

MINUTES
MEETING OF THE BOARD OF TRUSTEES OF
WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION
DECEMBER 21, 2016

ATTENDING: Tracy Burrows, Judi Finney, Sue Holly, Jill Jackson, Allan Lang, and Jean Mendel.
GUESTS: Shannon Day, Rev. Alex Holt, and Paula van Haagen. NOT IN ATTENDANCE: Michael Franzen.

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

APPROVAL OF MINUTES: Jean moved to accept the minutes from the November 16th board meeting, and Judi seconded. Unanimously approved. Sue will send final minutes and reports to Shannon for posting on the website and bulletin board.

INTERIM MINISTER'S REPORT: *See report attached.*

- ◆ Alex has been speaking to people who are considering WSUU for the minister position, and is glad to see interest.
- ◆ Updated us that we will be doing another public check-in around the time of the inauguration, like we did around the election.
- ◆ Will have a report for us next month re: the stewardship campaign recommendations/plans.

MINISTERIAL SEARCH TEAM REPORT:

- ◆ Paula said we are very close to the web packet going to the UUA. On January 2nd anyone interested in our congregational record will have access, and we will get information from interested people. The MST will meet for a mini-retreat on 1/7. They have developed a review template to capture comments and evaluate candidates. By 2/6-7 they hope to have candidates narrowed down to the ones we want to hear in neutral pulpits. In early April they will rank candidates.
- ◆ Alex recommended “meeting” with candidates via Skype or other video conferencing rather than just a phone call, so you can see candidates, which gives a better feel for them.
- ◆ Shannon suggested an update to the congregation on the website; Paula said that’s the plan, ASAP.

ADMINISTRATOR'S REPORT: We discussed the heater fire mentioned in the attached report, and the Board decided to approve replacement of all heaters in the building so we can avoid this problem again. We will stagger replacement to space out the cost. *See report attached.*

DRE'S REPORT: *See report attached.*

TREASURER'S REPORT: *See report attached.*

- ◆ Shannon suggested that our budget should not be made so sophisticated in the future that we need a financial analyst to interpret – should be understandable by volunteers.
- ◆ Alex wants to discuss the discretionary and member need fund next month.
- ◆ Discussion about backing up of staff computers. Judi will ask her husband, Steve, to talk with Shannon re: backup options. We will discuss computers further after Steve and Shannon talk.

UPCOMING CALENDAR ITEMS/MID-YEAR CONGREGATIONAL CHECK-IN:

- ◆ The mid-year “state of the union” budget report will be on January 29th. We should include the search committee, discuss the changes in the worship council, minister and treasurers reports and building issues.
- ◆ Judi will get an update re: LOLA. Tracy will recruit Michael to help with the ask for the “raise the paddle” for the operating budget.

BOARD GOALS TIMELINES:

- ◆ Jill and Nicki still haven't had a chance to get together re: communications. Shannon said we should have the new website up and running by January. Jill is an admin on the Facebook page and puts up events, which is very helpful.
- ◆ Judi said Helping Hands (care team) is set up for meals and pays attention to joys and sorrows to ask if help is needed. Will respond to needs as they come in.

THANK YOU NOTES: Done.

There being no further business, we adjourned at 8:35 p.m.

Next regular meeting of the Board will be on January 18, 2016 at 7:00 p.m. at WSUU in the Admin Office.

Sue Holly, Secretary

INTERIM MINISTER'S REPORT TO BOARD OF TRUSTEES

December 16, 2016

1. The Finance Committee reviewed the question of whether a cell phone purchased out of professional expenses to help Cynthia with her work was to be owned by the congregation or not. The question arose because equipment purchased from an employee's professional expenses fund is considered church property. The church can choose to release such property to the employee in writing. Cynthia has been paying the monthly costs of the smartphone. What we agreed to do was to give the smartphone to Cynthia as her property and with the understanding she will continue to pay the monthly costs herself. This will be in line with what Bert, Shannon and I do with our own personal smartphones. A phrase will be added to the employee manual explaining that professional employees are expected to have their own personal smartphones for both personal and business use. It is possible that in the future employees *may* ask for reimbursement of a portion of monthly cell phone costs but that should be a future separate line item in the church budgets. The decision to give Cynthia the phone will mean that all professional staff at Westside have their own phones and clear expectations that they pay for the costs of the phone. No board action necessary.
2. The Worship Council will tentatively have a mini-retreat on February 11 in the sanctuary to support new members of the Worship Council and to explore 'what if's' in Sunday services such as sudden illness of someone in the audience, dealing with a disruptive individual, working with the interface of AV and the service itself, etc. This will be the first retreat after Mark's retirement from the Worship Council. He will end his tenure on the Worship Council on January 1 and in appreciation has been given a gift of an antique Imari bowl.
3. The Stewardship team met last week (co-chairs Mark Wainwright and Alan Mendel, myself, and John Monahan. Viveca Monahan was at another meeting) and we came up with a tentative plan for a campaign. It will not be a one-on-one campaign though there will undoubtedly be one-on-one conversations. The tentative plan is to have a gathering for major funders as well as a catered dinner for the whole congregation. More information next month when the Stewardship team gives the board a report on its initial plans.

4. Bert, Cynthia and I have worked on the various holiday services and cut down on some of the extra elements that made the services longer than normal. Christmas Day Sunday and New Year's Day Sunday will be informal services with no music, RE, childcare, refreshments (though the latter may happen) and all staff other than myself will be with their families and not having to work. No OOS means that Shannon will not have to prepare programs for two Sundays.
5. I expect that interest in Westside as a sanctuary for liberal religious people will result in more visitors through the winter and spring months due to American political and cultural climate.
6. We plan one or two "Concerns and Hopes" informal gatherings in January around the time of the Inauguration for people at Westside. These gatherings will be similar in tone to the one we held after Election Day. Members of the Transition Team and the Pastoral Associates Team will be at the meeting or meetings as support.
7. As of the date of this report there are 11 ministers who have expressed interest in Westside UU as a future settlement. That's an excellent number and only those congregations in the 300-600-member range (Vancouver and Eastshore for example) have more colleagues expressing interest. I will have spoken to five people by the time the board meets next week).
8. Personally, I don't plan to take any time off until spring though my 'off' weekend will be at the end of January for Debra's birthday. This is a good spot to note that full time ministers are expected to be 'on' for their 3 speaking Sundays each month and normally will have one weekend off monthly for family, respite, or travel time.
9. A very special thanks to Soph for patient and seemingly endless work on the furnace problem. A company was able to locate the essential parts and now the furnace is working well. Soph did many hours of work to at least restore the furnace to a place where the sanctuary could be heated.
10. Staff evaluations will take place in January. I expect no surprises.

