

MINUTES
MEETING OF THE BOARD OF TRUSTEES OF
WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION
JULY 20, 2016

ATTENDING: Tracy Burrows, Judi Finney, Michael Franzen, Sue Holly, Jill Jackson, Allan Lang, and Jean Mendel. GUESTS: Shannon Day, Lisa Reitzes, Paula vanHaagen

Meeting began at 7:04 p.m. with Tracy lighting our chalice, and check-in of attendees.

APPROVAL OF MINUTES: Jean moved to accept the minutes from the June 15th board meeting, and Jill seconded. Unanimously approved.

ADMINISTRATOR'S REPORT: *See report attached.* Shannon updated us to let us know that the GiveBig funds have arrived, and that she also met with Nikki Roberg regarding the website redesign. A theme has been chosen for the website, so site building can begin. Looking at an estimate of September or October for completion, and Nikki will update us on progress.

DRE REPORT: *See report attached.*

TREASURER'S REPORT: *See report attached.*

- ◆ Allan said things are on track financially right now.
- ◆ We received more from the rummage sale than anticipated.
- ◆ We received a donation from Joe Nabberfeld from his real estate fee from when he works with a WSUU member.
- ◆ The Board discussed the donation from the Hafen estate and how best to apply it. We decided on placing \$3,000 in the endowment fund, and the remainder to be placed in the Memorial Donations Fund. While we cannot use the endowment funds (only interest earned on this account), we can move the Memorial Donation Funds to be used as needed in the future.
- ◆ Still cleaning up the books so things look neater. The numbers in this report do not reflect the GiveBig funds, which had not yet been received when the report was prepared.
- ◆ The budget in this report is a one month budget, which is why the numbers look off. In transitioning the fiscal year to end a month later, this is a 13 month year, but the program will not accommodate that, which is why it's only one month. Shannon will need to manually fix to move funds into the next year, and then things will be normal going forward.

- ◆ Jean moved to accept the treasurers report, and Michael seconded. Unanimously approved.

STATUS UPDATE FROM MINISTER SEARCH TEAM: Lisa and Paula said that the team is on track and things are going well.

- ◆ Ministers considering us will want to know what compensation, guidelines, benefits we have to offer, in relationship to the cost of living in our area. Cecelia spoke with Keith Kron (Ministerial Transitions Director of the UUA) at General Assembly to get some insights into the negotiating process. He said that the process is relational – not a hire, but a call. The package reflects us as a congregation in generosity and appreciation of services and who we are looking for, and expression of our needs, generosity and flexibility. Ministers are looking for fair compensation, which we are used to providing. The web packet needs to be provided before Thanksgiving. Grace Simons (Transitions Team Representative) is optimistic that our congregation will be seen as a good opportunity.
- ◆ Lisa needs to put together a Negotiating Committee to work on the sample contract that we will be submitting as part of our web packet. *See attached report.* The recommendation is that the committee have 3 members: the treasurer of the Minister Search Team (Lisa), one board member, and one other member of the congregation. Sue volunteered to be the board member on the team, which was approved by the Board. We discussed someone else to appoint, and Lisa will be reaching out to our top choices.

COORDINATION OF OUTREACH EFFORTS:

- ◆ Rev. Alex wants separate outreach from that being planned by the Minister Search Committee. We are planning on a Start-Up Saturday Workshop on September 24th from 9 a.m. to 3 p.m., and Shannon put it on the calendar for the social hall.
- ◆ Lisa Reitzes and Cliff Houlihan fixed the sign out front to include Alex and Cynthia's names.
- ◆ The exposed beam in the narthex needs to be fixed. Tracy will contact Alice Britt, Peggy Abby and/or Laura White to coordinate efforts on that.

BOARD TABLE DURING COFFEE HOUR: Jean will coordinate. A sign-up sheet was passed around, and Jean sent an email link to sign up online.

INGATHERING PICNIC: Ingathering set for September 17th from 5 p.m. to 8 p.m. Board takes responsibility for the food/music/jello competition/set-up/clean-up. Shannon will talk with Cynthia re: her input regarding childrens' activities during the picnic. Michael will arrange for the grill and be in charge of the cooking. We will ask Elliott Bay Brewery and/or Georgetown re: keg donation. Jill will be in charge of the jello competition. Jean will be in charge of the food table. We will also need to arrange for a special occasion license regarding liquor.

