

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

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

Meeting began at 7:00 p.m. with chalice lighting and check-in of attendees.

APPROVAL OF MINUTES: Jill moved to accept the minutes from the August 17th board meeting, and Mike seconded. Unanimously approved. Sue will send final minutes and reports to Shannon for posting on the website and bulletin board.

ADMINISTRATOR'S REPORT: *See report attached.*

- ◆ Finance committee will need more time re: the employee handbook, and should have it by next month.
- ◆ While Alex and Shannon are both away, Patti McCall will handle the office and Mark Newton will handle pastoral care.
- ◆ Agreed to allow the Friday and Saturday evening AA groups to use the social hall as they've outgrown the Fireside Room. Sunday will still be in Fireside.

TREASURER'S REPORT: *See report attached.*

- ◆ Pledges are increasing, but not at the levels we'd like to see.
- ◆ About \$1,000 had to be drawn from operating budget line "maintenance and small repairs" re: plumbing.
- ◆ Michael said that his dad has offered to inspect the building for future needs and will be in touch with Soph Davenberry to arrange.
- ◆ Plans are coming together re: the repair to the Narthex leak, including a box gutter to shunt drip water into a fake plant while we systematically repair rows of windows to see where the leak is coming from.
- ◆ Judi pointed out that there is no budget ingathering and wondered if we should have one for next year. Shannon said we used to have a \$300 budget, but it was taken out. We approved the ingathering expenses to come out of the all congregation social events budget.

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

- ◆ We were about \$1,000 under budget for his move, and he is arranging for repayment to us of the overage.
- ◆ Minor adjustments being made to order of service to improve flow of the service, but nothing major.

DRE REPORT: *See report attached.*

BOARD GOALS UPDATE:

- ◆ Alex touched base with the RE Council – all okay.
- ◆ Jill is trying to coordinate with Nikki to discuss communication. They have a committee now.
- ◆ Jean and Allan have not yet met re: the policies. Jean has a meeting with John Britt tomorrow re: policies update. No timeline yet, but will probably take most of the year. Shannon wants to update the procedures before it is edited.
- ◆ Tracy is trying to get in touch with April to come up with a game plan re: organizational/governance structure and Leadership Assembly feedback.
- ◆ Sue met with Patti McCall re: small group ministry to get her up to date on what happened last year and to offer support going forward. Patti seems to have a lot of enthusiasm and is doing well. Sue also checked in with Joan Whitley re: circle suppers and discovered they were disbanded; Viv Monahan may be doing something to replace it, and Alex will check in with her re: what form that will take and to be clear on whether it's a membership function or not.
- ◆ Judi is working now with Viv Monahan and Michelle Fawcett Long re: the care team.

START UP SATURDAY: About 25 have RSVP'd for the afternoon leadership portion. Unsure how many will come to the morning session. Alex to bring food and Judi will arrive early to handle coffee. We will be billed by the region for the cost of the facilitator. We should put this in the budget for next year since we will likely have another one with the new minister.

BOARD TABLE DURING COFFEE HOUR: We decided to have the table once per quarter, in November and again in January. Sue had a new photo of the board printed and put it in the frame in the board table box in the social hall.

CONGREGATIONAL CONCERNS TEAM:

- ◆ Alan Mendel, the chair of CCT, has recruited 4 more members to be in compliance with our bylaws. Sue moved to accept the new members and Jean seconded.

- ◆ Sue mentioned that in her work with the Ministerial Search Team's Negotiating Committee that it appears we will need to create a Committee on Ministry when we get a new minister, in order to fulfill the Ministry Agreement. This team should be in addition to the CCT, and not replacing it.

BIKE RACK REQUEST: We received a bike rack request. Tracy and Rose scoped out where the best place to put it, and we will be moving the planter by the stairs and installing it there. Will cost about \$300, which will come out of the building fund.

ALL-GENDER BATHROOM STATUS: Discussion was had via email re changing the bathrooms in the social hall to all-gender bathrooms. Signs have been ordered and will be installed, and the change will be announced to the congregation.

BLACK LIVES MATTER STATUS:

- ◆ Alan Mendel will be the go-to person for this and will have an eNews update.
- ◆ Alex will have an educational piece in eNews about the "all lives matter" issue and how it relates to "black lives matter."

