needs; what our programs will offer; and to address any questions or concerns they have that might prevent them from committing to participation. These conversations are also providing an opportunity to talk about involvement parents might want to have in RE.
- Youth Ministry Updates for High School –
 - Our high school Youth Group is taking a break from meetings this summer. The Youth Group will begin meeting weekly again on Sunday evenings from 7-8:30 in September. We have 14 kids who are on our high school roster, and who are active in our community (that includes three new youth).
 - Shelby Greiner will continue as our lead advisor for the Youth Group, and we currently have Suki Kaplan committed as a second advisor. We are looking for two more advisors.
 - I will arrange for a training this year for our youth advisors – either jointly with other local UU churches, or specialized for our community.
 - The redesign of the youth room on the 3rd floor is underway, with the YAC taking the lead. We expect it to be completed within the first 2-3 months of the fall.
 - Our high school youth have set the following priorities for the coming year:
 1. A strong and longer COA program that will culminate with a retreat, and sharing in a service. Everyone was clear that they didn't want to take on Boston this year, and they saw drawbacks to having that as the culminating event for COA because that big future focus would likely detract from a full presence in each meeting.
 2. Promoting GA and Youth Caucus for our YRUU youth to attend.
 3. Maintaining Youth Group with meetings every Sunday night and enhancing them with more discussion around theology and core beliefs.
 4. Continuing to develop a youth-led service in the spring.
 5. Offering Build Your Own Theology through our Adult RE program in the fall, and including everyone high school and older. Our three youth who have already completed COA are hungry for this kind of discussion, and this was their idea so they can hear thoughts from adults in our community.

6. Training youth/adult chaplains for our congregation.

- Youth Ministry Updates for Middle School –
 - We are defining middle school this year as 6th through 8th graders. We have 18 middle school youth on our current roster.
 - This will be an interesting year, because our 7th and 8th graders will be bonding through weekly OWL sessions for most of the year. And we have six 6th graders who will join for full middle school RE and other activities. We'll need to be especially intentional about inclusiveness.
 - We will have a more formal middle school youth group beginning in September. We have four advisors committed to working with our middle school kids outside of our weekly RE classes on Sunday mornings, including Rand Cufley, Kristin Grace, Joe Nabbeffeld, and Wendy Swyt. We are planning to have social events every 4-6 weeks on Friday evenings, in addition to more spontaneous activities away from the church as a group. We also expect our middle schoolers to meet for social justice activities as they did last year, and they will have the opportunity to attend middle school cons.
 - The middle school advisors will also be invited to participate in youth advisor training opportunities this year.
- RE Specialty Liaisons –
 - We will have five themes weaving through our RE curricula in the coming year, led by liaisons who will meet quarterly to plan for within-class and multiage activities.
 1. Music – Bert
 2. Art – Lorelei Amato and Alice Britt
 3. Social Justice – Wendy Swyt and Regina Brennen
 4. Partner Church -- Ginger Brewer
 5. Spiritual Practices – Looking for a liaison
- Music and RE –
 - Bert and I have focused recently on planning for our multigenerational services and Chalice Chapels.
 - Bert has started a list of UU songs we will incorporate into weekly class rituals. We are preparing recordings and supports for teachers to sing with our kids each Sunday.
 - We will be reviewing our Tapestry of Faith curriculum units to identify music from different cultures and faith traditions that we will record for teachers to use in lessons.
 - We are setting up a trimester plan for youth bands to allow our kids to commit to a few months at a time, and we are working with Lisa Maynard and Liz Bucklew to establish a singing and rehearsal schedule for our children's choir.
 - Bert and I held a brainstorming session with representatives from the Music Council, the RE Council, and the YAC in July to discuss our desired outcomes for Westside's children and youth music programs. The outcomes have been defined as follows:
 1. Children and youth will have several avenues to join with others to express their musical talents and values through ensembles.
 - Consistent children's choir.
 - Band(s)
 - Drum Circle
 - Participation in multigenerational groups (Chorale, marimba band,

etc.)