AUGUST 14TH CONGREGATIONAL MEETING: Sue and Shannon will coordinate on notice. Will present the entire slate of officers/trustees to be voted on, not just the change. Since Sue changed her last name after the last official vote, this will put in writing the entire slate, including her new name.

CONGREGATIONAL CONCERNS COMMITTEE: Arline Borella was the chair of this committee, but had to step down to join the Minister Search Team. We will need to do an application process for a new chair for the Board and Minister to consider and review. We discussed names of people to approach as well.

CARE TEAM: This is the team that coordinates meals and rides for members. Judi will speak with Viv Monahan about setting this and will report back to us.

BOARD RETREAT: Board Retreat will be held at Jean Mendel's home on August 20th from 9 a.m. to 3:00 p.m. Tracy reached out to Saltwater UU regarding trading out ministers to run the retreat. We will have a potluck lunch. Tell Jean what you are bringing so she can coordinate. Tracy and Jill will meet with Alex to plan the retreat, where we will set goals, how we want to work together, and what do we want to focus on as individuals.

OTHER BUSINESS:

- ◆ Tracy will not be at the next Board meeting as she will be out of town. Jill has agreed to run the August meeting.
- ◆ Policies and Procedures:
 - Jean will coordinate with John Britt who worked on the policies and procedures in the past.
 - Board discussed Cynthia's email regarding the phone and computer policy for staff. Job descriptions need to be descriptive regarding expectations. Tracy will talk with Rev. Alex (as the staff supervisor). We will table working on the policy until a future meeting.

THANK YOU NOTES: Completed.

There being no further business, we adjourned at 9:22 p.m.

Next regular meeting of the Board will be on August 17, 2016 at 7:00 p.m. at WSUU in the Admin Office.

Sue Holly, Secretary

Administrator Report to Board July 2016

Ahhh... summer... I'm happy to report that things have quieted down in the office quite a bit over the last month. Hope to have time to look at some policies and procedures offer updates. Would like to know how to coordinate this with board efforts already in place.

1. **Church Property Policy** – recent transitions in staff have brought to light a need for policy around equipment purchased by employees with church funds. For instance computers and phones. This needs to be defined – does the church provide this? Who owns it when the employee leaves their position? Is that true if a staff person uses professional funds to purchase the equipment? Will all staff be offered the same equipment and services? Just needs to be in a policy going forward.
2. **Fundraising-** Two great pieces of news. The Concert that Janet Sweet Produced brought in \$786 and the Rummage Sale \$2660.
3. **Donations** – two donations came in this month. \$979 from Joe Nabbefeld. This is 10% of his proceeds from realtor services for selling Nikki Roberg's home. These funds are earmarked for RE. The second gift is 10% of Louise Hafen's estate. They estimate that we should receive \$6762 in the first week of August. Where shall we put this gift? Endowment? Memorial Donations Fund Balance?
4. **GiveBig 2016** – We have received GiveBig Funds and checks will be deposited Thursday. They were delayed in getting to the UUA. We will get 2 checks \$61,805 is the donations made minus fees and \$3800 is the stretch amount. This is great as we budgeted only \$2700 for that line. Finance committee discussed how to deal with fees that some members generously elected to pay for the gift and decided that since we don't have record of that amount and it wasn't given to Westside, we will not record the fees against their pledges.
5. **Rentals** – We have booked a recital for August. No other new rentals to report.
6. **Membership** - No changes in membership over the past month. Will meet with Laura White (membership) and Jill Fleming (stewardship) the first of August to takes steps to clean up membership list by contacting members who did not respond to the pledge drive or maybe haven't for two years now.
7. **Liability Insurance** – We were concerned that our claim for the water damage repair last year would lead to a large increase in our premium and increased the line by a few hundred. Our actual increase will only be \$44. What we may not see is the dividend they have been paying for a good safety record.
8. **Website** – Still working on our new site. Haven't quite settled on a theme. We are working on navigation. Could use any good quality photos that anyone has of people engaged in church activities.
9. **Sweetpea Preschool** – Met with Carmel Baird last month and have finalized contract. They will sign and get back to us before month end.

