

**Westside Unitarian Universalist Church**  
**Board Meeting Minutes**  
**Sept. 14, 2021**

1. The meeting was called to order by President Marc Hart at 7 pm via Zoom.
2. Board members present: Sue Anderson, Glenda Hood, Lauren Leising, Dwight Robarts, Jeff Rodriguez, Aimee Stubbs, Daryel Sellers, Dayna Tooley. Others present: Peter Bagley, Kelly Flanigan, Nicci Kennedy, Ken Leising, Kim Lucas Hart, Tara Mitchell, Tanner Trask, Janell Weaver.

**3. CONSENT AGENDA**

- A. The August 2021 minutes were approved.
- B. [The Small Group Ministry](#) report was accepted.
- C. [Worthy Now](#) was approved to receive the October plate offertory. NTUUC will provide matching funds through 12/31.
- D. The November plate offertory will go to [The Afiya Center](#).
- E. The Social Justice Committee requested to make a one-time plate offering to the UU Animal Ministry on Oct. 3, 2021.

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

**4. REPORTS**

**A. Financial Statements – Dwight Robarts**

1. We have paid 25 percent of our fair share to the annual program fund of the UUA.
2. The deficit-to-income status is okay. People are making donations up front, which is helpful in regard to cash flow.
3. There is approximately \$68k in the checking account.
4. The Budget Percentage Report and Financial Position statements may not be precisely accurate. Dwight has contacted the software company to seek their assistance in identifying and fixing the problem.
5. We have been able to stay relatively healthy financially because we have held down our expenses, and through the support of the Betty Sanders Fund. However, this is not a long-term solution. We have basically two to four years to devise a long-term strategy to meet our obligations. Dwight recommends that we be intentional and thoughtful about how we will go about growing the church and, in turn, growing our financial health.

**B. DLRE: Nicci Kennedy**

1. On October 3 we will have the “Blessing of the Animals,” a service to honor our animal companions. Virtual option will be available. Animals will need to be secured in some way. Tentative location is French Lake Park.

2. The 8-12 grade group has about 8 members, the 6-7 grade group is smaller. CRE is very focused on how to build up the youth groups in the coming months. There is a plan for the fall that will allow for both in-person and virtual events. In response to requests from the families, they also will be doing a social justice project each month. Volunteers are needed and would be very welcome.

## 5. CONTINUING BUSINESS

- A. The church has a surplus of \$11,398.49 that needs to be allocated to a group or committee. Dwight has not spoken with the Finance Chair yet about the options. However, he will talk with her before the next meeting and give the board a proposal.
- B. Reopening Task Force -- Kim Hart
  1. Kim presented the task force's recommendations for Buildings & Grounds Procedures/Use, explaining how we can resume in-person gatherings as safely as possible. This includes a Google form people will use to request access.
  2. Dwight noted that we may want to provide some type of guidance for individuals who have trouble using any of the technology. We will need to regularly provide links and guidance in our social media, the Westside Weekly and other platforms.
  3. A question was asked about how people can access the New York Times' COVID risk data charts without buying a subscription. There is a way to do it, which will be explained in the communications.
  4. Sue asked how the committee determined the acceptable number of people who can be allowed to gather in an area of the church; Kim explained that the committee measured the square footage of each room and calculated how many people can safely gather in that area.
  5. Marc asked about how we would handle food and drink. Kim said that at this time, we would not allow people to have food and drink, as this would require people to remove their masks.
  6. Sue asked if people would be able to use the courtyard area. Kim will have to check with the Building & Grounds Committee to determine the status of the area.
  7. Dwight moved to approve the plan. **SECONDED AND CARRIED.**
- C. Transition Team Report – Tanner Trask
  1. The team has received about 60 responses on their ministerial search survey.
  2. Rev. Annie Forester has offered to help us find a minister who could share time between Westside and First Jefferson until we hire a new full-time minister. Tanner said there are both pros and cons to this approach.
  3. Amy noted that the UUA has prepared information on how to share ministers. Daryel asked what the timeline would be if we elected to work with Rev. Annie.
  4. After discussion, the board informally voted to decline her offer and stick with the plan to have a new minister in place for the new year.
- D. Decide on date for board retreat – tabled.

E. DVR Security System -- Kim Hart

1. Kim has led an effort to research systems. Installing video security throughout the building as well as outside the building could be done for about \$500, which is a very competitive price. Also, Ring video is automatically saved to the cloud, making it very accessible.
2. The board requested that Kim prepare a formal proposal to for them to consider.

F. Insurance and Wind and Hail Rider—tabled.

**5. NEW BUSINESS**

A. Right Relations Council – Ken Leising

1. Ken said his understanding was that the Right Relations Council was intended primarily for very serious situations, such as when the well-being or safety of a member is endangered. The types of complaints the council has been receiving in the last year has changed somewhat; they now seem to be more about personality conflicts. As he understands their role, these conflicts typically do not rise to the level of needing the involvement of the council. He also noted that the Disruptive Behavior Policy calls for people to assume good intentions and deal first directly with the other person. Ken asked for clarification on the role of the counsel, and perhaps for assistance in educating the membership about the council's role.
2. Glenda noted that if small conflicts are not addressed, they sometimes can blow up into something bigger that can impact the congregation.
3. Dayna stated that, in the absence of a minister, members may not know where to go for help in mediating conflict. She agreed that some education about the counsel may be helpful for everyone.
4. Marc said the board will review Ken's recommended action steps and then report back at the next month.
5. Lauren mentioned that we may consider using the NTUUC Grant to pay Rev. Russell Elleven to serve as a consultant for the Pastoral Care and Right Relations teams. The Board asked Lauren to work on the proposal, which is due by the end of September.

B. The Criminal Background Check policy has been modified by Bill Terry regarding who may qualify as a reviewer. The key change is that all church staff who have received criminal background checks will be able to conduct criminal background checks on others.

C. Aimee moved to accept all of the changes submitted by Bill. **SECONDED AND CARRIED.**

**Adjourned at 9:23 pm.**

Jeff Rodriguez,  
Secretary

## **BACK BURNER**

Smart Group returning to church

Sue Spell Coffee Hour

Role for Russell?

Reviewing policy and procedures: Marc

Safe Congregation Request for Lock - Paulson--back burner

Update on Robert's Rules of Order revision: Marc and Aimee

25th Anniversary Celebration: Postponed until safe to gather

Cultural Competency Training

Digitizing Documents/Getting Oral Histories/Protection of Documents-2018

Naming Opportunities Task Force Recommendations (for donations of lots of money or memorials)

## LINKS

[Explanations for Church Buildings & Grounds Procedures/Use](#)

[Procedures for Church Buildings & Grounds Use](#)

[In-Person Gathering Approval Request Form](#)

**[DLRE Report:](#)**

[Treasurer's Report](#)

[Annual Budget Percentage](#)

[Revenue and Expenses](#)

[Statement of Financial Position](#)

### **New Business**

- A. Right Relations Committee - Ken Leising
- B. [Revisions to Background Check Policy](#) (from Bill Terry)
- C. NTUUC Funding Grant for Minister, pastoral care, etc. - Needs to be done by end of month
- D. Review Current Board Goals (orientation for new board members)

**9:00 Adjourn**

## **NEXT MONTH**

<https://zoom.us/j/97764352062>