- Music integrated into RE classes and Chalice Chapel worship
 - 2. Children and youth will have a positive experience of music associated with the UU faith.
 - 3. Children and youth will have treasured songs from their UU faith tradition that they sing lifelong.
 - 4. Children and youth will experience joy and the value of music as part of their own spiritual development and sense of wonder and mystery.
 - 5. Children and youth will have routine opportunities to sing/play instruments/share in music in our services multiple times through each year – both in multigenerational services, and standard services.
 - 6. Children and youth will have an incentive to continue to be active in our congregational life by growing their connections to each other and by being recognized by the larger congregation through their participation in and enjoyment of music ensembles at WSUU.
- Planning for Multigenerational Services and Events –
 - Bert and I have outlined a proposed plan for the five multigenerational services on the calendar for the coming year, which we have presented to Mark and Peg. This proposal is on the Sunday Services agenda for our September meeting.
 - Multigen services will be the 2nd Sunday of the month, every other month on the following dates (pending SSC approval):
 1. October 13
 2. December 22
 3. February 9
 4. April 13
 5. June 8
 - A key theme that has been raised in many settings around our multigen service approach is to ensure that we are developing services that appeal to ALL generations, not just to our children and youth on those Sundays. Additionally, we want our children and youth to be a part of services throughout the year by sharing music, participating in sharing sermons, etc., rather than making our multigen services a performance forum.
 - Social Justice Updates –
 - White Center Food Bank – Gracie and Claire Bucklew, Kristin Grace and I delivered a \$1,200 check to the White Center Food Bank this week. Over \$700 of that check was raised through the Milk Money initiative organized and led by the middle schoolers, and the remaining amount was from our split offering. The folks at the food bank are thrilled and hoping to continue our partnership.
 - Heifer International – Our K-5th grade classes raised \$600 for their Heifer International project, which allowed us to buy an ox and a llama.
 - John Britt, Wendy Swyt and Regina Brennen will help us to connect RE social justice initiatives to larger congregational plans as we proceed through the year.
 - Partner Church Updates –
 - Marilyn Mayers at East Shore is finishing a video to send to our partner community in Transylvania that includes footage of our Westside kids working on partner church activities.
 - In discussions with Ginger and other members of our partner church committee, we have been exploring how to build deeper level connections between our kids

and the kids in our partner community. We are considering finding ways to include them in a local social justice project in the fall, and then helping them with a local project or issue in the spring. We're hoping to set up some Skype sessions with kids in the coming year.

- RE Council –

- Julie Forkasdi and Shannon Day are the co-chairs of the RE Council this year. The new Council was formed to intentionally represent different congregational perspectives, such as grandparents, members without children, and parents of children and youth at all age ranges. Council members are:
 1. Jane Davies
 2. Joe Nabbefeld
 3. Kim Frappier
 4. Marissa Ohoyo
 5. Tom Townsend
 6. Wendy Swyt
- The Council will hold a fall retreat, and will meet monthly.
- We are growing the role of the REC to manage and initiate several key RE support areas, including:
 1. Support of/feedback to DRE
 2. Teacher support – Each member take responsibility for one teaching team, and check in with that team once a month.
 3. RE Theme Activity Support – REC members will sign up to support classes with specific activities.
 4. Support recruitment efforts
 5. Outreach – Greeting on Sunday mornings and RE presence at social hour
 6. Attendance and registration oversight
 7. Support teacher training – September 7 and 14, mid-year in January, and informal sessions before and after Sunday services
 8. Coordinate and manage RE fundraising
 9. Provide budget oversight monthly
 10. Support the DRE with decisions, approaches, and activities related to outreach and communications with Westside families and community members, including reviewing the RE Web content, Facebook presence, weekly emails, newsletters, eNews, blogs, and print communications.