In Community,

Shannon

July 18, 2016

To: WSUU Board

From: Cynthia Westby
Director of Religious Exploration

Re: July 20th Board Report

This is the beginning of my third week here! I'm so pleased to be the new DRE and loving this work. I look forward to continuing and creating a wonderful RE Program here at WSUU! Thank you for this rich opportunity to contribute to the spiritual lives of the children and youth here at WSUU! Below are the highlights of my first two weeks here:

- I am developing new curriculum for the 4th-5th grade class and for the Middle School class. These classes will be exploring other Religious Traditions this year. The 4th-5th grade "Explorers" class will be based on stories and art while the Middle School class will be based on projects, discussions and activities.
- I am working with Irene Pemberton, the Summer Coordinator, to create a new program each Sunday for the Summer Sunday RE Program. Irene has taught two of the last three weeks I have worked for WSUU. I taught one Sunday - on animal tracking and learning to read the stories in the signs and clues animals leave behind. We have guest speakers lined up beginning July 31st to teach the Summer RE program (including learning about goats, and learning to grow plants without seeds). On July 31st the teacher will be Mia Shaughnessy. On August 7th it will be Shelley Webb, and on August 14th Nola Balch will be working with Irene.
- Much of the past two weeks I've been your DRE have been spent learning the job, meeting with LREDA (I have been assigned a LREDA mentor, Sara Lewis, from the Olympia UU church), meeting with congregants and staff, learning my way around, recruiting volunteer teachers, developing curriculum for the Fall, and planning for the Fall classes.
- I will be gone from July 31st through August 20th. There will be no Board Report from me in August. Irene Pemberton will be Summer Coordinator for the RE Program.
- I have attached the Overall Schedule of the RE Program Calendar for 2016-17 which I sent to Bert, Mark and Alex for an OK – they have all approved the schedule.
- Below is the Summer RE Program attendance data for 2016 thus far, and last summer's RE Program attendance data for comparison.

RE Data for Summer 2016 (and in comparison to Summer 2015)

Summer 2016

Date	6/12	6/19	6/26	7/3	7/10	7/17	7/24	7/31	8/7	8/14	8/21	8/28	9/4	9/11
Student Count	29	15	24	11	9	12								

Total summer count* -

Comparison to Summer 2015

Date	6/21	6/28	7/5	7/12	7/19	7/26	8/2	8/9	8/16	8/23	8/30	9/6	9/13
Student Count	25	14	6	17	19	11	17	11	17	15	27	25	24

Total summer count *- 228

*These figures do not include children who remained in the sanctuary during the service or the youth.

WSUU Teaching Rotations for 2016-2017

<u>Date</u>			
9/18/16			
9/25/16			
10/2/16			
10/9/16	Chalice Chapel - 1		
10/16/16			
10/23/16			
10/30/16			
11/6/16	Daylight Savings Time		
11/13/16	Chalice Chapel - 2		
11/20/16			
11/27/16			
12/4/16			
12/11/16			
12/18/16	Multigenerational Service -- 1 Winter Break Dec. 19—Jan 2		
12/25/16	Christmas Day NO RE CLASSES		
1/1/17	New Year's Day Chalice Chapel - 3		
1/8/17			
1/15/17			
1/22/17			
1/29/17			
2/5/17			
2/12/17	Chalice Chapel - 4		
2/19/17			
2/26/17	Mid-Winter Break Feb. 21-26		
3/5/17			
3/12/17	Daylight Savings Time Multigenerational Service -- 2		
3/19/17			

3/26/17			
4/2/17			
4/9/17	Chalice Chapel – 5 Spring Break April 9-16		
4/16/17	EASTER		
4/23/17			
4/30/17			
5/7/17	(Youth Led Service today)		
5/14/17	Mother's Day Chalice Chapel -- 6		
5/21/17	(Youth Fundraiser BBQ Today)		
5/28/17	Memorial Day Weekend		
6/4/17	Last Day of Class Parties		
6/11/17	Multigenerational Service 3: RE Celebration Sunday		
6/18/17	Summer Program Begins Father's Day		

Westside Unitarian Universalist Cong
Treasurer's Report as of June 2016 fr
Wednesday, July 13, 2016