Respectfully submitted,

Rev. Alex Holt, AIM

Administrator Report to Board December 2016

Greetings and happy holidays to you all. November was an eventful month around the building as you can read below. I'm very grateful at this year-end for my wonderful co-workers, volunteers, and for all of you doing the hard work of overseeing our community. I'm also very grateful that Alex has decided to have informal services on Christmas and New Year's Day thus giving the staff a week off from regular service preparation. Bert and Cynthia will take a vacation week and I will be in the office fewer days.

1. **Membership**– We had another lovely new member welcoming ceremony in November. After adding new members (Kerry Jones, Jim and Lynne Schlough, Sandra Niman, David Hart, Neve Bianco and Tony Ricardi, and Marco and Christine Deppe) and doing some clean up on our list for those who have moved on/passed (Eli Briedford, Karin Cumming, Wayne Fulkerson, Mike and Myrta Ladich, Laura Matson, Steve Becker and Mia Shaughnessy) our membership is steady at 214.
2. **Rentals** – Exciting news in the ongoing rentals area. Bert is in discussion with 2 choirs (one non-profit) to use our sanctuary for rehearsals two nights a week. This could become a nice source of extra income. The rental rate is yet to be negotiated. They weren't paying anything for their last space. Bert's brother John runs one of the choirs and John Hansen our pianist plays for the jazz choir so we have good connections to them. Bert meets with them this week to see if the space meets their needs. They would require some storage space for their PA and sound board but I think we can accommodate this with our new capacity in the alley storage where we will move our holiday decorations and tree – freeing up space in the stairwell storage on the east end of the building. All is well with Sweet Pea.
3. **Westside hosting great community events** – The community forum in early December went well. One of the groups that was birthed from that meeting, The West Seattle Neighborhood Action Committee is looking for free space for their meetings. I'm working with them to see if we can accommodate them. Hopefully some of our members will participate and be able to host.
4. **The Furnace** – is finally repaired. It was quite a saga. The first outfit we had look at it, PSF came three times for several hours and never did come up with parts for the repair. McKinstry was called up by Soph when we weren't getting results from PSF. They had a man out very quickly and repairs done by the end of the day. Still waiting to get all the invoices. We will be negotiating with PSF if they charge us for all the time they spent...
5. **Website** – the website is very near to being ready to launch. We are thinking early January at this point.
6. **Small Fire in Admin Office** – as if dealing with the scary overheating furnace hasn't been enough fun, I had a small fire erupt behind me a few weeks ago from my wall heater. There was an electrical short. Luckily there was a fire extinguisher in the office and I was able to put out the flames very quickly. Not fun. Got it all cleaned up and Charlie Wilson came down to make sure with was shut down from the electrical panel. Charlie also purchased a new unit and had it installed by the time I came in on Monday. I am very grateful. This incident makes me quite worried about all the other electric wall heaters throughout the building. I'm doing rounds making sure they are all shut off before I go Mon – Thurs but we are reliant on others to remember to shut them down in the evenings and on weekends. I have added signage to help jog memories.

In Community,

Shannon

As of: **Wednesday, November 30, 2016**

BANK ACCOUNT BALANCES	Current Mo.	Prior Mo.	Change
Operations Checking #2045	\$ 34,826.80	\$ 40,274.36	\$ (5,447.56)
Operations Savings #2060	7,105.77	7,105.60	0.17
Funds for Operations	\$ 41,932.57	\$ 47,379.96	\$ (5,447.39)
Building Fund Checking #2052	\$ 12,410.00	\$ 13,632.59	\$ (1,222.59)
Building Fund Savings #2078	\$ 78,740.19	\$ 78,738.25	\$ 1.94
Elevator Fund Savings #5261	33,787.18	30,785.85	3,001.33
Building Funds	\$ 124,937.37	\$ 123,156.69	\$ 1,780.68

BUDGET SUMMARY	% thru Year:			
	YTD	YTD Budget	%	Over/(Under)
Income				
Pledges	\$ 185,403	\$ 142,431	130%	\$ 42,972
Other Donations	24,234	15,969	152%	8,265
Fundraising	2,950	28,615	10%	(25,665)
Merchants Income	1,789	2,031	88%	(242)
Program & Misc Income	21,979	9,680	227%	12,299
Rentals	23,833	26,154	91%	(2,321)
Total Income	\$ 260,187	\$ 224,880	116%	\$ 35,308
Expenses				
Ministry	\$ 69,898	\$ 62,076	113%	\$ (7,822)
Religious Exploration	38,926	40,272	97%	1,346
Music	32,614	28,086	116%	(4,528)
Admin Staff Support	23,599	23,932	99%	333
Add'l Employee Benefits	1,499	1,495	100%	(3)
Dues	6,142	6,526	94%	384
Operations	10,140	11,851	86%	1,712
Committees	10,315	9,319	111%	(996)
Fundraising	1,525	4,269	36%	2,744
Rental Expenses	335	372	90%	37
Utilities	9,918	9,102	109%	(817)
Loans	24,284	24,285	100%	1
Fees	984	946	104%	(38)
Repair & Maintenance	3,017	2,348	128%	(669)
Total Expenses	\$ 233,196	\$ 224,880	104%	\$ (8,316)
Overall YTD Results vs. Budget:	Ahead -->			\$ 26,992

