

Northlake Board Meeting

August 5, 2020, 7–9 pm, virtual-only meeting via Zoom: <https://zoom.us/j/685787522>

Meeting ID: 685 787 522 Password: NUUC

Board Members: *(please initial after reviewing meeting minutes below)*

- Ellie Peterson, President. Elected 2019. Term ends May 31, 2021.
- Josh Mc Adams, Secretary. Elected 2020. Term ends May 31, 2022.
- Melissa Ahern, Vice-President. Elected 2019. Term ends May 31, 2021.
- Steve Wilhelm, Elected 2019. Term ends May 31, 2021.
- Diane DeWitt, Elected 2020. Term ends May 31, 2022.
- Bob Betts, Elected 2020. Term ends May 31, 2022.
- MaryEllen Olafson, Secretary. Elected 2019. Term ends May 31, 2021.
- Rex “Wess” Wessling, Treasurer, *ex officio*.
- Rev. Nancy Reid-McKee, Minister, *ex officio*.
- Chris Knowlton, Past President, *ex officio*.

Also in attendance:

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Agenda:

1. 7:00 - Opening
 - a. Check-In - board members
 - b. Chalice Lighting - Rev. Nancy

2. 7:18 - [Governance and Ministry](#) book discussion: Chapter 3
 - a. Are we community or board centered? A mix of both.
 - b. We are at least not the “worst case” examples in chapter 3.
 - c. [Here](#) are the strategic items from previous board retreats.

3. 7:30 - Procedural Votes & Quick Business
 - a. [Gratitudes](#)
 - i. John Poulson: Many thanks for the help of Laurence Fennema, John Buckingham and Howard Harrison in Installing the new counter top in the new office. It is beautiful.
 - ii. Let’s not have “think time” for gratitudes, but instead put them in the minutes beforehand and, if thought of later, send them to the person who is distributing gratitudes.
 - iii. MaryEllen suggested that we all digitally sign a generic card and that she then customizes them for each recipient.
 - iv. We will now all send the gratitudes to MaryEllen before or soon after the board meeting.
 - v. There is an Adobe feature to make a realistic signature that we all need to do.

- vi. No more signups for gratitudes until we are back in person.
 - b. Review & Approval of past meeting minutes: [Board Meeting 2020-07-01](#)
 - i. Approved @ 7:34 p.m.
 - c. Reports from committees, teams, and interest groups (see bottom of minutes)
 - i. See reports, included below these minutes
 - ii. Questions, concerns, comments?
 - 1. Ellie will follow up with the Women's Group
 - d. Appointment of Clark and Janelle as Worship Team co-leads
 - i. Steve moved; Melissa seconded
 - ii. Discussion
 - 1. The potential conflicts of interest with Nancy and Clark being minister and a committee co-chair were addressed in a previous meeting and brought up again. Since there are no financial controls for Clark and as long as he is co-chair it is probably okay.
 - a. Unanimous approval
 - e. Approval of Minister's housing allowance
 - i. Background: *"Church boards are 'required' by Federal law to annually officially set the minister's housing allowance. Therefore, a motion "to set the minister's housing allowance for FY2021 to \$2100.00/mo (\$25,200/yr), and to remain at that amount until changed" be made and approved. UUA recommends the 'remain ... changed' phrase (probably because so many boards forget to do it annually!)"*
 - ii. Melissa made a motion to approve; Diane seconded. Unanimous approval.
4. 7:46 - Capital Campaign Committee Presentation (MaryEllen Olafson)
- a. MaryEllen and Dave Thompson have talked with a consultant who could help work with us on planning a capital campaign. The committee has checked references and has obtained an estimate of fees with line-item commitments. The next step is a "next steps weekend" which will likely not be a weekend since we are all virtual. This feasibility study is about \$2,500.
 - b. The capital reserve fund will be paying for this if we do it.
 - c. Can't find in the previous minutes where the members and chair were decided. MaryEllen would like to chair, but would not like to chair HR at the same time.
 - d. There were questions about what the purpose of this campaign is. The answer is what would we like to do to update the property: accessibility, roof, kitchen, etc.
 - e. Mariana, Pam, and John Poulson are all involved too.
 - f. Does paying down the mortgage fit in? No. Paying down the mortgage is about eliminating debt while this is about taking on more debt in order to increase the sustainability of our property and modernize it.
 - g. Updates:
 - i. Accessibility (lifts between floors)
 - ii. Expanding the foyer area
 - iii. *Inclusive and accessible*