Account #	Account Name	Period Activity	YTD Balance	% of Budget YTD	Annual Budget	Annual Budget Remaining
GENERAL FUND INCOME						
Pledging						
4.100.100	Pledges - Current Year Income	28,009.18	28,009.18*	1,201	28,000.00	-9.18
4.100.105	Pledges - Additional One Time Gifts	0	0	0	0	0
4.100.110	Pledges - Prior Year Income	0	0	0	0	0
	Total Pledges	\$28,009.18	\$28,009.18*	1,201	\$28,000.00	(\$9.18)
Other Donations						
4.100.135	Give Big (Non-pledge gifts and stretch dollars)	0	0	0	0	0
4.100.140	Contributions - Sunday WSUU	1,416.65	1,416.65*	1,276	1,333.00	-83.65
4.100.150	Contributions Sunday Charities	765.67	765.67*	1,367	667	-98.67
4.100.155	Endowment Fund Transfers IN	0	0	0	0	0
4.100.160	Special Gifts & Appeals	76	76	0	0	-76
	Total Other Donations	\$2,258.32	\$2,258.32*	1,352	\$2,000.00	(\$258.32)
	Total Pledge and Other Donations	\$30,267.50	\$30,267.50*	1,211	\$30,000.00	(\$267.50)
Fund Raising						
4.100.245	Auction Income	0	0	0	0	0
4.100.247	Raise the Paddle Income	0	0	0	0	0
4.100.249	Art & Garden Show Income	0	0	0	0	0
4.100.250	Rummage & Book Sale Income	0	0	0	0	0
4.100.257	Misc. Fundraising Income	786.5	786.5	0	0	-786.5
	Total Fund Raising Income	\$786.50	\$786.50	0	\$0.00	(\$786.50)
Merchants Income						
4.100.200	PCC Scrip GF Income	797.01	797.01	0	0	-797.01
4.100.210	E Scrip GF Income	4.75	4.75	0	0	-4.75
4.100.211	Amazon Rebate Income	113.87	113.87*	1,265	110	-3.87
	Total Merchants Income	\$915.63	\$915.63*	10,174	\$110.00	(\$805.63)
Program and Misc Income						
4.100.220	Coffee Income	61	61	0	0	-61
4.100.221	Music Fund Transfers IN	0	0	0	0	0
4.100.222	Music Fundraising and Donations	733	733	0	0	-733
4.100.240	Interest Income	9.18	9.18	0	1	-8.18
4.100.241	Board Designated Fund Transfers to GF	2,495.06	2,495.06*	1,200	2,495.00	-0.06
4.100.242	Building Fund Transfer	0	0	0	0	0
4.100.251	Social & Envir. Justice Fundraising	0	0	0	0	0
4.100.255	Common Quest Income	0	0	0	0	0
4.100.258	RE Fund Transfers IN	1,310.00	1,310.00*	1,202	1,310.00	0