BALANCE SHEET REPORT	
Assets	
Church Building & Land (book value)	\$ 1,031,624
Cash - Operations Funds	42,133
Cash - Building Funds	124,937
Other Assets	25,624
Total Assets	\$ 1,224,318
Liabilities	
Loan to UUA	\$ 488,098
Loan to Pacific Northwest Growth Fdtn	79,654
Other Current Liabilities	5,400
Dedicated Fund Balances	10,369
Total Liabilities	\$ 583,521
Congregational Equity	
Beginning of FY Equity	608,329
YTD Change in Equity	32,468

13-Month Detailed Treasurer's Report

As of: **Wednesday, November 30, 2016**

% Thru Year: **46%**

Account #	Account Name	Curr Mo Activity	YTD Balance	13-Mo Budget	Bgt Remaining	YTD %ofBgt	Over Budget	Notes
GENERAL FUND INCOME								
Pledging								
4.100.100	Pledges - Current Year Income	19,234.63	180,502.93	305,000.00	124,497.07	59%	-	- Monthly avg to meet budget: \$18,500
4.100.105	Pledges - Additional One Time Gifts	-	-	-	-	-	-	
4.100.110	Pledges - Prior Year Income	-	4,900.00	3,600.00	-	136%	1,300.00	
	Total Pledges	19,234.63	185,402.93	308,600.00	123,197.07	60%	1,300.00	
Other Donations								
4.100.135	Give Big (Non-pledge gifts and stretch dollars)	-	5,875.00	6,300.00	425.00	93%	-	
4.100.140	Contributions - Sunday WSUU	1,666.43	7,582.49	17,333.00	9,750.51	44%	-	
4.100.150	Contributions Sunday Charities	23.22	2,554.05	8,667.00	6,112.95	29%	-	- Nov. plate collection to Min. Disc. Fund
4.100.155	Endowment Fund Transfers IN	-	-	-	-	-	-	
4.100.160	Special Gifts & Appeals	-	8,222.84	2,300.00	-	358%	5,922.84	
	Total Other Donations	1,689.65	24,234.38	34,600.00	10,365.62	70%	5,922.84	
	Total Pledge and Other Donations	\$ 20,924.28	\$ 209,637.31	\$ 343,200.00	\$ 133,562.69	61%	\$ 7,222.84	
Fund Raising								
4.100.245	Auction Income	-	-	42,000.00	42,000.00	0%	-	
4.100.247	Raise the Paddle Income	-	-	12,000.00	12,000.00	0%	-	
4.100.249	Art & Garden Show Income	-	-	6,500.00	6,500.00	0%	-	
4.100.250	Rummage & Book Sale Income	-	2,660.00	1,000.00	-	266%	1,660.00	
4.100.257	Misc. Fundraising Income	-	290.00	500.00	210.00	58%	-	
	Total Fund Raising Income	-	2,950.00	62,000.00	59,050.00	5%	1,660.00	
Merchants Income								
4.100.200	PCC Scrip GF Income	-	797.01	2,000.00	1,202.99	40%	-	
4.100.210	E Scrip GF Income	2.81	20.96	200.00	179.04	10%	-	
4.100.211	Amazon Rebate Income	238.27	970.57	2,200.00	1,229.43	44%	-	- Good month; remind members!
	Total Merchants Income	241.08	1,788.54	4,400.00	2,611.46	41%	-	
Program and Misc Income								
4.100.220	Coffee Income	40.74	319.35	1,275.00	955.65	25%	-	
4.100.221	Music Fund Transfers IN	-	732.47	-	-	-	732.47	
4.100.222	Music Fundraising and Donations	963.00	1,749.50	4,500.00	2,750.50	39%	-	- \$200 Wayne F, \$200 Nzira, \$563 pie sale
4.100.223	Music Programs Income	-	2,694.75	-	-	-	2,694.75	
4.100.240	Interest Income	0.17	9.89	10.00	0.11	99%	-	
4.100.241	Board Designated Fund Transfers to GF	-	2,495.06	2,495.00	-	100%	0.06	
4.100.242	Building Fund Transfer IN	-	-	-	-	-	-	
4.100.251	Social & Envir. Justice Fundraising	-	-	500.00	500.00	0%	-	
4.100.255	Common Quest Income	66.00	227.00	500.00	273.00	45%	-	
4.100.258	RE Fund Transfers IN	-	1,294.50	1,310.00	15.50	99%	-	
4.100.259	RE Fundraising & Donations	525.00	1,943.00	1,500.00	-	130%	443.00	- Soup lunch
4.100.260	OWL Registration Fees	-	-	-	-	-	-	
4.100.261	RE Youth Group Fund Transfers IN	-	2,518.11	-	-	-	2,518.11	
4.100.262	RE Youth Group Fundraising & Gifts	1,074.00	2,312.46	2,450.00	137.54	94%	-	- total greens income \$1748
4.100.263	OWL Fund Transfers IN	-	4,250.00	4,250.00	-	100%	-	
4.100.264	RE Coming of Age Program Fees	-	-	750.00	750.00	0%	-	