- Youth Adult Committee –

- Lorelei Amato and Mia Shaughnessy are the co-chairs of the YAC this year. YAC members include three youth who were voted in by the WSUU Youth Group, and three adults who were invited by the WSUU Youth Group. Shelby Greiner is an ongoing member because of her lead advisor role with the Youth Group, and Betsy is the DRE ex-officio member. YAC members are:
 1. Mike Cox
 2. Steve Burrows
 3. Henry Bennett
 4. John Monahan – invited to join the YAC as part of his role as a COA teacher/mentor and in providing guidance with Youth Group initiatives including the youth room development.
- The YAC meets monthly.

- The YAC will provide oversight and guidance for youth ministry and activities prioritized in the WSUU youth program visioning exercise in January 2013, and for the necessary fund-raising activities to support these initiatives. The YAC also will advocate for youth in larger congregational and external contexts.
- New projects may be implemented through the vision and creativity of the YAC members. As DRE, I will provide options for projects and events throughout the year and will encourage the YAC to develop its own ideas for events that are both youth-specific and multigenerational.
- Teacher Training and Support –
 - There are two formal teacher training points in the year (September and January) and many informal training opportunities that will be structured. Two fall sessions will be held to give teachers options for attendance (September 7 and 14), and any teachers unable to attend either of those Saturday trainings will have an individual meeting with me.
 - Teachers will review RE philosophy, desired outcomes in faith development, their curriculums, this year's specialty themes, their team rotation schedules and RE teaching calendars, our safety policy, behavior management strategies, consistent class rituals, and learning styles and special learning needs.
 - We are establishing a multi-tiered teacher support approach for the year, including the following elements:
 1. Each teaching team will have a member identified as the team coordinator. This person will ensure that team members know the weekly rotation schedule; ensure that substitutes are contacted if needed; initiate weekly follow-up discussion through email; and act as a liaison to other RE supports.
 2. An RE Council member will check in with each teaching team monthly, and will report progress and needs to the REC and the DRE and the RE Supply Manager.
 3. The RE Supply Manager will initiate and manage weekly email exchanges with each teaching team to plan for lesson supplies needed.
 4. I will hold discussion sessions periodically before or after church on topics of need that arise through the year. _
- Technology –
 - Teachers will be encouraged to use iPods and MP3 players, iPads and other mobile devices, laptops, and projectors as needed to strengthen the teaching and learning activities in their lessons. I will offer my personal equipment and my WSUU laptop for this purpose, and teachers will be encouraged to bring their own devices from home. Additionally, classrooms will be equipped with speakers for use with iPods and laptops. Our new Comcast Internet service allows for high-speed access in all teaching spaces in our building.
 - I am thinking through varied ways to foster the faith development of our children and youth with the support of online productivity tools, documentation spaces, data storage, and resource sites. This includes the possibility of capturing the thoughts and explorations of our children and youth at varied stages of development through individual portfolio spaces, as well as tools families can access through the week for ongoing faith development.

Administration Updates

- Recruitment –
 - We currently have ten open positions to fill on our RE teaching teams. Five of these are in our Story Time class, which I am hoping to fill in part with our parent cooperative approach.
- RE Classroom Space Allocations for Sunday Mornings –
 - Nursery – will remain in the same space
 - Story Time – will remain in the same preschool classroom
 - Spirit Play – will remain in the same preschool classroom
 - K-1 – will meet on the stage in the Social Hall
 - Grades 2-3 – will meet in the Library Room on the third floor
 - Grades 4-5 – will meet in the Fireside Room
 - Grades 6-8 (Middle School) – will meet on the open carpet in the Social Hall
 - COA Class -- will meet in the Youth Room on the third floor
- Classroom Space Allocations for Sunday Evenings –
 - Junior High OWL – will meet in the Fireside Room
 - Grades 4-5 OWL – will meet in the Library on the third floor
 - Youth Group – will meet in the Youth Room, and will use the Social Hall as needed
- RE Foam Core Boards –
 - I am working with Alice Britt and some volunteers to build foam core boards of varied sizes with hinges that are lightweight for easy movement and storage, and have the capacity for pinning multiple items. The boards will serve the following purposes:
 - Portable backdrop for the middle school class in the open area of the social hall to hold class posters and resources. Will be stored behind the chair corner curtains.
 - Portable backdrop for the K-1 class on the stage to hold classroom posters and resources.
 - Portable backdrop for RE table that will be positioned in one consistent place each Sunday during the social hour to house information for families and any current RE initiatives.
 - Portable information board to showcase RE events and activities for parents as they enter the greeting area before services on Sunday mornings. This will be stored in the crying room above the sanctuary.
- Safety Policy and Building Safety Walk-Through –
 - We will start the 2013-14 RE year with a new safety policy, and having completed a safety walk-through of the building. The safety policy will be highlighted with teachers and parents, and will be revisited periodically through the year.
 - As part of ensuring that we offer a safe and welcoming community environment to our RE families, we will also do background checks on our RE teachers and for all childcare providers each fall.
 - I am developing a plan for having all childcare providers (including youth) trained in First Aid and basic childcare responsibilities.
- New Staff and Volunteers –
 - Mackenzie Murphy – Mackenzie is finding Westside to be a nice fit, and she would like to become a youth advisor in the coming year. In addition, she is working with me on ideas for growing our young adult opportunities.
 - Nancy Jones – Nancy is our new Supply Manager who will offer approximately 10 hours a week to our RE program, including five during the week and five on