4.100.259	RE Fundraising & Donations	0	0	0	0	0	
4.100.260	OWL Registration Fees	0	0	0	0	0	
4.100.261	RE Youth Group Fund Transfers IN	0	0	0	0	0	
4.100.262	RE Youth Group Fundraising & Gifts	997	997.00*	3,988	300	-697	
4.100.263	OWL Fund Transfers IN	4,250.00	4,250.00	0	0	-4,250.00	
4.100.264	RE Coming of Age Program Fees	0	0	0	0	0	
4.100.265	Ministerial Intern Inc	0	0				
4.100.266	Help for Members Fund Transfers IN	0	0	0	0	0	
4.100.267	Minister Search Fund Transfers IN	832.55	832.55*	1,207	833	0.45	
4.100.268	Web Development Fund Transfers IN	600	600.00*	1,200	600	0	
	Total Program and Other Income	\$11,287.79	\$11,287.79*	2,449	\$5,539.00	(\$5,748.79)	
Rentals							
4.100.300	Cell Tower Rental & Elec Reimb True-up	1,137.78	1,137.78*	1,198	1,138.00	0.22	
4.100.302	Cell Tower Electricity Reimb True-up	0	0	0	0	0	
4.100.305	Rental Income - Single Events	0	0	0	250	250	
4.100.310	Leases Income- Pre School	2,606.00	2,606.00*	1,201	2,606.00	0	
4.100.311	Donations- Service Groups Meeting at WSUU	60	60.00*	462	150	90	
	Total Rental Income	\$3,803.78	\$3,803.78*	1,099	\$4,144.00	\$340.22	
	Total General Fund Income	\$47,061.20	\$47,061.20*	1,419	\$39,793.00	(\$7,268.20)	
GENERAL FUND EXPENSES							
Minister Position							
5.100.100	Minister Housing Allow Exp	2,500.00	2,500.00*	1,202	2,500.00	0	
5.100.101	Minister Salary Exp	4,334.00	4,334.00*	1,201	4,333.00	-1	
5.100.105	Minister Medical Ins Exp	0	0	0	0	0	
5.100.110	Minister Retirement Exp	0	0	0	683	683	
5.100.115	Minister-FICA Offset	522.76	522.76*	1,136	551	28.24	
	Total Minister Compensation	\$7,356.76	\$7,356.76*	1,095	\$8,067.00	\$710.24	
5.100.102	Interim Minister Moving Expenses	5,000.00	5,000.00	0	0	-5,000.00	
5.100.120	Minister's Sabbatical Exp	0	0	0	0	0	
5.100.125	Minister's Professional Exp	0	0	0	0	0	
5.100.128	Minister Search Expenses	335	335.00*	404	1,000.00	665	
5.100.130	Ministerial Intern Expense	0	0	0	0	0	
	Total Addition Minister Exp	\$5,335.00	\$5,335.00*	6,428	\$1,000.00	(\$4,335.00)	
	Total Cost of Minister Exp	\$12,691.76	\$12,691.76*	1,681	\$9,067.00	(\$3,624.76)	
Children and Youth RE Ministry							
5.100.150	RE Director Salary Exp Bud	4,700.00	4,700.00*	1,199	4,700.00	0	
5.100.155	RE Director Medical Ins Ex Bud	0	0				
5.100.158	RE Dir FICA SS Exp Bud	359.55	359.55*	1,199	360	0.45	
5.100.160	RE Director Retirement Exp	0	0	0	433	433	
	Total Cost of RE Director	\$5,059.55	\$5,059.55*	1,105	\$5,493.00	\$433.45	
5.100.165	RE Director Professional Exp	553.11	553.11	0	0	-553.11	

	Total Other RE Director Expenses	\$553.11	\$553.11	0	\$0.00	(\$553.11)
5.100.151	RE Youth Leadership Development Exp	0	0	0	0	0
5.100.152	RE OWL Leadership Development Exp	0	0	0	0	0
5.100.166	RE Leader Training Exp	0	0	0	0	0
5.100.167	RE Teacher Appreciation Exp	0	0	0	0	0
	Total RE Training Expense	\$0.00	\$0.00	0	\$0.00	\$0.00
5.100.161	RE Lead Youth Advisor	0	0	0	0	0
5.100.162	RE Story Time Toddler Teacher	0	0	0	0	0
5.100.163	RE Nursery Lead Teacher	0	0	0	160	160
5.100.164	RE Nursery Assistant	0	0	0	60	60
5.100.168	RE Teacher Support Coordinator	360	360.00*	2,769	150	-210
5.100.169	RE Summer Coordinator	0	0	0	0	0
5.100.170	Childcare Exp	325	325	0	0	-325
	Total RE Staff Expense	\$685.00	\$685.00*	2,210	\$370.00	(\$315.00)
5.100.131	RE OWL Programs	0	0	0	0	0
5.100.132	RE High School Youth Programs	129.53	129.53	0	0	-129.53
5.100.133	RE Middle School Youth Programs	0	0	0	0	0
5.100.134	RE Operational Exp	0	0	0	250	250
5.100.135	RE Scholarships	0	0	0	0	0
5.100.171	RE Program Support Exp	0	0	0	0	0
5.100.172	RE Curricula Expense	0	0	0	0	0
	Total RE Operational	\$129.53	\$129.53*	617	\$250.00	\$120.47
	Total RE Ministry Exp	\$6,427.19	\$6,427.19*	1,260	\$6,113.00	(\$314.19)
Music Ministry						
5.100.188	Music Dir Professional Exp	2,288.60	2,288.60*	1,144	2,400.00	111.4
	Total Music Director Other Expenses	\$2,288.60	\$2,288.60*	1,144	\$2,400.00	\$111.40
5.100.181	Music Dir Retirement Exp	0	0	0	282	282
5.100.185	Music Dir Sal Exp Bud	3,031.83	3,031.83*	1,184	3,072.00	40.17
5.100.186	Music Dir Medical Exp	0	0			
5.100.187	Music Dir FICA Exp	231.93	231.93*	1,160	235	3.07
	Total Music Director Compensation	\$5,552.36	\$5,552.36*	1,110	\$5,989.00	\$436.64
5.100.193	Chorale/Sunday Serv Pianist Exp	375	375.00*	1,210	375	0
5.100.195	Music Percussionist Exp	270	270.00*	3,375	90	-180
	Total Other Music Staff	\$645.00	\$645.00*	1,654	\$465.00	(\$180.00)
5.100.189	Music Equipment Maint Exp	0	0	0	0	0
5.100.191	Music Purchase Exp	25	25	0	0	-25
	Total Other Music Expenses	\$25.00	\$25.00	0	\$0.00	(\$25.00)
	Total Music Ministry Exp	\$6,222.36	\$6,222.36*	1,154	\$6,454.00	\$231.64
Administrative Staff Support						
5.100.175	Congr Administrator Medical Ins Exp	0	0			
5.100.176	Congr Administrator Sal Exp	2,340.00	2,340.00*	921	3,053.00	713