- h. This also includes growth. If we choose to grow, can this group help us be ready for that growth.
- i. For this meeting:
 - i. Do we want to do a capital campaign?
 - ii. If yes, is Rachel the person we want to go with?

As to the role of the Board in the process of a capital campaign here are some of my expectations of board members

Virtual Next Steps Weekend:

- Participate fully in promoting participation in the process,
- attend and actively contribute to the Board meeting during the process, and
- attend the presentation.

After the vNSW:

- Carefully read the report and
- assess the recommendations.
- Make and/or support a plan to fulfill the recommendations.

Financial Feasibility Study:

- Support the organization of the study,
- encourage participation and
- participate in the study if/when invited.

Capital Campaign:

- Pledge to the campaign early and as generously as is feasible for your situation.
- Be ready and willing to make a testimonial about why you've pledged generously.
- Be a visiting steward. I believe it is vital that ALL board members participate in the campaign as visiting stewards.
- Continually support and champion the campaign and it's leaders.
- Support the follow up and collection of pledges over the years of contributions.

- iii.
- iv. There was discussion about the timing. This virtual world is new to us and them, but they do have experience (at least two congregations) and they come highly recommended from the UUA.
- j. The board needs to decide to spend \$2,500 to decide if the congregation is ready to hold a capital campaign. The campaign might pull in 3x or 5x normal contributions.
- k. Is this relevant during covid? We think that it is because the roof is actually leaking right now. We aren't there anyway, so it would be a good time to fix things up.
- l. What value does a consultant bring?
 - i. More money is typically raised and in a shorter time period.
- m. 8:18 - Josh moved to spend \$2,500 to have Rachel do a study to see if we are ready for a capital campaign. Steve seconded. Unanimous agreement.
- n. Melissa moved that MaryEllen, Pam Derry, Mariana Alvarez-Tostado, Dave Thompson, and John Poulson be on the committee. Bob Betts seconded. Unanimous agreement. Nancy is leaving the committee. Wes and the Finance Committee need to sign the check.

5. 8:25 pm - Covid-19 Risk Assessment and Update
 - a. What is the current risk?
 - b. What is new?
 - c. Communication to the congregation
6. General building usage update
 - a. Dave Thompson will give an update
 - b. Is the building being used?
 - c. New structure report
7. 8:27 pm - Minister's installment plan update
 - a. We are going to try to have the installation when the building is open again. We want to do this to be a party so we are going to wait. Nancy approves.
8. 8:29 pm - 4 Program Council meetings per year led by the Vice President
 - a. Opportunity for board members to bring up ideas that should be discussed
 - b. Sometimes this meeting is strategic, sometimes it is tactical (more so when we are in the buildings)
 - c. Should this be after the board retreat? After the capital campaign? Yes and no since we should be meeting quarterly.
 - d. These meetings often seem like reports of the past instead of plans for the future.
 - e. Should these be quarterly or bi-annually? Where is it dictated? Ideally it is quarterly, but realistically it is bi-annually. We should probably clarify.
 - f. This is a worthwhile meeting for awareness of capital campaigns and future goals for meetings.
 - g. Calendaring is still more fuzzy. Melissa will schedule for late September (typically in October) and Nancy will attend.
9. 8:35 pm - Real Rent Duwamish commitment update
 - a. Steve & Melissa
 - b. There was a meeting at the Duwamish Longhouse with Steve, Melissa, and others. Our church sits on the 54,000 acres that used to be Duwamish lands. Should we pay rent on that acreage?
 - c. Duwamish got treaty rights during Clinton, but that got reversed during Bush Jr.. Our participation will have an impact on this getting re-reversed.
 - d. Which budget does this come from?
 - i. Social justice? This fits social justice very well.
 - ii. STP? This feels more like charity.
 - iii. This should go to the social justice committee as a donation or part of the board as a budget line item?
 - iv. This is probably a social justice line item and we at least need buy-in from the team. This is critical.
 - e. The board approves, we just need to make sure the right committees are involved.
10. 8:50 pm - Cash trends report
 - a. Wes