13-Month Detailed Treasurer's Report

As of: **Wednesday, November 30, 2016**

% Thru Year: **46%**

Account #	Account Name	Curr Mo Activity	YTD Balance	13-Mo Budget	Bgt Remaining	YTD %ofBgt	Over Budget	Notes
4.100.265	Ministerial Intern Inc	-	-	-	-	-	-	
4.100.266	Help for Members Fund Transfers IN	-	-	-	-	-	-	
4.100.267	Minister Search Fund Transfers IN	-	832.55	833.00	0.45	100%	-	
4.100.268	Web Development Fund Transfers IN	-	600.00	600.00	-	100%	-	- New Website (see 5.100.470)
4.100.270	Building Maintenance/Janitorial transfer IN	-	-	-	-	-	-	
Total Program and Other Income		2,668.91	21,978.64	20,973.00	-	105%	6,388.39	
Rentals								
4.100.300	Cell Tower Rental & Elec Reimb True-up	1,137.78	6,826.68	14,794.00	7,967.32	46%	-	
4.100.302	Cell Tower Electricity Reimb True-up	-	-	344.00	344.00	0%	-	
4.100.305	Rental Income - Single Events	-	655.00	5,500.00	4,845.00	12%	-	- nov. pmts recorded in Oct
4.100.310	Leases Income- Pre School	2,606.00	15,636.00	33,878.00	18,242.00	46%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	-	715.00	2,150.00	1,435.00	33%	-	
Total Rental Income		3,743.78	23,832.68	56,666.00	32,833.32	42%	-	
TOTAL GENERAL FUND INCOME		\$ 27,578.05	\$ 260,187.17	\$ 487,239.00	\$ 227,051.83	53%	\$ 15,271.23	

GENERAL FUND EXPENSES

Minister Position

5.100.100	Minister Housing Allow Exp	3,000.00	16,500.00	32,500.00	16,000.00	51%	-	
5.100.101	Minister Salary Exp	4,004.17	25,014.51	61,920.00	36,905.49	40%	-	
5.100.105	Minister Medical Ins Exp	-	1,275.65	-	-	-	1,275.65	
5.100.106	Minister Group Term Life Ins	174.70	174.70	350.00	175.30	50%	-	
5.100.107	Minister Long Term Disability Ins	350.00	350.00	707.00	357.00	50%	-	
5.100.110	Minister Retirement Exp	1,400.82	4,167.64	9,066.00	4,898.36	46%	-	- two month's of payment
5.100.115	Minister-FICA Offset	378.68	2,704.32	7,306.00	4,601.68	37%	-	
Total Minister Compensation		9,308.37	50,186.82	111,849.00	61,662.18	45%	1,275.65	
5.100.102	Interim Minister Moving Expenses	-	5,449.68	6,300.00	850.32	87%	-	
5.100.120	Minister's Sabbatical Exp	-	-	-	-	-	-	
5.100.125	Minister's Professional Exp	934.00	3,761.56	5,850.00	2,088.44	64%	-	- Temple bell
5.100.128	Minister Search Expenses	-	10,500.00	10,500.00	-	100%	-	
5.100.130	Ministerial Intern Expense	-	-	-	-	-	-	
5.100.303	Minister Search Fund Transfers OUT	-	-	-	-	-	-	
Total Additional Minister Exp		934.00	19,711.24	22,650.00	2,938.76	87%	-	
Total Cost of Minister Exp		\$ 10,242.37	\$ 69,898.06	\$ 134,499.00	\$ 64,600.94	52%	\$ 1,275.65	

Children and Youth RE Ministry

5.100.150	RE Director Salary Exp Bud	4,950.00	29,450.00	64,100.00	34,650.00	46%	-	
5.100.155	RE Director Medical Ins Ex Bud	-	-	-	-	-	-	
5.100.158	RE Dir FICA SS Exp Bud	378.68	2,252.95	4,912.00	2,659.05	46%	-	
5.100.160	RE Director Retirement Exp	-	458.33	433.00	-	106%	25.33	
Total RE Director Compensation		5,328.68	32,161.28	69,445.00	37,283.72	46%	25.33	
5.100.165	RE Director Professional Exp	-	1,750.87	3,500.00	1,749.13	50%	-	
Total RE Director Other Expenses		-	1,750.87	3,500.00	1,749.13	50%	-	
5.100.161	RE Lead Youth Advisor	-	-	-	-	-	-	
5.100.162	RE Story Time Toddler Teacher	-	-	-	-	-	-	
5.100.163	RE Nursery Lead Teacher	260.00	1,030.00	2,240.00	1,210.00	46%	-	

13-Month Detailed Treasurer's Report

As of: **Wednesday, November 30, 2016**

% Thru Year: **46%**

Account #	Account Name	Curr Mo Activity	YTD Balance	13-Mo Budget	Bgt Remaining	YTD %ofBgt	Over Budget	Notes
5.100.164	RE Nursery Assistant	75.00	646.13	1,450.00	803.87	45%	-	
5.100.168	RE Teacher Support Coordinator	495.00	1,358.00	3,930.00	2,572.00	35%	-	
5.100.169	RE Summer Coordinator	-	-	-	-	-	-	
5.100.170	Childcare Exp	30.00	92.50	840.00	747.50	11%	-	
	Total RE Staff Exp	860.00	3,126.63	8,460.00	5,333.37	37%	-	
5.100.151	RE Youth Leadership Development Exp	-	-	-	-	-	-	
5.100.152	RE OWL Leadership Development Exp	-	-	1,750.00	1,750.00	0%	-	
5.100.166	RE Leader Training Exp	-	-	-	-	-	-	
5.100.167	RE Teacher Appreciation Exp	-	-	-	-	-	-	
	Total RE Training Expense	-	-	1,750.00	1,750.00	0%	-	
5.100.131	RE OWL Programs	-	-	-	-	-	-	
5.100.132	RE High School Youth Programs	1,161.50	1,316.03	750.00	-	175%	566.03	- Alpine Farms for Greens (net \$626)
5.100.133	RE Middle School Youth Programs	-	-	-	-	-	-	
5.100.134	RE Operational Exp	-	542.51	3,350.00	2,807.49	16%	-	
5.100.135	RE Scholarships	-	-	-	-	-	-	
5.100.171	RE Program Support Exp	-	-	-	-	-	-	
5.100.172	RE Curricula Expense	-	28.18	-	-	-	28.18	
5.100.225	RE Fund Transfers OUT	-	-	-	-	-	-	
5.100.227	RE Youth Group Fund Transfers OUT	-	-	-	-	-	-	
5.100.229	OWL Fund Transfers OUT	-	-	-	-	-	-	
	Total RE Operations	1,161.50	1,886.72	4,100.00	2,213.28	46%	594.21	
	Total RE Ministry Exp	\$ 7,350.18	\$ 38,925.50	\$ 87,255.00	\$ 48,329.50	45%	\$ 619.54	