5.100.177	Congr Administrator FICA Exp	179.01	179.01*	895	234	54.99
5.100.179	Congr Administrator Retirement Exp	0	0	0	305	305
5.100.180	Bookkeeper Sal Exp Bud	507	507	0	0	-507
5.100.183	Bookkeeper FICA Exp	38.78	38.78	0	0	-38.78
	Total Administration Staff Exp	\$3,064.79	\$3,064.79*	1,025	\$3,592.00	\$527.21
5.100.216	Janitorial/Custodian Wages Exp	247.5	247.50*	825	360	112.5
	Total Other Support Staff	\$247.50	\$247.50*	825	\$360.00	\$112.50
Additional Employee Benefits						
5.100.178	Labor & Industries Ins Exp	0	0	0	0	0
5.100.182	Employee Assistance Prog Exp	0	0	0	0	0
5.100.184	Part time Empl FICA SS Exp	103.47	103.47*	2,069	56	-47.47
5.100.200	Group Term Life Insurance	0	0	0	0	0
5.100.205	Long-Term Disability Insurance	0	0	0	0	0
	Total Additional Employee Benefits Exp	\$103.47	\$103.47*	2,069	\$56.00	(\$47.47)
UU Organizations Dues Expense						
5.100.300	Partner Church Dues Exp Bud	0	0	0	0	0
5.100.310	UUSC Dues Exp Bud	0	0	0	0	0
5.100.320	UUA Dues Exp Bud	0	0	0	0	0
5.100.330	PNWD Dues Exp Bud	0	0	0	0	0
	Total UU Organizations Dues Exp	\$0.00	\$0.00	0	\$0.00	\$0.00
Operational Expenses						
5.100.450	Telephone/Cable/Internet	209.65	209.65*	1,165	212	2.35
5.100.460	Web Hosting Exp	4.51	4.51	0	0	-4.51
5.100.470	Web Maintenance Exp Bud	50	50	0	0	-50
5.100.475	Technology Management	51.49	51.49	0	0	-51.49
5.100.480	Office Expenses	268.86	268.86*	3,361	100	-168.86
5.100.481	Postage Exp Bud	0	0	0	0	0
5.100.482	Printing / Copying	0	0	0	400	400
5.100.483	Constant Contact Email Service	368.28	368.28*	1,188	369	0.72
5.100.484	Marketing and Advertising	0	0	0	0	0
5.100.485	Endowment Fund Transfers OUT	0	0	0	0	0
5.100.520	Banking & Credit Card Fees e.g.Vanco	269.28	269.28*	267	1,209.00	939.72
5.100.550	Liability Insurance Exp Bud	0	0	0	0	0
5.100.742	Memorial Expenses	0	0	0	0	0
5.100.900	Transfers to Operations Cash Reserve Fund	0	0	0	0	0
	Total Operational Exp	\$1,222.07	\$1,222.07*	640	\$2,290.00	\$1,067.93
Committees Expenses						
5.100.222	Coffee and Other Kitchen Exp	175.46	175.46*	4,387	50	-125.46
5.100.225	RE Fund Transfers OUT	0	0	0	0	0
5.100.227	RE Youth Group Fund Transfers OUT	0	0	0	0	0
5.100.229	OWL Fund Transfers OUT	0	0	0	0	0

