

UUCWI Board Meeting Minutes Zoom Meeting December 11th Zoom

Called to order at 2:03

Present: Clara Beier, Toyon Copeland, Linda Freeburg, Dee Marion, Lynn Wenzel, Don Winebrinner.

Minutes: We approved the minutes of the November 21, 2025, meeting.

Report on Financials: Lynn presented financials and walked us through several of our financial reports. Our income is again exceeding our expenses. Lynn shared the results of extensive research re: intended health care stipend. She needs the rest of the board to sign the end of the year letter she's created. She asked us to consider the prudent prospect of setting aside money for anticipated capital expenses, and it was suggested that finance Committee work up a proposal (with input from Buildings and Grounds) to bring back to the board. We also discussed other pending and possible future finance initiatives.

Stewardship: Clara gave an update on the upcoming pledge drive, including some recommendations for staffing the next drive in 2026. Lynn is the board liaison to this group. We need the volunteers identified soon so they can begin working by the middle of January. The 2025 team will be able to send this new group info on the steps we follow to do this work and will be available to answer questions and offer guidance. Clara will post a request on Teams for us to suggest who would be good for this group, and include the criteria for this role. Toyon will tally it and suggest next steps.

Minister Search: Toyon gave an update on the minister search. The current search profile is in a Word document on Teams, and we need to review it and suggest updates to it. **We need to do this by December 19th.**

Outreach: Linda reported on Outreach; we had a big month. Linda will post a request for other board members to suggest a possible movie to show at UUCWI. Tom Pocock is testing his personal projector and screen tomorrow to see if this will work for that showing. We are working on the UCCWI Artist series branding to try to amplify the way UUCWI is identified as the sponsor. Cheiron has graciously stepped up to work on outreach; she's into social media and has creative ideas to collect content from lay leaders within the congregation. She is also interested in making our website work better for us. She has worked on both areas for another UU congregation in the past. Linda has had several conversations with the dedicated offering team about choosing local organizations more consistently with the aim of cultivating partnerships for potential social justice work in alignment with our values. This was one of the recommendations from our membership/outreach consultant. They seem receptive and supportive.

Leadership Council: We need follow-up after the last council meeting and discussed when to schedule the next one. We settled on Monday, Jan 12th at 7: pm. We'll send the small group instructions with a reminder of the work that they are going to be reporting progress on. We're choosing an evening time frame to be more welcoming to members who are not retired. Linda will work with Toyon on this agenda.

Membership Expansion: The board needs to be thinking about RE down the road to attract families. There is a box with "busy bags" and someone will put it out on a small table in the sanctuary on Sunday mornings. There are several new people who have expressed an interest in joining the Membership committee.

New Sign: We need to learn more about what's possible to do and the relevant state and county regulations. Linda (and her husband, Scott) have agreed to solicit that from the county (likely next week.) The designer is working on getting some cost estimates.

Pastoral Care: We confirmed the hiring of Rev. Amanda Aikman as our interim part-time pastoral care minister, effective January 1, 2026, and are hoping to have the signed contract by next week. The Pastoral Care team is aware of who this is. Toyon will announce this to the congregation on Sunday during the service.

Safety and Security Team: We discussed the new Roles and Responsibilities submitted by Kate Sheppard, facilitator for this new team. We approved them, with the condition that they add the practice of consulting with UUA or local expert resources (i.e. Island County Sheriff) re: current safety and security best practices. See attached.

Other Topics: We discussed the protocol for granting access to the front door code at UUCWI, hosts roles and responsibilities, and the closing checklist for leaving the building. Dee has captured a list of who we think needs access to the code and Toyon will send it out to us before the next board meeting.

We discussed the need for a new policy re the OWL program at UUCWI and have not yet approved it. Need to include reference to and alignment with (or any deviation from) UUA OWL protocols and structure once new board members are informed of such. See draft, attached.

We mentioned the state of the chairs in our sanctuary and an interest in upgrading them. Don has possible leads for this.

We adjourned at 4:25. Next meeting will be on our regular board meeting date: Jan 8th in person at UUCWI at 1:30.

SAFETY AND SECURITY TEAM ROLES AND RESPONSIBILITIES

2025 12 8

Approved by Board of Trustees 2025 12 11

Purpose: To foster a warm, welcoming environment while also ensuring the safety and security of UUCWI building and grounds and all occupants.

Nature: Standing Committee

Responsibilities:

We promote safety during routine, planned events, by reducing risk of fires or falls, and we prepare for medical emergencies and natural disasters.

We strengthen security by reducing the risk of intentional harm to our building, grounds, and all occupants.

We provide a warm welcome while having ushers, greeters, worship leaders, and all on the task force, being mindful of our surroundings and all occupants inside and outside the building.

Building and grounds

- We promote safety by ensuring that our parking areas and all walkways are well lit and clear of any debris or obstacles that could cause a fall.
- We reduce risk by creating more visibility within the parking area and building, to include removing vegetation.
- We explore the use of cameras at all entrances, with consideration for our Wi-Fi capacity.
- We promote safety and a warm welcome by posting signs in the distant parking lots, directing newcomers and visitors to the building.
- To strengthen the rapid evacuation of the building, we explore the option of adding a one-way door opposite the patio doors.

During services or events

- We promote safety and strengthen security by planning, training, and rehearsing how to handle medical emergencies, fire, natural disaster, or an active threat to the building or its occupants.
- We incorporate key personnel into the safety and Security network: key personnel includes all worship leaders, all ushers and greeters, and all Tech Deck.
- We address safety concerns by identifying a situation, communicating the situation, activating 911, knowing who is trained and willing to help in a medical emergency, and knowing what equipment is available.
- We enhance security by limiting and monitoring access points during services and events, ensuring that fire codes are met for all emergency exits.
- We plan, train, and rehearse how to handle active threats, utilizing principles such as ALICE, and run, hide.

- We ensure a warm welcome while also promoting security, by training ushers and greeters to be observant, to trust their intuition, to avoid any confrontation but communicate their concerns to a member of the Safety and Security team.
- To ensure that we are living our Unitarian Universalist principles and creating a warm welcome environment, the Safety and Security team meets at least four times a year, with members of the worship committee, ushers and greeters.
- We review any concerns that may have arisen, and we create opportunity for continued Improvement and even training.

We will consult with UUA and/or local expert resources (Island County Sheriff, for example) re current safety and security best practices.

REFERENCES

Becoming a safer congregation. UUA.ORG www.uua.org/safe/handbook.

Safety versus security in a church: Why both matter

Security visibility in public places. Benchmark security innovators and technology

UU Church security in 2025: A complete guide to protecting your congregation

UU Safety and Security training for ushers and greeters

2025 12 10

The UUCWI Board of Trustees (BOT) is supportive of the OWL program and grateful to those who have made this happen in the past.

The BOT recognizes that:

- The OWL program offers important information and thoughts to young people on Whidbey Island.
- The BOT is responsible for setting policy and administering the affairs of UUCWI.
- Important decisions must be made regarding each OWL program that is offered.

Starting at this time, the following will apply to all future OWL programs:

- The BOT will decide when an OWL program will be offered to the public
 - It is assumed that any program will begin in approximately the month of September.
 - This decision will be made in consultation with those in the congregation who have worked on these programs in the past, if they are available.
- Teachers for a program will be approved by the BOT
 - Approval will be subject to appropriate background and reference checks
- UUCWI will budget for the requisite training of up to two approved teachers for any given program year
 - Those selected for training must have prior approval from the BOT.
- The BOT will request a plan for promotion of the OWL program from a team appointed to accomplish this.