Sundays. I am developing a job description with Nancy that allows us to benefit from her deep level of knowledge and expertise around RE curriculum and instruction. We will create a fall schedule together once Nancy knows her own schedule. She begins in September.

- Sharyn Chen and Dana Del Monte Townsend are our new Nursery substitutes and potential childcare providers for needs beyond Sunday mornings.
- Maxwell Nabbefeld, Joe Nabbefeld's nephew, is offering work time on Tuesdays and Thursdays through August to assist with a variety of tasks as needed. Joe has kindly orchestrated this for the mutual benefit of Max and our RE program.
- RE Photography Team –
 - We now have a photography team who will be capturing video and stills of our children, youth, and RE activities and events through the year. These photos will be used for our Web site, the Unicorn, and to potentially display in professionally framed formats in selected spaces of our building (in coordination with the Building Committee).
 - The team consists of Jennie Potter, Rachel Ceballos, and Bernadette Hoover (8th grader).
- Building Committee Liaison for RE Related Art –
 - Alice Britt has agreed to serve as our Building Committee liaison for RE needs and requests. She is helping us to address RE classroom space needs, storage needs on the first and third floors, and possibilities for displaying art and photos of our children and youth in selected areas of the building.
- RE Office Organization –
 - I have cleaned and reorganized the RE office, and now have full knowledge of everything in it!
 - Kari Kopnick graciously met with me to review all of our RE curriculum materials and notebooks in the RE closet.
 - Stina and I are working on updating the organization of RE supplies in the supply room, and she is preparing the tubs and materials for each of our classrooms for the fall.
- Systems –
 - I am working on developing and streamlining the following systems to increase the efficiency and effectiveness of RE program operations:
 - Teacher support and communications processes
 - Supply management
 - Registration and attendance tracking and management
 - Calendaring
 - Communications with families
 - Budget management
- RE Web Presence –
 - I will be updating our full RE presence on the WSUU web site in the coming year, with input from the RE Council and YAC.

DRE Professional Growth and Life Updates

- I moved! I now live in Cynthia Becker's house (Cynthia is in film school in Vancouver). We have a two-year lease arrangement.

- I am having a fantastic summer with a mix of fun and relaxation; stepping back to reflect on things from the 360-degree view; and dedicating time to curriculum and program development and planning for next year. Mackenzie's role in supporting the summer program is allowing me the time I need to plan, organize, and to put new systems in place for the coming year.
- It feels really good to be moving into the year with ownership of our RE ministry and programs.
- Peg and I just completed my first evaluation. We reflected and discussed the past seven months of my tenure as DRE, and established areas of focus for the coming year. I will share my goals for growth in the September meeting.
- I will be attending the LREDA fall conference in Minneapolis from October 16-21, which includes a Ren Module on the Philosophy of RE. Prior to the conference I am taking vacation days to visit my mom in Cape Breton, Nova Scotia for the Canadian Thanksgiving. I will be gone from October 10-21, missing two Sundays. Nancy Jones will take the lead with management of those Sundays, and I will maintain ongoing communications with Westside through email and phone.
- I am attending the OWL training this weekend (August 9-11) in Kirkland with Michael Franzen, and will be certified to teach elementary OWL (K-2 and 4-6).