5.100.303	Minister Search Fund Transfers OUT	0	0	0	0	0	
5.100.336	Help for Members Fund Transfers OUT	0	0	0	0	0	
5.100.710	Membership Exp Bud	0	0	0	0	0	
5.100.725	Worship Council Expense Budget	250	250.00*	1,190	250	0	
5.100.726	AV Tech Expense	480	480.00*	1,200	480	0	
5.100.727	AV Equipment & Maintenance	41.63	41.63	0	0	-41.63	
5.100.755	Orion Expense	0	0				
5.100.756	Social Action Expense	0	0	0	0	0	
5.100.757	Sunday Morning Contributions Given to Charity	1,206.91	1,206.91*	2,155	668	-538.91	
5.100.800	All Congr Social Events	776.9	776.9	0	0	-776.9	
5.100.829	Common Quest Exp	0	0	0	0	0	
	Total Committees Exp	\$2,930.90	\$2,930.90*	2,422	\$1,448.00	(\$1,482.90)	
Fundraising Expenses							
5.100.196	Music Council Fundraising Exps	0	0	0	0	0	
5.100.819	Raise the Paddle Purchase Exp-GF	0	0	0	0	0	
5.100.820	Auction Expense	0	0	0	0	0	
5.100.821	Rummage Sale Expense	0	0	0	0	0	
5.100.822	Canvass Expense	0	0	0	0	0	
5.100.823	Misc. Fundraising Exp Bud	0	0	0	0	0	
5.100.825	Art and Garden Show Expense	0	0	0	0	0	
	Total Fundraising Exp	\$0.00	\$0.00	0	\$0.00	\$0.00	
Rentals Expenses							
5.100.305	Facilities Rental Exp - single events	180	180.00*	2,000	105	-75	
	Total Rentals Exp	\$180.00	\$180.00*	2,000	\$105.00	(\$75.00)	
Facility Expenses							
5.100.452	Security Alarm System	0	0	0	0	0	
5.100.453	Electricity - SCL	0	0	0	1,210.00	1,210.00	
5.100.454	Water/Sewer - SPU	437.9	437.90*	1,327	400	-37.9	
5.100.455	Waste/Recycling/Green	141.92	141.92*	835	200	58.08	
5.100.456	Gas - PSE	136.11	136.11*	544	300	163.89	
	Total Utility Expenses	\$715.93	\$715.93*	407	\$2,110.00	\$1,394.07	
5.100.650	Loan Debt Service - UUA	3,387.44	3,387.44*	1,201	3,388.00	0.56	
5.100.655	Loan Debt Service - PNW Growth Foundation Exp	659.96	659.96*	1,200	660	0.04	
	Total Loan Expenses	\$4,047.40	\$4,047.40*	1,201	\$4,048.00	\$0.60	
5.100.457	Annual City/County/State Fees	0	0	0	0	0	
	Total City/County Fees	\$0.00	\$0.00	0	\$0.00	\$0.00	
5.100.451	Janitorial Supplies	172.17	172.17*	1,324	150	-22.17	
5.100.458	Landscaping Exp	0	0	0	0	0	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	16.9	16.90*	169	125	108.1	
5.100.461	Building Capital Reserve Exp-GF	0	0	0	0	0	
	Total Repair and Maintenance	\$189.07	\$189.07*	822	\$275.00	\$85.93	

	Total Facility Exp	\$4,952.40	\$4,952.40*	924	\$6,433.00	\$1,480.60
	Total General Fund Expenses	\$38,042.44	\$38,042.44*	1,270	\$35,918.00	(\$2,124.44)
Difference		\$9,018.76	\$9,018.76		\$3,875.00	

* = Income/Expense exceeds amount

Westside Unitarian Universalist Congre
Balance Sheet as of June 30, 2016
Wednesday, July 13, 2016