- i. High point in our income; many annual pledges came in early and gave us a nice reserve even though it will probably be a peak.
 - ii. Still an uncertain year and if our buildings can't be used by renters soon we need to be conservative.
 - iii. First UUA annual program fund payment has been made. We'll be watching the budget as we move forward for future payments.
 - iv. We used to have an account with Edward Jones because we had paper stock certificates. We have now liquidated and closed that account.
 - v. We will move some money from our operations to our operations reserve so that we can earn more interest.
 - vi. Janelle will be removed as an authorized person for our endowment fund; we need a new person to be in that position. Ellie will be the new contact.
11. 8:56 pm - Annual endowment report: Diane Dewitt
- a. Diane and Ellie spoke about the UU Common Endowment Fund (<https://uucef.org>), but at this point we are not quite ready for a report.

Parking lot of topics for future meetings

1. Date for GA delegates town hall
2. Define our policies and create a policy manual
 - a. [Drive link](#)
 - b. There might be a policy manual in the Google docs and Melissa will look for it
 - c. The UUA offers some guidance on this
 - d. Should we create a new committee?
3. Leadership Development Training
4. Bylaw updates (Chris and Diane will work with Josh on these)
 - a. MDF
 - b. Add HCT charter terms?
 - c. Amend voting policies (board votes, congregational meeting participation and voting, etc.) as needed to better accommodate verifiable online voting
 - d. Congregational approval is needed; Next meeting is March/April 2021
5. We need an endowment fund committee that is appointed by the board, but isn't part of the board.
6. Memorial plaque for large gift to the church

Dates to Remember:

- Board retreat 8/15 and 8/29, 9-1:15pm

Action items: See above for **open items in yellow** (and **closed items in green**)

Minutes reviewed (initial below):

Ellie P.	Melissa	MaryEllen O.	Bob B.	Diane D.	Josh M.	Steve W.
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Reports

Spreadsheet that collects reports from survey:

<https://docs.google.com/spreadsheets/d/1D1NAjfchDny6dopyzbUITexyR98zrXDIV4lx3C51Mgs/edit?usp=sharing>

Minister

Religious Education

Brief narrative of actions completed/accomplishments since last update

-

How many people are currently in your group? (Estimate is fine.)

-

Any areas of concern or requests for help?

-

Goals for next month

-

Membership

Brief narrative of actions completed/accomplishments since last update

- continuing to meet on zoom; five members pretty regularly.
- refocusing on sustaining current members and friends because adding is rather difficult, especially with the shared worship service. So suspending newcomer sessions for now.
- helping to follow attendance at church services by sending names of one-name-ID people who we identify as Northlakers to Becky. Decided at the last meeting to do this passively by looking at video feed and listening for recognizable voices. Apparently renaming is no longer available once in the zoom meeting.
- performed the annual member audit with Stewardship, a Board member, Rev. Nancy and Becky. Queries are going out to folks who do not have a donation of record in the last two years and to folks who have not pledged. Expect a report in September.

How many people are currently in your group? (Estimate is fine.)

- 5

Any areas of concern or requests for help?

-

Goals for next month

-

Safety

Brief narrative of actions completed/accomplishments since last update

-

How many people are currently in your group? (Estimate is fine.)

-

Any areas of concern or requests for help?

-

Goals for next month

-

Activities Team

Brief narrative of actions completed/accomplishments since last update

-

How many people are currently in your group? (Estimate is fine.)

-

Any areas of concern or requests for help?

-

Goals for next month

-

Women's Group

Brief narrative of actions completed/accomplishments since last update

-

How many people are currently in your group? (Estimate is fine.)