Music Ministry

5.100.185	Music Dir Sal Exp Bud	3,071.70	18,390.33	39,932.00	21,541.67	46%	-	
5.100.186	Music Dir Medical Exp	-	-	-	-	-	-	
5.100.187	Music Dir Retirement Exp	564.84	1,694.52	3,671.00	1,976.48	46%	-	- two month's of payment
5.100.188	Music Dir FICA Exp	234.99	1,406.88	3,055.00	1,648.12	46%	-	
	Total Music Director Compensation	3,871.53	21,491.73	46,658.00	25,166.27	46%	-	
5.100.190	Music Dir Professional Exp	-	3,410.96	3,300.00	-	103%	110.96	
	Total Music Director Other Expenses	-	3,410.96	3,300.00	-	103%	110.96	
5.100.193	Chorale/Sunday Serv Pianist Exp	545.00	2,775.00	6,865.00	4,090.00	40%	-	
5.100.195	Music Percussionist Exp	270.00	1,530.00	3,030.00	1,500.00	50%	-	
	Total Other Music Staff	815.00	4,305.00	9,895.00	5,590.00	44%	-	
5.100.191	Music Purchase Exp	76.94	461.18	600.00	138.82	77%	-	- sheet music purchased
5.100.192	Music Equipment Maint Exp	-	180.00	400.00	220.00	45%	-	
5.100.194	Music Programs Expense	-	2,765.25	-	-	-	2,765.25	
	Total Other Music Expenses	76.94	3,406.43	1,000.00	358.82	341%	2,765.25	
	Total Music Ministry Exp	\$ 4,763.47	\$ 32,614.12	\$ 60,853.00	\$ 28,238.88	54%	\$ 2,876.21	

Administrative Staff Support

5.100.174	Congr Administrator Sal Exp	3,110.64	17,896.32	39,689.00	21,792.68	45%	-	
5.100.175	Congr Administrator Medical Ins Exp	-	-	-	-	-	-	
5.100.176	Congr Administrator Retirement Exp	610.60	1,837.75	3,969.00	2,131.25	46%	-	- two month's of payment
5.100.177	Congr Administrator FICA Exp	237.96	1,369.06	3,064.00	1,694.94	45%	-	

13-Month Detailed Treasurer's Report

As of: **Wednesday, November 30, 2016**

% Thru Year: **46%**

Account #	Account Name	Curr Mo Activity	YTD Balance	13-Mo Budget	Bgt Remaining	YTD %ofBgt	Over Budget	Notes
5.100.180	Bookkeeper Sal Exp Bud	-	507.00	-	-		507.00	
5.100.183	Bookkeeper FICA Exp	-	38.78	-	-		38.78	
	Total Administration Staff Exp	3,959.20	21,648.91	46,722.00	25,073.09	46%	545.78	
5.100.216	Janitorial/Custodian Wages Exp	457.50	1,950.00	5,130.00	3,180.00	38%	-	
	Total Other Support Staff	457.50	1,950.00	5,130.00	3,180.00	38%	-	
Additional Employee Benefits								
5.100.178	Labor & Industries Ins Exp	-	1,064.35	2,200.00	1,135.65	48%	-	
5.100.182	Employee Assistance Prog Exp	-	-	-	-		-	
5.100.184	Part time Empl FICA SS Exp	100.81	434.30	1,040.00	605.70	42%	-	
5.100.200	Group Term Life Insurance	-	-	-	-		-	
5.100.205	Long-Term Disability Insurance	-	-	-	-		-	
	Total Additional Employee Benefits Exp	100.81	1,498.65	3,240.00	1,741.35	46%	-	
UU Organizations Dues Expense								
5.100.300	Partner Church Dues Exp Bud	-	150.00	150.00	-	100%	-	
5.100.310	UUSC Dues Exp Bud	-	-	250.00	250.00	0%	-	
5.100.320	UUA Dues Exp Bud	-	3,210.00	9,586.00	6,376.00	33%	-	
5.100.330	PNWD Dues Exp Bud	-	2,782.00	4,154.00	1,372.00	67%	-	- 1/2 ann. dues; paying 1/2-rate last six mths
	Total UU Organizations Dues Exp	-	6,142.00	14,140.00	7,998.00	43%	-	
Operational Expenses								
5.100.450	Telephone/Cable/Internet	209.60	1,257.80	2,469.00	1,211.20	51%	-	
5.100.460	Web Hosting Exp	-	105.12	210.00	104.88	50%	-	
5.100.470	Web Maintenance Exp Bud	-	711.00	200.00	-	356%	511.00	
5.100.475	Technology Management	-	51.49	949.00	897.51	5%	-	
5.100.480	Office Expenses	88.89	592.09	1,600.00	1,007.91	37%	-	- pens for pews, copier paper
5.100.481	Postage Exp Bud	-	141.00	500.00	359.00	28%	-	
5.100.482	Printing / Copying	1,004.83	2,561.52	5,681.00	3,119.48	45%	-	- two months plus color copy pmt for 6 mo
5.100.483	Constant Contact Email Service	-	368.28	369.00	0.72	100%	-	
5.100.484	Marketing and Advertising	-	49.00	-	-		49.00	
5.100.485	Endowment Fund Transfers OUT	-	-	-	-		-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	240.99	1,711.85	5,500.00	3,788.15	31%	-	
5.100.550	Liability Insurance Exp Bud	-	2,590.50	8,200.00	5,609.50	32%	-	
5.100.742	Memorial Expenses	-	-	-	-		-	
5.100.900	Transfers to Operations Cash Reserve Fund	-	-	-	-		-	
	Total Operational Exp	1,544.31	10,139.65	25,678.00	15,538.35	39%	560.00	
Committees Expenses								
5.100.222	Coffee and Other Kitchen Exp	139.85	595.01	1,400.00	804.99	43%	-	- coffee
5.100.336	Help for Members Fund Transfers OUT	-	-	-	-		-	
5.100.710	Membership Exp Bud	-	-	-	-		-	
5.100.725	Worship Council Expense Budget	-	2,627.68	3,472.00	844.32	76%	-	
5.100.726	AV Tech Expense	480.00	2,880.00	6,240.00	3,360.00	46%	-	
5.100.727	AV Equipment & Maintenance	143.38	185.01	400.00	214.99	46%	-	- mic, thermal paste, disc drive, port dvd, adapter

