

UUCWI Leadership Council Meeting
Monday, September 19, 2016

Members Present: Laurie Riley (chair), Gaye Simpson, Terra Anderson, Larry Morrell, Gary Piazzon, David Davis, Katy Shaner, Christie Shaffer, Joan Gerteis, Gene Berg, Mary Goolsby, Suzi Pengilly (administrator), Linda Good, and Sara Heath.

Laurie Riley, Board Member and chair of the Leadership Council, opened the meeting at 6:00 p.m. She welcomed everyone and asked those present to give a brief description of their committee's work and its work with other committees.

Gaye Simpson, chair of the Membership Committee, explained that the six members of Membership greet new people at Sunday Service, collect information on those interested in becoming members, record that information in the visitors' database for those new folks who return, and host a UU101 class quarterly with Rev. Dennis as leader. The mission of Membership is to increase membership by encouraging people to become members and facilitating their joining through information sharing and mentoring. The responsibilities of the committee end there. The committee is trying to create an institutional memory of its procedures. Such documents have recently been posted on the website.

Terra Anderson, chair of the Worship Committee, stated that the responsibilities of the Worship Committee keep growing. Not only does Worship have to design and organize the weekly services, its members have to coordinate with many others in the congregation including: the sound technician, the speakers, the ushers, those who set up the sanctuary for service, the Refreshments Committee, the musician and the music committee, the Visual Arts Committee, and the administrator.

Terra is also UUCWI's representative for *Greening Congregations*, a group comprised of representatives from the Langley United Methodist Church, St. Augustine's-in-the-Woods Episcopal Church, Trinity Lutheran Church, St. Hubert Catholic Church, Unitarian Universalist Congregation of Whidbey Island, Unity of Whidbey, and The Religious Society of Friends. She believes that many of the committees need to understand, and perhaps get involved with, the activities of *Greening Congregations*.

Larry Morrell, co-chair of the Auction Committee with Laurie Riley, described the committee's work in organizing and hosting the annual auction with involves working with the Board, Finance Committee, and Treasurer to budget for the event, the musicians, and old and new members alike. The committee is working on developing a manual for future use describing the process of organizing the auction. Others stated that a manual had been developed in the past, but no one can locate a copy.

Gary Piazzon, co-chair of the Social and Environmental Justice Council (SEJC) with Dianne Deseck-Piazzon, reported that SEJC promotes justice—moral principles guiding behavior based

on truth, reason, fairness, and equality. Its activities are consistent with other groups and collaborators including Greening Congregations, the Lummi Nation, Northwest UU Justice Network, Washington UU Voices for Justice, and it is aligned with the UN Earth Charter and Commit2Respond. Through education, modeling, and demonstration, SEJC seeks to advance the climate justice movement and the rights of marginal communities and to advocate that all life is interrelated. It is participating in the first Interfaith Climate Conference in Seattle and manages UUCWI's dedicated offerings. SEJC regularly provides feedback to congregation about the success of the dedicated offerings, contributes weekly to E-News, and produces quarterly reports of its efforts.

David Davis, Board Member, Treasurer, and chair of the Finance Committee, explained that the activities of the Finance Committee are simple. It's all about money: the committee gets it, tracks it, processes it, and gets it out. The committee of six members is working to make the processes more transparent.

Katy Shaner, chair of the Refreshments Committee, stated that the committee needs to develop roles and responsibilities, as it is a new committee and none exist. It consists of the committee chair and four coordinators. Each coordinator oversees the refreshments calendar for a three-month period by sending reminders to the refreshment providers and providing advice and assistance. The Refreshments Committee suggests that other committees may want to sponsor refreshments for a Sunday to promote their committee, as the Visual Arts Committee does every two months. A pitfall of this idea is that members might neglect to sign up outside of their committee's Sunday, thus affecting the overall number of providers.

Christie Shaffer, co-chair of the Visual Arts Committee (VAC) with Dallas Huth, explained that their committee is mindful of the ascetics of the church environment. It works closely with other committees: Facilities, Worship, Refreshments, and SEJC. Every two months, the committee installs a new art exhibit in the church foyer, working with artists in the community. The featured artist is frequently a member of our congregation. VAC then holds a reception for the artist after service on the first Sunday of that month. Eight people serve on the committee. A new committee project has been prompted due to concern about damage to the large fiber wall hangings in the sanctuary. The wall hangings are moved regularly to expose the white wall underneath for projections. Damage is being incurred by moving the wall hangings and sunlight exposure when moved in front of the windows. The committee is considering purchasing a new screen that raises up from the floor, thus eliminating the need to move the wall hangings.

Joan Gerteis, chair of the Library Committee, described the mission of the Library Committee as collecting books and media particularly useful to the UU community. It includes many items not available at nearby libraries. The collection consists of 100% donated books and includes some 600 titles that are listed in an online catalog. Some of the titles listed are books held in storage. The Library webpage includes instructions on using the catalogue. On the UUCWI website, the Library is listed under facilities, which is difficult for users to find. The committee would like the Internet Committee to consider moving the Library link to another location where it will be more

apparent. The committee would like to dovetail more with other committees so that all will be more aware of the collection and its uses for sermons, classes, and workshops. It is also trying to post an article in E-News most weeks, highlighting books available that relate to that weeks sermon or other relevant topics. They recently designed a bookmark that promotes the collection and explains where to access the catalog. All of the books in the collection are identified with a UUCWI Library stamp. One of the committees goals is to make available our library to all clergy on the island.

