



Westside  
Unitarian Universalist  
Congregation

## April 21, 2021

# WSUU BOARD AGENDA

6:30PM PT – 8:30PM PT via Zoom

<https://zoom.us/j/96759868671>

**WSUU Mission:** To support one another, expand our minds, and build a more just world.

*Who does this meeting, this agenda, this event serve? Who and what are we centering?*

<b>6:30pm</b> (20 min)	<b>Chalice Lighting &amp; Welcome –</b>	<ul style="list-style-type: none"><li>o Land Acknowledgement - <i>Vanessa</i></li><li>o Chalice lighting &amp; reading - <i>Vanessa</i></li><li>o Grounding practice - <i>Rev. Christopher</i></li><li>o Covenant--<i>volunteer</i></li><li>o check-in, access needs &amp; realities</li></ul>
<b>6:50 pm</b> (5 min)	<b>Minutes - Liz</b>	<ul style="list-style-type: none"><li>o Changes to March Minutes or approve as written</li></ul>
<b>6:55 pm</b> (25 min)	<b>Budget Discussion - Shelley, Jade, Paula, Vanessa</b>	<ul style="list-style-type: none"><li>o Discuss approach to budgeting and meeting gaps in this coming year's budget</li><li>o Discuss upcoming communication/meetings</li></ul>
<b>7:20 pm</b> (10 min)	<b>Congregational Care Fund (CCF) Policy - Paula</b>	<ul style="list-style-type: none"><li>o Vote on policy re: Congregational Care Fund (Previously Minister Discretionary Fund)</li></ul>
<b>7:30 pm</b> (10 min)	<b>Policy on Declaring a Position on Public Issues - Vanessa</b>	<ul style="list-style-type: none"><li>o Vote on policy</li></ul>
<b>7:40 pm</b> (15 min)	<b>Executive Session</b>	<ul style="list-style-type: none"><li>o Reconciliation Update</li></ul>
<b>7:55</b> (20 min)	<b>Updates/Liaisons - Various</b>	<ul style="list-style-type: none"><li>o Covid Advisory Team: Current advice, what's next - <i>Liz</i></li><li>o RJCT</li><li>o NomCom Progress</li><li>o PNWD - District Dissolution, Upcoming Meetings</li></ul>
<b>8:15</b> (10 min)	<b>March Reports - Vanessa</b>	<ul style="list-style-type: none"><li>o Minister</li><li>o Administrator</li><li>o DRE</li><li>o Music</li><li>o Finance Committee</li><li>o Treasurer</li><li>o Nom Com</li><li>o RJCT</li></ul>
<b>8:25 pm</b> (5min)	<b>Close of the Meeting</b>	<ul style="list-style-type: none"><li>o Personal Process Observations</li><li>o Extinguishing the Chalice</li><li>o <b>8:30 End</b></li></ul>



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MINUTES: MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN  
UNIVERSALIST CONGREGATION

March 31, 2021

BOARD ATTENDING: (Virtual meeting through Zoom) Vanessa Shaughnessy, marissa delgado ohoyo, Shelley Webb, Liz Berggren, Jade Wilde, Tony Ricardi, Thomas Terrence

STAFF: Rev. Christopher Wulff

GUEST: Paula van Haagen

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WELCOME AND CHALICE LIGHTING: The meeting started at 6:35 pm with Vanessa reading our land acknowledgment. marissa shared opening words and lit the chalice.

COVENANT AND ACCESS NEEDS: Thomas read the board covenant and access needs were shared.

APPROVAL OF MINUTES: The minutes from the March 17, 2021 meeting were approved as amended.

RIGHT RELATIONS: Jade and Liz presented the completed draft of the Phase I Right Relations Task Force report for board review. After the board completes its review, the report will be posted in the Westside Week.

ONLINE TOOL USE POLICY: The online tool use policy was adopted and approved.

PUBLIC ISSUES POLICY: Due to time constraints, the proposed policy on declaring a position on public issues was tabled for review and discussion at a later board meeting.

BOARD AUCTION ITEM PLANNING: The board organized the Codenames and Cocktails auction item scheduled for the following Saturday.

BUDGET DISCUSSION: The board went into executive session with Reverend Christopher and Finance Committee Chair Paula van Haagen to discuss the budget for the upcoming fiscal year.

CLOSING: marissa read closing words and the meeting was adjourned at 9:20 pm.