THANK YOU NOTES: Done.

There being no further business, we adjourned at 8:55 p.m.

Next regular meeting of the Board will be on October 19, 2016 at 7:00 p.m. at WSUU in the Admin Office.

Sue Holly, Secretary

Administrator Report to Board September 2016

Gone is the quiet of summer. Things in the office are buzzing. The calendar is filling up with activities, workshops, classes, rentals. I am very much looking forward to my October vacation in Europe!

1. **IT Help** I'm thrilled to report we have a new visitor, Marco Deppe who has contacted me and offered to volunteer some time helping us with any IT problems/needs. This gives me another go to person and some relief for Cliff from my frequent calls for help. I'm meeting with him next week to see what he can help with.
2. **Employee Handbook- one more month** – The Finance committee is still finishing up revisions to the Employee Handbook around Staff program budgets, professional expenses, and credit card policy. Allan Lang wanted to be here when it comes to the board so we will shoot for the Oct. board meeting as Allan has to miss this month.
3. **Upcoming Vacation** – I will be taking a two week vacation to Germany and the Netherlands October 1 – 14. My plan is to ask Patti McCall to help with essential tasks. The office will not be open as much as usual but I will see to it that the OOS gets printed and eNews gets out. Bookkeeping will have to wait. Much of the time Alex will be gone as well. Who should Patti contact with questions/concerns – Tracy? I have trained Patti around how to produce a check if needed.
4. **Rentals** – The Childbirth Ed Class rental has been cancelled. The facilitator is having health issues. I'm excited to report that we have a 3rd AA group starting in October. This is a Saturday late night meeting – 10:00 – 11:15 pm. I'm wondering if we have any concern allowing the Friday and Saturday night groups to use the Social Hall instead of the Fireside room with the caveat that we will need to move them if we have a community event or other rental. It would allow their groups to accommodate more than 15-20 people, be less wear and tear on the Fireside Room, position them closer to the kitchen for their coffee prep, require no schlepping of chairs up the stairs to accommodate 20+ people in the Fireside.. I hear the Friday night room is a tight fit in the Fireside Room already. I hesitate to recommend this for the Sunday evening group as there is so much traffic in the social hall with youth group on Sunday nights. Thoughts? Hesitations?
5. **Membership** – No changes in membership this month. Current membership is 213. I'm thrilled with all the work Laura White and the membership committee are doing to develop materials and classes for prospective members. Alex has been a great support as well.
6. **Seattle City Light** Still no \$5500 refund check. I call frequently and it is "in processing"
7. **Website** – Progress is being made and Nikki is sending out some communications to leaders to inform them of what is happening and requesting content and images.
8. **Donation/Suggestion Box in Narthex**– Has fallen off the wall. We have never had any money and only one suggestion (a joke actually – it said "donation boxes are stupid") Do we want to reinstall this?
9. **Auction** – I'm happy to be getting communications from the auction team. Leah Lacivita is taking the helm this year and she has some returning members. I'm meeting with her next week to see if I can help brainstorm folks to invite to join.