13-Month Detailed Treasurer's Report

As of: **Wednesday, November 30, 2016**

% Thru Year: **46%**

Account #	Account Name	Curr Mo Activity	YTD Balance	13-Mo Budget	Bgt Remaining	YTD %ofBgt	Over Budget	Notes
5.100.755	Orion Expense	-	-	-	-	-	-	
5.100.756	Social Action Expense	-	-	-	-	-	-	
5.100.757	Sunday Morning Contributions Given to Charity	-	3,695.74	8,680.00	4,984.26	43%	-	
5.100.800	All Congr Social Events	-	332.04	-	-	-	332.04	
5.100.829	Common Quest Exp	-	-	-	-	-	-	
	Total Committees Exp	763.23	10,315.48	20,192.00	9,876.52	51%	332.04	
Fundraising Expenses								
5.100.196	Music Council Fundraising Exps	-	-	-	-	-	-	
5.100.819	Raise the Paddle Purchase Exp-GF	-	-	-	-	-	-	
5.100.820	Auction Expense	525.10	1,525.10	8,000.00	6,474.90	19%	-	- logo design, liquor lic., raffle prize & tix, printing
5.100.821	Rummage Sale Expense	-	-	-	-	-	-	
5.100.822	Canvass Expense	-	-	-	-	-	-	
5.100.823	Misc. Fundraising Exp Bud	-	-	250.00	250.00	0%	-	
5.100.825	Art and Garden Show Expense	-	-	1,000.00	1,000.00	0%	-	
	Total Fundraising Exp	525.10	1,525.10	9,250.00	7,724.90	16%	-	
Rentals Expenses								
5.100.305	Facilities Rental Exp - single events	-	335.00	805.00	470.00	42%	-	
	Total Rentals Exp	-	335.00	805.00	470.00	42%	-	
Facility Expenses								
5.100.452	Security Alarm System	-	287.00	400.00	113.00	72%	-	
5.100.453	Electricity - SCL	1,382.06	6,656.57	8,470.00	1,813.43	79%	-	
5.100.454	Water/Sewer - SPU	-	803.70	2,950.00	2,146.30	27%	-	
5.100.455	Waste/Recycling/Green	204.13	1,225.45	2,600.00	1,374.55	47%	-	
5.100.456	Gas - PSE	153.24	945.65	5,300.00	4,354.35	18%	-	
	Total Utility Expenses	1,739.43	9,918.37	19,720.00	9,801.63	50%	-	
5.100.650	Loan Debt Service - UUA	3,387.44	20,324.64	44,038.00	23,713.36	46%	-	
5.100.655	Loan Debt Service - PNW Growth Fdtn Exp	659.96	3,959.76	8,580.00	4,620.24	46%	-	
	Total Loan Expenses	4,047.40	24,284.40	52,618.00	28,333.60	46%	-	
5.100.457	Annual City/County/State Fees	-	983.67	2,050.00	1,066.33	48%	-	
	Total City/County Fees	-	983.67	2,050.00	1,066.33	48%	-	
5.100.451	Janitorial Supplies	-	986.70	2,587.00	1,600.30	38%	-	
5.100.458	Landscaping Exp	-	-	-	-	-	-	
5.100.459	Building Maint Supplies & Small Labor Vendor	341.09	2,029.96	2,500.00	470.04	81%	-	- pkg sign, light bulbs, toilet parts, batteries, etc.
5.100.461	Building Capital Reserve Exp-GF	-	-	-	-	-	-	
5.100.462	Building Maintenance/Janitorial Transfers OUT	-	-	-	-	-	-	
	Total Repair and Maintenance	341.09	3,016.66	5,087.00	2,070.34	59%	-	
	Total Facility Exp	\$ 6,127.92	\$ 38,203.10	\$ 79,475.00	\$ 41,271.90	48%	\$ -	
TOTAL GENERAL FUND EXPENSES		\$ 35,834.09	\$ 233,195.57	\$ 487,239.00	\$ 254,043.43	48%	\$ 6,209.22	
Income less Expenses		(8,256.04)	26,991.60				9,062.01	

As of: **Wednesday, November 30, 2016**

<u>Fund Acct</u>	<u>Fund Balances</u>	<u>Curr Balance</u>	<u>Mo. Change</u>	<u>Notes/Explanation</u>
3.202.100	Building Maintenance/Janitorial	962.50	-	
3.301.100	Minister's Sabbatical	-	-	
3.302.100	Minister's Discretion	768.72	764.69	Nov. Plate Collection
3.303.100	Minister Search	-	-	
3.304.100	Gifts to be Designated by Board	-	-	
3.305.100	Memorial Donations	2,301.00	2,101.00	Wayne Fulkerson Memorial Gifts
3.310.100	Conference Scholarship	596.21	-	
3.321.100	Miscellaneous Grants	160.33	-	
3.336.100	Financial Help for Members	644.54	(312.50)	Help for a member
3.345.100	Hymnals	98.71	-	
3.348.100	Directories	-	-	
3.350.100	Music	0.53	-	
3.355.100	WSUU Sponsored Events	(16.90)	-	
3.360.100	Youth Group	-	-	
3.370.100	OWL	715.10	-	
3.380.100	Religious Ed Misc	-	-	
3.381.100	DRE Search	-	-	
3.385.100	RE Raise the Paddle	114.34	-	
3.390.100	Art and Aesthetics	2,929.50	-	
3.395.100	Orion	-	-	
3.400.100	Endowment	55.00	-	
3.405.100	Little Free Library	40.00	-	
3.500.100	PCC Cards	529.74	50.00	One card sold
3.600.100	Website Development	-	-	
3.800.100	Charitable Giving	-	-	
3.805.100	Food Bank	-	-	
3.815.100	Partner Church	100.00	-	
3.835.100	Community Meal Trust	369.87	-	
		\$ 10,369.19	\$ 2,603.19	