As of: **Tuesday, April 6, 2021****BUDGET SUMMARY**% thru Year: **75%**

		<b>Curr Mo Activity</b>	<b>YTD Actuals</b>	<b>%</b>	<b>Full Year Budget</b>	<b>Amount Remaining</b>
<b>Income</b>						
Pledges	\$	30,644	\$ 215,906	76%	\$ 285,400	\$ 69,494
Sunday Plate		2,984	21,151	82%	25,733	4,582
Other Donations		-	8,798	107%	8,250	(548)
Fund Raising		55	53,785	145%	37,000	(16,785)
Affinity Programs		8	270	10%	2,700	2,430
RE Ministry		-	51	3%	1,850	1,799
Youth Group Ministry		-	-	0%	1,033	1,033
Music Ministry		-	-	0%	1,000	1,000
Program and Misc		51	54,143	98%	55,100	957
Rentals		5,583	38,624	73%	53,118	14,494
<b>Total Income</b>	<b>\$</b>	<b>39,325</b>	<b>\$ 392,727</b>	<b>83%</b>	<b>\$ 471,184</b>	<b>\$ 78,457</b>
<b>Expenses</b>						
Minister Compensation	\$	12,569	\$ 95,756	74%	\$ 129,102	\$ 33,346
Additional Minister		-	410	18%	\$ 2,300	1,890
RE Director Compensation		6,142	56,604	75%	\$ 75,146	18,542
RE Staff		592	5,704	56%	\$ 10,220	4,517
RE Training		-	-	0%	\$ 1,650	1,650
RE Youth Group		-	115	7%	\$ 1,633	1,518
RE Operations		115	904	26%	\$ 3,450	2,546
Music Director Compensation		2,499	23,775	69%	\$ 34,692	10,917
Music Staff		1,080	6,730	57%	\$ 11,884	5,154
Other Music		-	393	32%	\$ 1,241	848
Administrator Compensation		5,015	40,285	73%	\$ 55,140	14,855
Additional Employee Benefits		54	2,027	52%	\$ 3,900	1,873
UUA Dues		2,842	8,527	74%	\$ 11,569	3,042
Loans, Taxes, Fees		3,929	25,085	73%	\$ 34,169	9,085
Discretionary		604	13,214	93%	\$ 14,210	996
Facility		4,593	35,538	53%	\$ 66,728	31,190
Fundraising & Rentals		203	2,453	109%	\$ 2,250	(203)
Committees		530	4,547	38%	\$ 11,900	7,353
<b>Total Expenses</b>	<b>\$</b>	<b>40,768</b>	<b>\$ 322,066</b>	<b>68%</b>	<b>\$ 471,184</b>	<b>\$ 149,118</b>
<b>Cash Flow (GF):</b>	<b>\$</b>	<b>(1,443)</b>	<b>\$ 70,662</b>			

	YTD Balance	Start of FY	YTD Change
BANK ACCOUNT BALANCES			
Umpqua General Fund Checking #7545	\$ 66,275	64,631	\$ 1,644
Sound Credit Union Money Market #6299	199,249	208,696	(9,447)
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
Total Account Balances	\$ 265,749	\$ 273,552	\$ (7,803)
ASSETS			
Church Bldg & Land (book value)	\$ 2,918,600	\$ 2,889,800	\$ 28,800
Cash - Operations	92,004	117,085	(25,081)
Cash - Building Fund	\$ 69,576	76,959	(7,384)
Cash - Accessibility	25,319	3,808	21,511
Other Dedicated Fund Balances	22,592	43,813	(21,221)
Undesignated Donations	56,258	31,886	24,371
Total Fund Balances	\$ 173,745	156,467	17,278
Total Assets	\$ 3,184,350	\$ 3,163,353	\$ 20,997
LIABILITIES			
Loan fm UUA	\$ 419,602	\$ 435,136	\$ (15,535)
Loan fm Pacific NW Growth Fdtn	56,516	61,474	(4,958)
Other Current Liabilities	34,667	94,982	(60,316)
Other Dedicated Fund Balances	22,592	43,813	(21,221)
Total Liabilities	\$ 533,377	\$ 635,406	\$ (102,029)
CONGREGATIONAL EQUITY			
Beginning of FY Equity	\$ 2,650,973	\$ 2,527,947	\$ 123,026
YTD Change in Equity	522,656		
DEDICATED FUND BALANCES			
Beginning of FY Dedicated Fund Balances	\$ 173,745	\$ 156,467	\$ 17,278
YTD Change in Dedicated Fund Balances	17,278		
Overall YTD Cash Flow with Fund Balances:	\$ 87,939		