In Community,

Shannon

Wednesday, August 31, 2016

% Through Year: 23%

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	Budget Remaining	YTD % of Budget	Over Budget	Notes
GENERAL FUND INCOME								
Pledging								
4.100.100	Pledges - Current Year Income	17,413.63	117,910.32	305,000.00	187,089.68	39%	-	Average to meet goals: \$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	17,413.63	122,810.32	308,600.00	185,789.68	40%	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	1,181.84	3,547.85	17,333.00	13,785.15	20%	-	
4.100.150	Contributions Sunday Charities	630.61	1,448.16	8,667.00	7,218.84	17%	-	
4.100.155	Endowment Fund Transfers IN	-	-	-	-		-	
4.100.160	Special Gifts & Appeals	7,962.60	8,038.60	2,300.00	-	350%	5,738.60	Includes Hafen bequest (txfr to Bldg Fund)
	Total Other Donations	9,775.05	18,909.61	34,600.00	15,690.39	55%	5,738.60	
	Total Pledge and Other Donations	\$ 27,188.68	\$ 141,719.93	\$ 343,200.00	\$ 201,480.07	41%	\$ 7,038.60	
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	-	786.50	500.00	-	157%	286.50	
	Total Fund Raising Income	-	3,446.50	62,000.00	58,553.50	6%	1,946.50	
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	5.22	12.64	200.00	187.36	6%	-	
4.100.211	Amazon Rebate Income	206.04	500.12	2,200.00	1,699.88	23%	-	
	Total Merchants Income	211.26	1,309.77	4,400.00	3,090.23	30%	-	
Program and Misc Income								
4.100.220	Coffee Income	29.91	131.97	1,275.00	1,143.03	10%	-	
4.100.221	Music Fund Transfers IN	-	732.47	-	-		732.47	
4.100.222	Music Fundraising and Donations	-	-	4,500.00	4,500.00	0%	-	
4.100.240	Interest Income	0.18	9.54	10.00	0.46	95%	-	
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	26.00	161.00	500.00	339.00	32%	-	meditation group
4.100.258	RE Fund Transfers IN	-	1,294.50	1,310.00	15.50	99%	-	
4.100.259	RE Fundraising & Donations	-	996.00	1,500.00	504.00	66%	-	
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	-	459.46	2,450.00	1,990.54	19%	-	
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%	-	
4.100.265	Ministerial Intern Inc	-	-	-	-		-	
4.100.266	Help for Members Fund Transfers IN	-	-	-	-		-	

Wednesday, August 31, 2016

% Through Year: 23%

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	Budget Remaining	YTD % of Budget	Over Budget	Notes
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%	-	
4.100.270	Building Maintenance/Janitorial transfer IN	-	-	-	-	-	-	
	Total Program and Other Income	56.09	14,480.66	20,973.00	6,492.34	69%	3,250.64	
Rentals								
4.100.300	Cell Tower Rental & Elec Reimb True-up	1,137.78	3,413.34	14,794.00	11,380.66	23%	-	
4.100.302	Cell Tower Electricity Reimb True-up	-	-	344.00	344.00	0%	-	
4.100.305	Rental Income - Single Events	305.00	305.00	5,500.00	5,195.00	6%	-	Dell Gossett concert
4.100.310	Leases Income- Pre School	2,606.00	7,818.00	33,878.00	26,060.00	23%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	190.00	390.00	2,150.00	1,760.00	18%	-	
	Total Rental Income	4,238.78	11,926.34	56,666.00	44,739.66	21%	-	
	TOTAL GENERAL FUND INCOME	\$ 31,694.81	\$ 172,883.20	\$ 487,239.00	\$ 314,355.80	35%	\$ 12,235.74	

GENERAL FUND EXPENSES

Minister Position

5.100.100	Minister Housing Allow Exp	2,500.00	7,500.00	32,500.00	25,000.00	23%	-	
5.100.101	Minister Salary Exp	4,334.00	13,002.00	58,210.00	45,208.00	22%	-	
5.100.105	Minister Medical Ins Exp	501.10	501.10	3,710.00	3,208.90	14%	-	
5.100.106	Minister Group Term Life Ins	-	-	350.00	350.00	0%	-	
5.100.107	Minister Long Term Disability Ins	-	-	707.00	707.00	0%	-	
5.100.110	Minister Retirement Exp	683.00	1,366.00	9,066.00	7,700.00	15%	-	
5.100.115	Minister-FICA Offset	522.76	1,568.28	7,306.00	5,737.72	21%	-	
	Total Minister Compensation	8,540.86	23,937.38	111,849.00	87,911.62	21%	-	
5.100.102	Interim Minister Moving Expenses	-	6,300.00	6,300.00	-	100%	-	awaiting receipts
5.100.120	Minister's Sabbatical Exp	-	-	-	-	-	-	
5.100.125	Minister's Professional Exp	-	875.00	5,850.00	4,975.00	15%	-	
5.100.128	Minister Search Expenses	9,755.00	10,500.00	10,500.00	-	100%	-	funds txfrd to separate checking acct
5.100.130	Ministerial Intern Expense	-	-	-	-	-	-	
5.100.303	Minister Search Fund Transfers OUT	-	-	-	-	-	-	
	Total Additional Minister Exp	9,755.00	17,675.00	22,650.00	4,975.00	78%	-	
	Total Cost of Minister Exp	\$ 18,295.86	\$ 41,612.38	\$ 134,499.00	\$ 92,886.62	31%	\$ -	