Gene Berg, chair of the Buildings and Grounds Committee, noted that Buildings and Grounds takes care of many needs related to church, including the most basic like stocking toilet paper and paper towels. The sound system folks are now part of the Buildings and Grounds committee.

Gene is also the leading the Stewardship Committee this year. To understand the congregation's operating expenses for the coming year, all committees need to submit their annual budget by December 15. This would include the Long-range Planning Committee when it is formed. Stewardship then understands the anticipated financial needs when soliciting pledges. Gene reminded all to be explicit in the budget requests, as it is easier to raise money for specific items.

Suzi Pengilly, UUCWI Administrator and facilitator for UUCWI Adult Programs, reported that an Adult Programs committee was recently established with Rev. Dennis, Laurie Riley, Mavis Cauffman, John Long, and Suzi serving. A list of adult programs is listed on the website.

Suzi is also involved with the Internet Communications Committee. The committee worked on moving the website to WordPress, a web design program supported by UUA. The new site was launched in June. To make the transition easy for our congregants, the new site's organization and content is similar to our old website. Since launching the new site, the committee has not been very active except to update content on the new site.

Linda Good, now the Special Music Coordinator, spoke for the Music Committee. Lisa Siders is the new chair. The committee works with others, including the special musician, Worship Committee, the sound technician, the accompanists, the worship leader, choir, etc. The Music Committee also sponsors a concert series and co-sponsors special musicians who may be visiting the island. The concert series will be reduced this year from four to three concerts.

Sara Heath, a member of the Committee on Ministry with Larry Morrell and Mary Goolsby, explained that the committee serves as a liaison between the minister and the congregation. Issues or requests for the minister may be communicated through the Committee on Ministry. It may also be involved in conflict resolution or settling polarities that may occur among the congregants and the minister. They also conduct the assessment required by the UU Ministers' Association for his advancement to ministerial fellowship. Issues and information discussed in this committee are often confidential. The Committee on Ministry is committed to the Healthy Congregations programs that operates from the assumption that conflict is part of a healthy

congregation. Conflict, if managed, can result in better ideas coming forth, a better outcome, and growth.

Sara also serves on the Nominations Committee with Mary Goolsby and Chris Bell. The committee has no chair. Its duties include working January through June to identify people interested in serving on the Board and those that would be a good addition to the Board. The members are then nominated by the Board and voted on by the congregation. A person who recently served on the Board is usually asked to serve on the nominating committee.

Additionally, Sara is an associate with the Pastoral Associates group. These individuals work with congregants who are experiencing a life crisis. They are not counselors; they only suggest steps to resolve troubling issues. They may also suggest assistance from other committees (e.g., Care and Connections). Rev. Dennis selects members of the Pastoral Associates group.

Laurie Riley, chair of the Care and Connections Committee, explained that the committee focuses on congregants who are in need as well as enhances through programs and activities other congregational connections. The revived program of Circle Groups is coming together with many participants.

David Davis discussed the new insurance policy which took effect on September 7, 2016. The policy does not cover earthquakes or any below ground utilities, such as a gas line, sewer line, waterline, etc. An interior waterline break is covered, but damage caused by the break, e.g., sheetrock damage, flooring, is not covered. Activities of staff and volunteers are covered. All renters must have liability insurance. Anyone who enters the building without first notifying the Board or a staff member is not covered by our insurance. The discussion continued about insurance coverage, or lack thereof, for artists who exhibit in the foyer.

Laurie requested that, due to increased demand for usage, committees interested in holding a meeting in the church contact Suzi, UUCWI administrator, with information about the meeting including date, time, contact, and the desired location within the church (classroom, sanctuary, or office). Suzi will assign a classroom if more than one small function is scheduled.

It was mentioned that the Pagans are not a committee but are considering forming a committee so that they can participate more fully in congregational activities.

Laurie advised council members that all committees need to look at their Roles and Responsibilities, posted on the website, and revise or update the documents as needed. Roles and Responsibilities need to be approved by the Board.

Laurie also asked the Leadership Council to review its Roles and Responsibilities and be prepared to discuss them at the next meeting. Members should consider how our role differs from that of the Board. The Board is open to, and appreciative of, more decision making at the

committee level, freeing the Board to manage large-picture issues. Laurie closed by saying that this is a great group that could help shape a bright future of our congregation.

The discussion turned to the frequency and schedule of Leadership Council meetings. There was some interest in the ability to join the meeting by Zoom. It was generally agreed that the council should meet quarterly. However, given the lapse of time since this group last met, most agreed that it would make sense to start by holding a day-long retreat, then continue with quarterly meetings.

Gene Berg offered to hold the retreat at his house at the beginning of November. All agreed to schedule the retreat via email, so folks could check their calendars.

Laurie closed the meeting at 8:00 p.m.