<u>BUILDING FUND ACTIVITY</u>		
	<u>Date</u>	<u>Activity</u>
<u>Building Fund Checking</u>		
Beginning Balance	06/01/2016	\$ 14,049.59
Ck#1268 - Safety Improvements	06/01/2016	(97.00)
Ck#xxxx - Oct - ???		(320.00)
Ck#xxxx - Nov - ???		(1,222.59)
Ending Balance		\$ 12,410.00
<u>Building Fund Savings</u>		
Beginning Balance	06/01/2016	\$ 71,966.38
Donation Received (Hafen)	09/23/2016	6,762.60
Interest Earned - YTD		11.21
Ending Balance		\$ 78,740.19
<u>Elevator Fund Savings</u>		
Beginning Balance	06/01/2016	\$ 23,779.88
Donations Received		10,000.00
Interest Earned - YTD		7.30
Ending Balance		\$ 33,787.18
<u>Total Building Fund</u>		
		\$ 124,937.37
Beginning Balance		109,795.85
YTD Changes		15,141.52
% Improvement/(Draw Down)		14%

Finance Committee Report to Board - Meeting 12/21/2016

Dear Board of Trustees,

Please find attached a .pdf of the November Treasurer's Report for your Board of Trustee meeting this coming Wednesday evening. As a result of the Finance Committee meeting last Tuesday, December 13, 2016, the committee makes the following recommendations to the Board of Trustees:

1) Regarding Cell Phones and Computers

The Finance Committee recommends that the WSUU Employee Handbook be updated to reflect the following principles:

1. Cell Phones: In general, WSUU will require all ministers and staff to have and use their own cell phones in the process of performing their duties for the benefit of the congregation. Additionally, WSUU will require, in the performance of said duties, that these cell phones have texting and data service capabilities and that a service plan be maintained by the employee which enables data and texting in addition to voice services. WSUU expects ministers and staff to maintain and own their own cell phones and service contracts at a level that supports their ability to fully perform their duties and to be available to members of the congregation and other staff and ministers at whatever time of day or level of service that is required for their position. In the event that a minister or staff member does not have such required equipment, the use of Professional Expenses, or even general "Office Expenses" may be authorized to purchase a cell phone that meets these expectations. In that case, the cell phone remains the property of the church for one year. After that time, the Board of Trustees (BOT) and/or the Staff Supervisor MAY allow this cell phone to be purchased at a discounted market price, or even be given to the employee, at the discretion of the BOT and Staff Supervisor. Unless some specific exception is authorized by the BOT, service plans are to be paid by the minister or staff out of their own funds for whichever service provider they choose, so long as the data, texting and voice service requirements of performing their duties are met, as outlined above.
2. Computers: In general, WSUU requires that ministers and staff have (at least one) laptop, if not also a desktop computer, to use in performing their duties. If a minister does not have their own computer to use in the performance of their duties, WSUU will purchase a computer using budgeted Professional Expenses. If a staff member needs a computer to perform their duties, the BOT can decide to use general office expense budget funds (or other unrestricted, donated funds) to purchase a computer. These computers remain the property of the church until a decision is made by the BOT to offer this property for purchase by the minister or staff at a reasonable, discounted market price, at least three years after purchase.

2) Regarding an unrestricted \$3500 donation received from Joe Nabbenfeld from the sale of a member's home

The Finance Committee recommends that these funds be used to pay for the following shortfalls in revenue and extra-budget expenses:


- \$725 for the Music Program,
- \$2450 to the RE Program and
- \$325 for holiday candles.

1. The Music Program was budgeted with an expected pledge of \$3000 to cover the cost of the pianist and percussionist. This was unfortunately mis-interpreted in the budget development process; the donor actually pledged \$2,075 which has caused a \$925 shortfall in anticipated revenues. In November, a \$200 donation was received in memory of Wayne Fulkerson dedicated toward the Music Program, leaving a program shortfall of \$725 at this time.
2. The RE Program's budget was funded in part by an expectation of \$750 to be collected for OWL Training and \$2450 to be earned in fundraising by the Youth. The Youth program has budgeted expenses of \$750, plus at one point in the budget process there was hope to hire a Youth Advisor. This additional staff position, benefitting the Youth, was to be paid for in part by an additional \$1700 in Youth fundraising. When the Youth Advisor position was cut from the budget, the Youth fundraising goals remained. Thus, per the budget, the Youth are fundraising an additional \$1700 above their own expenses to support the RE Program, which is not the intention of the congregation. Also, it is not feasible to collect the \$750 in fees by the OWL Training Program's volunteer participants. Thus, the RE Program is facing a revenue shortfall of \$2450.
3. In order to provide better safety during the Christmas Season services, WSUU purchased battery-powered candles. This was an un-budgeted expense of \$325, which should serve the congregation for many years to come.

This \$3500 donation will be posted in Church Windows to the "Special Gifts & Campaigns" income line (4.100.160), and these programs and other expense lines will appear to be "over budget" for the year... From this documentation, however, we will know that these budgetary overages have been covered by additional gifts. This way we can see, as a congregation, the generosity of the membership as well as accurate expense levels for our programs.

-Michael Matz
Finance Committee Chair

We should use our imagination more than our memory. ~ Shimon Peres

 **Treasurers Report (13mo) - November 2016.pdf**
551K

December 13, 2016

To: WSUU Board Members

From: Cynthia Westby, DRE

Here is my Board Report for December 2016.