Children and Youth RE Ministry

5.100.150	RE Director Salary Exp Bud	4,950.00	14,600.00	59,433.00	44,833.00	25%	-	
5.100.155	RE Director Medical Ins Ex Bud	-	-	4,667.00	4,667.00	0%	-	
5.100.158	RE Dir FICA SS Exp Bud	378.68	1,116.91	4,912.00	3,795.09	23%	-	
5.100.160	RE Director Retirement Exp	-	458.33	433.00	-	106%	25.33	
	Total RE Director Compensation	5,328.68	16,175.24	69,445.00	53,269.76	23%	25.33	
5.100.165	RE Director Professional Exp	909.17	1,750.87	3,500.00	1,749.13	50%	-	smart phone, LREDA dues, Microsoft 365
	Total RE Director Other Expenses	909.17	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	120.00	280.00	2,240.00	1,960.00	13%	-	
5.100.164	RE Nursery Assisstant	138.00	163.00	1,450.00	1,287.00	11%	-	
5.100.168	RE Teacher Support Coordinator	-	540.00	3,930.00	3,390.00	14%	-	

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% Through Year: 23%

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	Budget Remaining	YTD % of Budget	Over Budget	Notes
5.100.169	RE Summer Coordinator	-	-	-	-		-	
5.100.170	Childcare Exp	-	355.00	840.00	485.00	42%	-	
	Total RE Staff Exp	258.00	1,338.00	8,460.00	7,122.00	16%	-	
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	-	129.53	750.00	620.47	17%	-	
5.100.133	RE Middle School Youth Programs	-	-	-	-		-	
5.100.134	RE Operational Exp	147.71	147.71	3,350.00	3,202.29	4%	-	books
5.100.135	RE Scholarships	-	-	-	-		-	
5.100.171	RE Program Support Exp	-	-	-	-		-	
5.100.172	RE Curricula Expense	-	-	-	-		-	
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	147.71	277.24	4,100.00	3,822.76	7%	-	
	Total RE Ministry Exp	\$ 6,643.56	\$ 19,541.35	\$ 87,255.00	\$ 67,713.65	22%	\$ 25.33	

Music Ministry

5.100.185	Music Dir Sal Exp Bud	3,071.70	9,175.23	36,714.00	27,538.77	25%	-	
5.100.186	Music Dir Medical Exp	-	-	3,218.00	3,218.00	0%	-	
5.100.187	Music Dir Retirement Exp	282.42	564.84	3,671.00	3,106.16	15%	-	
5.100.188	Music Dir FICA Exp	234.99	701.91	3,055.00	2,353.09	23%	-	
	Total Music Director Compensation	3,589.11	10,441.98	46,658.00	36,216.02	22%	-	
5.100.190	Music Dir Professional Exp	(184.85)	2,247.35	3,300.00	1,052.65	68%	-	reimbursement preceeded pmt on CC
	Total Music Director Other Expenses	(184.85)	2,247.35	3,300.00	1,052.65	68%	-	
5.100.193	Chorale/Sunday Serv Pianist Exp	375.00	1,125.00	6,865.00	5,740.00	16%	-	
5.100.195	Music Percussionist Exp	180.00	720.00	3,030.00	2,310.00	24%	-	
	Total Other Music Staff	555.00	1,845.00	9,895.00	8,050.00	19%	-	
5.100.191	Music Purchase Exp	82.57	155.04	600.00	444.96	26%	-	sheet music
5.100.192	Music Equipment Maint Exp	-	-	400.00	400.00	0%	-	
	Total Other Music Expenses	82.57	155.04	1,000.00	844.96	16%	-	
	Total Music Ministry Exp	\$ 4,041.83	\$ 14,689.37	\$ 60,853.00	\$ 46,163.63	24%	\$ -	