-

Any areas of concern or requests for help?

-

Goals for next month

-

Women's Book Group

Brief narrative of actions completed/accomplishments since last update

- The NUUC Book Group continues without a gap to meet on the first Tuesday each month on Zoom. No problems. One returning member.

How many people are currently in your group? (Estimate is fine.)

- 11

Any areas of concern or requests for help?

- No

Goals for next month

- Meet again on First Tuesday at 7

The team is:

- On pace

Other team comments:

- None
-

Men's Group

Brief narrative of actions completed/accomplishments since last update

-

How many people are currently in your group? (Estimate is fine.)

-

Any areas of concern or requests for help?

-

Goals for next month

-

Worship Team

Brief narrative of actions completed/accomplishments since last update

- We've been working on Sunday services with the Puget Sound Worship Collective, and have selected new co-chairs for our team (Janelle and Clark)!

How many people are currently in your group? (Estimate is fine.)

- 8

Any areas of concern or requests for help?

-

Goals for next month

- We'll be focusing on finishing up the last few services with the worship collective and looking forward to our plans for September

Committee on Ministry

Brief narrative of actions completed/accomplishments since last update

-

How many people are currently in your group? (Estimate is fine.)

-

Any areas of concern or requests for help?

-

Goals for next month

-

Meaningful Movies

Brief narrative of actions completed/accomplishments since last update

- We put two films up for people to watch ("Another World is Possible" and "Don't give up your Voice") and had a zoom discussion with the filmmakers. Despite a rather low attendance (11 screens) we had an active discussion and the filmmakers seemed pleased at the thoughtful contributions.

How many people are currently in your group? (Estimate is fine.)

- 8

Any areas of concern or requests for help?

- Still could use new leaders

Goals for next month

- We are on hiatus for July and August

The team is:

- Motivated

Other comments:

- I had hoped there might have been more attendance from the board (as that was last month's ask) but it's been a really full month for us all.
-

Finance Committee

Brief narrative of actions completed/accomplishments since last update

-

How many people are currently in your group? (Estimate is fine.)

-

Any areas of concern or requests for help?

-

Goals for next month

-

Treasurer

Stewardship Team

Brief narrative of actions completed/accomplishments since last update

-

How many people are currently in your group? (Estimate is fine.)

-

Any areas of concern or requests for help?

-

Goals for next month

-

Climate Action Team

Brief narrative of actions completed/accomplishments since last update

-

How many people are currently in your group? (Estimate is fine.)

-

Any areas of concern or requests for help?

-

Goals for next month

-

Eastside Insight Meditation

Brief narrative of actions completed/accomplishments since last update

-

How many people are currently in your group? (Estimate is fine.)

-

Any areas of concern or requests for help?

-

Goals for next month

-

Music Team / Northlake Choir

Brief narrative of actions completed/accomplishments since last update

-

How many people are currently in your group? (Estimate is fine.)

-

Any areas of concern or requests for help?

-

Goals for next month

-

Rentals Team

Brief narrative of actions completed/accomplishments since last update

-

How many people are currently in your group? (Estimate is fine.)

-

Any areas of concern or requests for help?

-

Goals for next month

-

Buildings & Grounds

Brief narrative of actions completed/accomplishments since last update

-

How many people are currently in your group? (Estimate is fine.)

-

Any areas of concern or requests for help?

-

Goals for next month

-

Social Justice Team

Brief narrative of actions completed/accomplishments since last update

-

How many people are currently in your group? (Estimate is fine.)

-

Any areas of concern or requests for help?

-

Goals for next month

-

Seamsters Creative Union

Brief narrative of actions completed/accomplishments since last update

-

How many people are currently in your group? (Estimate is fine.)

-

Any areas of concern or requests for help?

-

Goals for next month

-

Caring Committee

Brief narrative of actions completed/accomplishments since last update

-

How many people are currently in your group? (Estimate is fine.)

-

Any areas of concern or requests for help?

-

Goals for next month

-