RE Attendance Snapshot (Organizing data with Mackenzie. This will be updated by Wednesday's meeting.)

<u>DATE</u>	<u>TOTAL NUMBER of CHILDREN PRESENT</u>	<u>PERCENTAGE</u>
6/2	39	38%
6/9	?	?
6/16	19	18%
6/23	13	13%
6/30	12	12%
7/7	27	26%

<u>Month</u>	<u>Average Number of Children in Attendance</u>	<u>Average Percentage</u>
September	42	40%
October	41	40%
December	40	38%
January	40	38%
February	44	38%
March	45	40%
April	26	24%
May	38	33%
June	15	13%

Total number of children and youth who are or will/should be registered: 115

Total pool of children expected in RE programs on days when the high school class doesn't meet: 104

WSUU 50th Anniversary Celebrations Planning Committee Report

Greetings! We are excited to be in the beginning stages of planning for our year-long celebration of Westside's 50th (Golden) Anniversary. We intend to create a brand to be used throughout this period on all promotional materials and suggest that it could be used congregation wide to help generate awareness and enthusiasm. In addition to the brand, we will be including celebratory elements (memory table, slide shows, memorabilia collected from congregants, etc.) to several church wide events. At this point, we propose that these events may include the Peter Mayer Concert in October, A wine tasting/book sale event in November, the first church service of the New Year, the annual auction, a May Day event, and a culminating celebration at either the RE Celebration service or the Flower Communion service in June. Please read on to learn more about our branding idea.

50th Anniversary Branding

The 50th Anniversary Celebrations Committee will design and integrate a 50th anniversary brand identity. This would include graphic logo and tag line for our WSUUC 50th anniversary celebration. Through visual icons (chalice) and text, branding creates a consistent message and positive emotive response aligned to our congregation's vision.

Intent:

- Elevate UU awareness in the West Seattle community
- Generate pride within our congregation
- Support UU tenets and direction
- Enliven our building's façade (banner)

Tag line

*Opening Hearts, Opening Minds
In West Seattle
Since 1963*

Logo – under design

To include chalice, text

Usage

For use in all congregational communication/correspondence during our celebration year (Sept 14, 2013—Aug 2014). The branding would be integrated into all committees, and include website, written, weekly programs, Unclarion, fundraisers (wedding, music venues, auction), etc.

Color Scheme

Gold (50th anniversary color), White, Black

A black and white logo would also be made available.

Exterior Banner 6 x 30 foot

This large vinyl banner would be placed over the north facing window closest to California Ave (NE interior stairwell) for highest community visibility as people travel south on California Ave. The banner would be held in place with grommets and hooks, and unfurled during our September 14th event (pending approval of Ingathering Cookout team). It would remain in place during our year-long celebration.

Around the perimeter of the banner (picture frame) we would include our congregation's social justice work; Women's Initiatives, Marriage Equality, Sustainability, Respect of the Homeless, International Crisis Support, Interfaith Collaboration, Disability Advocacy, etc.

Exterior lighting (inexpensive, timed – similar to Holiday decorations) would illuminate the banner at night. Two 150 watt flood lights would be placed inside the hedge line in our parking area; which would provide a secure location and eliminate light pollution/distraction to passing motorist and pedestrians.

Perpetual Use

After the year expires, the banner would be removed/stored, and occasionally placed onto the building for special congregational events (fundraisers, weddings, etc), serving as a beacon to the community, and to easily identify our building for visiting guests coming to special events.

Cost -- TBD**Initial Estimates 500-\$600****Yours in celebration,****Glenn Phillips, Patti McCall, and Shannon Day**