Administrative Staff Support

5.100.174	Congr Administrator Sal Exp	3,052.92	8,445.84	39,689.00	31,243.16	21%	-	
5.100.175	Congr Administrator Medical Ins Exp	-	-	-	-		-	
5.100.176	Congr Administrator Retirement Exp	305.30	610.60	3,969.00	3,358.40	15%	-	
5.100.177	Congr Administrator FICA Exp	233.55	646.11	3,064.00	2,417.89	21%	-	
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	3,591.77	10,248.33	46,722.00	36,473.67	22%	545.78	

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% Through Year: 23%

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	Budget Remaining	YTD % of Budget	Over Budget	Notes
5.100.216	Janitorial/Custodian Wages Exp	337.50	862.50	5,130.00	4,267.50	17%	-	
	Total Other Support Staff	337.50	862.50	5,130.00	4,267.50	17%	-	
Additional Employee Benefits								
5.100.178	Labor & Industries Ins Exp	-	499.74	2,200.00	1,700.26	23%	-	
5.100.182	Employee Assistance Prog Exp	-	-	-	-		-	
5.100.184	Part time Empl FICA SS Exp	45.57	209.67	1,040.00	830.33	20%	-	
5.100.200	Group Term Life Insurance	-	-	-	-		-	
5.100.205	Long-Term Disability Insurance	-	-	-	-		-	
	Total Additional Employee Benefits Exp	45.57	709.41	3,240.00	2,530.59	22%	-	
UU Organizations Dues Expense								
5.100.300	Partner Church Dues Exp Bud	-	-	150.00	150.00	0%	-	
5.100.310	UUSC Dues Exp Bud	-	-	250.00	250.00	0%	-	
5.100.320	UUA Dues Exp Bud	-	-	9,586.00	9,586.00	0%	-	sent inquiry re: our annual statement
5.100.330	PNWD Dues Exp Bud	-	-	4,154.00	4,154.00	0%	-	First payment will be Oct.
	Total UU Organizations Dues Exp	-	-	14,140.00	14,140.00	0%	-	
Operational Expenses								
5.100.450	Telephone/Cable/Internet	209.65	628.95	2,469.00	1,840.05	25%	-	
5.100.460	Web Hosting Exp	-	4.51	210.00	205.49	2%	-	
5.100.470	Web Maintenance Exp Bud	-	111.00	200.00	89.00	56%	-	
5.100.475	Technology Management	-	51.49	949.00	897.51	5%	-	
5.100.480	Office Expenses	93.42	362.28	1,600.00	1,237.72	23%	-	paper, child blessing cert supplies, cardstock
5.100.481	Postage Exp Bud	94.00	94.00	500.00	406.00	19%	-	
5.100.482	Printing / Copying	768.86	1,169.96	5,681.00	4,511.04	21%	-	two payments in one month (incl sept pmt)
5.100.483	Constant Contact Email Service	-	368.28	369.00	0.72	100%	-	
5.100.484	Marketing and Advertising	-	-	-	-		-	
5.100.485	Endowment Fund Transfers OUT	-	-	-	-		-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	194.65	1,081.97	5,500.00	4,418.03	20%	-	
5.100.550	Liability Insurance Exp Bud	-	3,806.50	8,200.00	4,393.50	46%	-	
5.100.742	Memorial Expenses	-	-	-	-		-	
5.100.900	Transfers to Operations Cash Reserve Fund	-	-	-	-		-	
	Total Operational Exp	1,360.58	7,678.94	25,678.00	17,999.06	30%	-	
Committees Expenses								
5.100.222	Coffee and Other Kitchen Exp	-	315.31	1,400.00	1,084.69	23%	-	
5.100.336	Help for Members Fund Transfers OUT	-	-	-	-		-	
5.100.710	Membership Exp Bud	-	-	-	-		-	
5.100.725	Worship Council Expense Budget	250.00	2,027.68	3,472.00	1,444.32	58%	-	honorarium
5.100.726	AV Tech Expense	480.00	1,440.00	6,240.00	4,800.00	23%	-	
5.100.727	AV Equipment & Maintenance	-	41.63	400.00	358.37	10%	-	
5.100.755	Orion Expense	-	-	-	-		-	
5.100.756	Social Action Expense	-	-	-	-		-	
5.100.757	Sunday Morning Contributions Given to Charity	647.75	2,120.94	8,680.00	6,559.06	24%	-	