Account #	Account Name	YTD Balance	Period Activity
Assets			
1.200.105	Elevator Savings Account Umpqua #5261	26,780.99	3,001.11
	Total Building Fund	\$26,780.99	\$3,001.11
1.100.900	Church Building & Land	1,031,624.47	0
1.100.990	UUA Loan Costs	8,525.00	0
	Total Fixed Assets	\$1,040,149.47	\$0.00
1.100.501	eTrade Investment/Stock	0	0
1.900.100	Vanco/Payroll	12,072.71	-329.19
	Total Other Assets	\$12,072.71	(\$329.19)
1.100.300	Umpqua General Fund Checking #2045	28,357.68	-19,495.24
1.100.400	Umpqua General Fund Savings #2060	7,104.88	0.18
1.100.800	Petty Cash	200	0
1.200.103	Umpqua Bldg Fund Checking #2052	13,952.59	0
1.200.104	Umpqua Bldg Fund Savings #2078	71,968.16	1.78
	Total Assets	\$1,200,586.48	(\$16,821.36)
Liabilities			
2.000.000	Accounts Payable/Vendors	0	0
2.100.001	Unitarian Universalist Association	488,097.85	0
2.100.002	PNW Unitarian Universalist Growth Foundation	79,654.36	0
2.100.100	Pre-Paid Pledges	0	-10,075.00
2.100.110	IRS (941 Taxes payable)	3,497.90	-21.38
2.100.120	Contingency Budget Prepays	0	-3,000.00
2.100.150	TIAA Cref- (Voluntary Retirement Payable)	0	0
2.900.100	Preschool Damage Deposit	1,600.00	0
2.900.110	Damage Deposit-Refundable	0	0
	Total Liabilities	\$572,850.11	(\$13,096.38)
Fund Balance			
3.100.100	General Fund FB	504,649.37	9,018.76
3.200.100	Building Fund FB	84,930.33	2.89
3.201.100	Elevator Fund Balance	27,771.41	0
3.202.100	Building Maintenance/Janitorial Fund Balance	1,000.00	0
3.301.100	Minister's Sabbatical FB	0	0
3.302.100	Minister's Discretion FB	404.03	0
3.303.100	Minister Search Fund Balance	0	-832.55
3.304.100	Gifts to be Designated by Board FB	0	0
3.305.100	Memorial Donations FB	0	-2,000.93
3.310.100	Conference Scholarship FB	299.01	-946.4
3.321.100	Miscellaneous Grants	199.75	0
3.336.100	Financial Help for Members	957.04	0
3.345.100	Hymnals FB	98.71	0
3.348.100	Directories Fund Balance	0	178.7
3.350.100	Music FB	-18	-755.47
3.355.100	WSUU Sponsored Events Balance	760	455
3.360.100	Youth Group FB	1,810.64	0
3.370.100	OWL Fund Balance	715.1	-4,250.00
3.380.100	Religious Ed Misc FB	120	-2,012.15
3.381.100	DRE Search Fund Balance	0	-1,310.00

3.385.100	RE Raise the Paddle FB	114.34	0
3.390.100	Art and Aesthetics Fund Balance	2,929.50	0
3.395.100	Orion Fund Balance	0	0
3.400.100	Endowment FB	55	0
3.405.100	Little Free Library Balance	40	0
3.500.100	PCC Card FB	429.74	0
3.600.100	Website Development Balance	0	-600
3.800.100	Charitable Giving FB	0	0
3.805.100	Food Bank FB	0	0
3.815.100	Partner Church FB	100	0
3.835.100	Community Meal Trust Fund Balance	370.4	-672.83
	Total Fund Balance	\$627,736.37	(\$3,724.98)
	Total Liabilities and Fund Balance	\$1,200,586.48	(\$16,821.36)

Negotiating Committee

Purpose: Prepare a draft of the ministry agreement (contract) into which the congregation and minister will eventually enter.

Committee members: three members: MST Treasurer, at least one board member, one other. Cautioned against lawyer and accountants. It's relational.

Products: the draft agreement, which will include the compensation package (as shown in our budget: salary, housing, benefits, pension, vacation, professional expenses, et cetera). The expectation is that the compensation package will reflect Fair Compensation.

The draft agreement will become part of the congregational (web) packet.

UUA has a model contract. Differences from that template require explanation to UUA.

UUA has a compensation consultant (Diane Brinson, formerly PNWD, probably Western Region now) who is available for advice to Negotiating Committee and Board as needed.