This has been a busy and exciting month of rewarding work as DRE. There is a lot going on. We had our last Fall RE classes for all classes (except the Nursery and Story Time classes) on Sunday, December 11, 2016. We will have our last Nursery and Story Time classes on Sunday, December 18th. There will be no RE classes on December 25th or January 1st to give our wonderful teachers and staff a much deserved break.

12/18 and 12/24 Service Preparation: I will be Service Leader (for the first time) for the multigenerational service on Sunday, December 18, focused on the theme "Unity of Light." I will also be Service Leader for the Family Christmas Eve service on Saturday, December 24 at 5 pm. Alex, Bert and I have been working hard to create a beautiful service for both days and I am confident that both will be lovely. We will have a lot of participation from children and families which will make both services particularly special. Both services are completed and in the fine-tuning stage.

Fall RE Program: The RE Program went really well with a strong group of dedicated, committed teachers! We completed our Buddhism curriculum in the 2nd-3rd, 4th-5th, and Middle School classes. Below are the attendance numbers for Fall RE classes through Sunday December 11. The classes all ran smoothly and the teachers enjoyed the work with the children and the curriculum.

RE Fall Classes 2016								
Class	9/18	9/25	10/2	10/9	10/16	10/23	10/30	11/6
Nursery	0	1	2	3	1	3	0	1
Story Time	5	4	5	9	5	6	3	4
Spirit Play	4	2	2	3	3	5	1	5
K-1	6	7	2	4	6	4	0	5
2-3 grade	7	7	7	7	9	4	6	9
4-5 grade	8	9	8	5	6	8	2	7
6-8 grade	9	2	8	5	8	2	3	5
Coming of Age	N/A	0	0	7	3	0	3	N/A
Youth Group	7	2	7	9	4	0	6	7
Total	46	34	41	52	45	32	24	36

Class	11/ 13	11/ 20	11/ 27	12/4	12/ 11	12/ 18	12/ 25
Nursery	3	1	1	2	1		0
Story Time	8	7	7	6	5		0
Spirit Play	5	5	4	6	2	0	0
K-1	8	8	4	7	5	0	0
2-3 grade	10	12	6	6	7	0	0
4-5 grade	10	7	6	9	5	0	0
6-8 grade	7	11	3	4	3	0	0
Coming of Age	2	N/A	3	0	3	0	0
Youth Group	4	8	6	6	6		0
Total	57	59	40	46	37		

RE Program Assistant Needed: Will Haggerty gave his notice for the end of this year. He realized being a congregant was very important to him. This position requires working on Sundays from 9 am – 3 pm for \$15 an hour to help set up, break down, and work in the RE program doing the nitty gritty details of Sunday RE and precludes attending service and committee meetings on Sundays. I have posted this position and interviewed four people. I will continue to interview candidates until I find the right person for this very important job and look forward to a new Program Assistant starting on January 8, 2017.

RE Council: We meet on the second Sunday evening of every month and their work with me has been crucial in ensuring the success of our RE Program. This fabulous group of dedicated people bring a rich history and experience with RE and UU to WSUUs RE Program which has been invaluable as I learn and grow, along with Westside’s RE Program!

Youth Group: Youth Group is going really well. On Sunday, December 4, the Youth Group enjoyed a wonderful dinner party hosted by Michael Germain-Mothershed and Nathan Germain-Mothershed to learn Table Etiquette from Cherie Tucker. All five Youth Group Advisors attended along with six youth. At the end of November, I taught Mindfulness meditation practices to the Youth Group. Alex led the Youth Group in a Tea meditation Sunday, December 11th.

Youth Group Greens Sale: The Youth Group under the leadership of Suki Kaplan, sold greens this Fall as their major fundraiser. We made a total of \$542 profit (after paying for the greens and the credit card fees). This brought to the Youth Group \$433.85; and to the General Fund \$108.46.

Coming of Age: The Coming of Age group has three kids participating. Steve Burrows, Shelley Webb and John Monahan are teaching this and three mentors have been trained and are now working with their mentees Shaun Chase, Kira Maynard and

Claire Bucklew. This program is going very well.

LREDA: I meet with the Pacific Northwest Region's DREs monthly and they continue to be an extremely helpful resource for both our RE program and for helping me with my position. My mentor, Sara Lewis, the President of the regional LREDA group for UUA, continues to be immeasurably helpful in pointing me to resources and guiding me through new terrain. She and I continue to meet monthly. It is invaluable to be working with this team of DREs and immensely useful to have this group of colleagues to turn to when I have questions or concerns.

Stories for All Ages: I'm very pleased to continue to be working with a strong team of tellers with many styles and voices. They bring a wonderfully diverse range of stories to the congregation each Sunday. The team continues to grow.

Winter RE Programs: The Winter RE Program begins on January 8th. It is focused on Islam for the 2nd-3rd, and 4th-5th grades. I continue to develop new Spirit Basket curriculum for K-1 and Spirit Play. These are complete through the Winter term. The Middle School will, beginning Sunday, January 8, use UUA RE-Reimagined curriculum "D'Oh God!" which uses religion-focused episodes of "The Simpsons" to engage the kids in World Religions' topics including: Buddhism, Islam, Christianity, Catholicism, Wiccan, Judaism. I am really excited about this curriculum as are the Middle School teachers. Each week the kids will watch an episode of "The Simpsons" and then be led in a conversation about the World Religion topic raised in that episode.

Monitor + DVD Player Needed: I am spreading the word that the RE Program would love to have someone's old flat screen TV or computer monitor with DVD player/DVD playing capacity. This would be placed in Westside's third floor Library and would be used to show DVDs for RE Classes. If you know of someone who is upgrading their TV or computer and have old equipment that fits this bill, please consider donating it to WSUU. This would help us to show Middle School and other RE curriculum. We do have equipment to show the Middle School "D'Oh God" curriculum between the laptops of volunteer Middle School teachers and sharing a projector between the Coming of Age program and the Middle School program. However, having a dedicated monitor and DVD player in the Library would make this much easier and be a huge asset to the RE Program.

If you have any questions, comments or concerns about RE, please let me know!

Thank you!