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% Through Year: 23%

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	Budget Remaining	YTD % of Budget	Over Budget	Notes
5.100.800	All Congr Social Events	65.00	65.00	-	-		65.00	WLCB Special Occasion Lic. for Ingathering
5.100.829	Common Quest Exp	-	-	-	-		-	
	Total Committees Exp	1,442.75	6,010.56	20,192.00	14,181.44	30%	65.00	
Fundraising Expenses								
5.100.196	Music Council Fundraising Exps	-	-	-	-		-	
5.100.819	Raise the Paddle Purchase Exp-GF	-	-	-	-		-	
5.100.820	Auction Expense	1,000.00	1,000.00	8,000.00	7,000.00	13%	-	Deposit for Brockey Center (auction venue)
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	1,000.00	1,000.00	9,250.00	8,250.00	11%	-	
Rentals Expenses								
5.100.305	Facilities Rental Exp - single events	80.00	260.00	805.00	545.00	32%	-	bldg mgr for rentals
	Total Rentals Exp	80.00	260.00	805.00	545.00	32%	-	
Facility Expenses								
5.100.452	Security Alarm System	-	-	400.00	400.00	0%	-	
5.100.453	Electricity - SCL	6,773.05	9,558.25	8,470.00	-	113%	1,088.25	
5.100.454	Water/Sewer - SPU	365.80	803.70	2,950.00	2,146.30	27%	-	
5.100.455	Waste/Recycling/Green	204.23	550.63	2,600.00	2,049.37	21%	-	
5.100.456	Gas - PSE	106.84	368.61	5,300.00	4,931.39	7%	-	
	Total Utility Expenses	7,449.92	11,281.19	19,720.00	8,438.81	57%	1,088.25	
5.100.650	Loan Debt Service - UUA	3,387.44	10,162.32	44,038.00	33,875.68	23%	-	
5.100.655	Loan Debt Service - PNW Growth Fdtn Exp	659.96	1,979.88	8,580.00	6,600.12	23%	-	
	Total Loan Expenses	4,047.40	12,142.20	52,618.00	40,475.80	23%	-	
5.100.457	Annual City/County/State Fees	10.00	10.00	2,050.00	2,040.00	0%	-	sec of state non-profit status renewal
	Total City/County Fees	10.00	10.00	2,050.00	2,040.00	0%	-	
5.100.451	Janitorial Supplies	95.22	556.17	2,587.00	2,030.83	21%	-	paper towel and toilet paper
5.100.458	Landscaping Exp	-	-	-	-		-	
5.100.459	Building Maint Supplies & Small Labor Vendor	226.87	524.62	2,500.00	1,975.38	21%	-	window repair - broken pane
5.100.461	Building Capital Reserve Exp-GF	-	-	-	-		-	
5.100.462	Building Maintenance/Janitorial Transfers OUT	-	-	-	-		-	
	Total Repair and Maintenance	322.09	1,080.79	5,087.00	4,006.21	21%	-	
	Total Facility Exp	\$ 11,829.41	\$ 24,514.18	\$ 79,475.00	\$ 54,960.82	31%	\$ 1,088.25	
TOTAL GENERAL FUND EXPENSES								
		\$ 48,668.83	\$ 127,127.02	\$ 487,239.00	\$ 360,111.98	26%	\$ 1,724.36	
Income less Expenses								
		(16,974.02)	45,756.18				10,511.38	

Wednesday, August 31, 2016

		<u>Fund Acct</u>	<u>Fund Balances</u>	<u>Curr Balance</u>	<u>Mo. Change</u>	<u>Notes/Explanation</u>
Assets						
Church Building & Land (book value)	\$ 1,031,624	3.202.100	Building Maintenance/Janitorial	962.50	-	
Cash - Operations Funds	65,543	3.301.100	Minister's Sabbatical	-	-	
Cash - Building Funds	114,708	3.302.100	Minister's Discretion	4.03	(400.00)	help to reg. visitor by Rev Alex
Other Assets	25,319	3.303.100	Minister Search	-	-	
Total Assets	\$ 1,237,194	3.304.100	Gifts to be Designated by Board	-	-	
Liabilities		3.305.100	Memorial Donations	-	-	
Loan to UUA	\$ 488,098	3.310.100	Conference Scholarship	772.21	473.20	reimb. From BLM for Hayes Scholarship
Loan to Pacific Northwest Growth Fdtn	79,654	3.321.100	Miscellaneous Grants	160.33	(39.42)	garden exp
Other Current Liabilities	5,655	3.336.100	Financial Help for Members	957.04	-	
Dedicated Fund Balances	7,692	3.345.100	Hymnals	98.71	-	
Total Liabilities	\$ 581,099	3.348.100	Directories	-	-	
Congregational Equity		3.350.100	Music	0.53	-	
	\$ 656,095	3.355.100	WSUU Sponsored Events	(16.90)	-	
		3.360.100	Youth Group	-	-	
Beginning of FY Equity	608,329	3.370.100	OWL	715.10	-	
Change in Equity	47,765	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 Card	429.74	-	
		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	-	

Wednesday, August 31, 2016

Item Description	Date	Activity Amt	Balance
<u>Building Fund Checking</u>			
Beginning Balance	6/1/2016	\$ 14,049.59	
Ck#1268 - Safety Improvements	6/1/2016	(97.00)	
	7/31/2016		
Ending Balance			\$ 13,952.59
<u>Building Fund Savings</u>			
Beginning Balance	6/1/2016	\$ 71,966.38	
Interest Earned	6/30/2016	1.78	
	7/31/2016	1.83	
	8/31/2016	1.84	
Ending Balance			\$ 71,971.83
<u>Elevator Fund Savings</u>			
Beginning Balance	6/1/2016	\$ 23,779.88	
Donation Received	6/8/2016	3,000.00	
Interest Earned	6/30/2016	1.11	
Donation Received	7/8/2016	1,000.00	
Interest Earned	7/31/2016	1.17	
Donation Received	8/1/2016	1,000.00	
Interest Earned	8/31/2016	1.22	
Ending Balance			\$ 28,783.38
Total Building Fund			\$ 114,707.80
Beginning Balance			109,795.85
FY2016-2017 Changes			4,911.95
% Improvement/(Draw Down)			4%

INTERIM MINISTER'S REPORT TO BOARD OF TRUSTEES

September 20, 2016

1. The Start-up weekend is this Saturday. A special thanks to everyone who will be attending. Normally this event is a kick-off of an interim two year cycle but this time will focus on preparation for the new minister and how to make your future partnership as strong as it can be. I expect that many of the goals we set at the board retreat will become goals for the congregation this year.
2. Alan Mendel has taken on leadership of the Black Lives Matter project that will at least in part involve the work of Dominique Davis who spoke here in August. He put an update in last Friday's email about how things are moving forward. I will work as closely as I can with him and the others who have expressed interest in getting involved.
3. The Worship Council has made minor changes to the OOS flow and hopefully they will make the service move even more smoothly. They include moving the anthem from just after the sermon to just before it; slightly deemphasizing the post-service singing option (newcomers are confused by that as to 'when is the end of the service?'). The Worship Council will have its annual retreat on October 1 and we plan at that time to look at the service as well as other transitional issues for the group.
4. Laura White has devoted much energy to a reformatting of the membership process. We will have far fewer orientations this year in favor of at least quarterly gatherings of those interested in learning more about Westside and UU'ism along with the candlelight-and-conversation events. The path to membership process will have three parts: orientation, informal gathering at a home for conversation about peoples' religious and spiritual journeys and then a final meeting to talk about Westside, responsibilities and benefits of membership, etc. There will be a new members' ceremony next Sunday and another one in November.
5. Staff and I meet twice monthly to coordinate our activities and review the communications and work of the congregation. I will be doing staff evaluations in January as they weren't done last year.
6. My total moving costs came to approximately \$5,300 and about \$1,000 less than budgeted. I have made arrangements with Shannon to reimburse the

church for the \$1,000 I owe for the moving expenses. That will be in two payments November 1 and December 1.

7. Jill Fleming will be leaving the Stewardship team to take a well-earned break this year. The group and I are in the process of finding co-chairs for the Stewardship team.
8. I think we are off to a pretty good start for church year 2016-17. I thank everyone for their patience as a newcomer gets his feet wet (literally and figuratively). As a reminder I will have a report for the October board meeting but I cannot attend that meeting as I will be at a long-scheduled Buddhist retreat at Vajrapani Institute in the Santa Cruz mountains of California.
9. Please let me know if you have questions or concerns.

Respectfully submitted,

Alex Holt, Interim Minister

September 15, 2016

To: WSUU Board Members

From: Cynthia Westby, DRE

Here is my Board Report for September 2016.

I continue to be excited about my job and the plans and program for the coming year. I continue to learn the many parts of my job while concentrating on ensuring that priorities are met. We will be kicking off the RE Program on Sunday, September 18th with a wonderful group of enthusiastic teachers!

Summer RE Program: This summer RE program went extremely well. Irene was a tremendous asset to us! We had a steady and enthusiastic group of children coming to class and to the nursery. Below is the final summer attendance numbers.

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	26	24	21	21	15	26	21	25

Youth Group: Eleven youth attended the Youth Group overnight with 3 adult Youth Advisors spending the night with the youth (Simon Knaphus, Amy Hance-Brancati and Marissa Ohoyo) and two Youth Advisors providing tremendous support (food, etc) – Michael Germain-Mothershed and Nathan Germain-Mothershed. YAC has now met once and is steadily recruiting more help, ideas and is an enthusiastic group of myself, Amy Hance-Brancati, Simon Knaphus and Gracie Bucklew.

Teacher Training: I held a Teacher Training on Saturday, September 10th for the Spirit Play-5th Grade teachers for which the RE Council provided breakfast. It was a smashing success and we are set to go for the fall. I continue to recruit teachers so we have enough substitute teachers to rotate in as needed. I also held a Teacher Training for the Nursery and Story Time teachers on Sunday, September 11th and it too went really well. I held the Teacher Training for the Middle School teachers in the late summer and that too went really well.

RE Program Assistant: I have hired Will Haggerty, who some of you know, to be the new RE Program Assistant. He will be working each Sunday helping to ensure that all the needs of RE classes, children, teachers and parents are met. The timing of his hire was ideal because he was able to join me for the Teacher Trainings so he is up-to-speed in all the needs of these classes. He is a perfect addition to the RE Team with his skills, and experience in RE at WSUU. The parents and children, along with the RE Council, are all delighted with his joining us. I have been training him and getting him

prepared to help with the RE Program since I hired him in early September.

Ingathering BBQ: The RE Council will be providing activities for children and youth at the Ingathering BBQ. Will and I will both be working that day to prepare for the RE Program kick-off on Sunday, September 18th and to have an opportunity, during Ingathering, to meet with parents and children. We're both very excited about this year's RE Program!

RE Council: The RE Council and I have been working closely to ensure that the RE Program will run smoothly and well this year. They are an awesome team! We have been steadily planning and meeting to ensure that this is a wonderful year in RE!

LREDA: I met with the Pacific Northwest Region's DREs in September and they continue to be a fabulously supportive group. My mentor for my position is the President of the regional LREDA group for UUA (Sara Lewis). She has been immeasurably helpful in offering me guidance as I learn my job and prepare for the fall RE classes and programs. Our regional DRE meeting on September 14th was held at the Bellevue UU church and included an on-line meeting with Eric Bliss, the Youth Ministry Coordinator for the UUA Region. It is exciting to be working with this team of DREs and it was very useful to have an opportunity to speak with Eric face-to-face.

Stories for All Ages: I'm very excited to be working with an expanding team of tellers. I have added a few more people to the team to ensure we have enough tellers for the Sunday story and the congregation has an opportunity to hear the many beautiful voices of our different excellent storytellers. Sandra Niman, one of my recruits, who you heard on September 11th, has decided to turn her talents to the broader service and not tell stories. I'm delighted that she was introduced to the congregation through the "Stories for All Ages" and now will have a new role – whatever that turns out to be.

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

Thank you!