As of: Tuesday, April 6, 2021			% Thru Year: 75%					Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget		
GENERAL FUND INCOME								
Pledges								
4.100.100	Pledges - Current Year Income	30,643.66	213,500.94	283,400.00	75%	-	Great!!!	
4.100.110	Pledges - Prior Year Income	-	2,405.00	2,000.00	120%	405.00		
	Total Pledges	\$ 30,644	\$ 215,906	\$ 285,400	76%	\$ 405		
Sunday Plate								
4.100.140	Contributions - Sunday WSUU	2,009.72	13,821.82	18,400.00	75%	-	Good month!	
4.100.141	Contributions - Sunday WSUU Minister Discretion	-	630.00	600.00	105%	30.00		
4.100.142	Contributions - Sunday WSUU Kitchen/Hospitality	-	-	-	0%	-		
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	600.00	0%	-		
4.100.150	Contributions Sunday Charities	974.28	6,699.44	6,133.00	109%	566.44		
	Total Sunday Plate Income	\$ 2,984	\$ 21,151	\$ 25,733	82%	\$ 596		
Other Donations								
4.100.135	Give Big (Non-pledge gifts and stretch dollars)	-	-	-	0%	-		
4.100.155	Endowment Fund Transfers IN	-	-	-	0%	-		
4.100.160	Special Gifts & Campaigns	-	8,797.50	8,250.00	107%	547.50		
4.100.244	Accessibility Fund Donations	-	-	-	0%	-		
	Total Other Donations	\$ -	\$ 8,798	\$ 8,250	107%	\$ 548		
Fund Raising								
4.100.245	Auction Income	55.10	27,897.31	22,000.00	127%	5,897.31	event income	
4.100.247	Raise the Paddle Income	-	25,787.21	15,000.00	172%	10,787.21		
4.100.250	Rummage & Book Sale Income	-	-	-	0%	-		
4.100.257	Misc. Fundraising Income	-	100.00	-	0%	100.00		
	Total Fund Raising Income	\$ 55	\$ 53,785	\$ 37,000	145%	\$ 16,785		
Affinity Program Income								
4.100.210	E Scrip GF Income	8.08	21.41	-	0%	21.41		
4.100.211	Amazon Rebate Income	-	248.45	1,500.00	17%	-		
4.100.212	Thriftway Rebate Program	-	-	1,200.00	0%	-		
	Total Affinity Program Income	\$ 8	\$ 270	\$ 2,700	10%	\$ 21		
RE Ministry Income								
4.100.258	RE Fund Transfers IN	-	-	-	0%	-		
4.100.259	RE Fundraising & Donations	-	51.38	-	0%	51.38		
4.100.260	OWL Registration Fees	-	-	800.00	0%	-		
4.100.263	OWL Fund Transfers IN	-	-	1,050.00	0%	-		
4.100.264	RE Coming of Age Program Fees	-	-	-	0%	-		
	Total RE Ministry Income	\$ -	\$ 51	\$ 1,850	3%	\$ 51		
Youth Group Ministry Income								
4.100.261	RE Youth Group Fund Transfers IN	-	-	1,033.00	0%	-		
4.100.262	RE Youth Group Fundraising & Gifts	-	-	-	0%	-		
	Total Youth Group Ministry Income	\$ -	\$ -	\$ 1,033	0%	\$ -		

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Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
<b><u>Music Ministry Income</u></b>							
4.100.221	Music Fund Transfers IN	-	-	-	0%	-	
4.100.222	Music Fundraising and Donations	-	-	1,000.00	0%	-	
4.100.223	Music Programs Income	-	-	-	0%	-	
	Total Music Ministry Income	\$ -	\$ -	\$ 1,000	0%	\$ -	
<b><u>Program and Misc Income</u></b>							
4.100.220	Coffee Income	-	-	-	0%	-	
4.100.225	Membership Fundraising and Donations	-	-	500.00	0%	-	
4.100.240	Interest Income	41.03	552.99	1,000.00	55%	-	
4.100.241	Board Designated Fund Transfers to GF	-	53,500.00	53,500.00	100%	-	
4.100.242	Building Fund Transfer IN	-	-	-	0%	-	
4.100.251	Social & Envir. Justice Fundraising	10.00	90.00	-	0%	90.00	monthly donation
4.100.255	Common Quest Income	-	-	100.00	0%	-	
4.100.265	Ministerial Intern Inc	-	-	-	0%	-	
4.100.267	Minister Search Fund Transfers IN	-	-	-	0%	-	
4.100.268	Web Development Fund Transfers IN	-	-	-	0%	-	
4.100.270	Building Maintenance/Janitorial transfer IN	-	-	-	0%	-	
	Total Program and Misc Income	\$ 51	\$ 54,143	\$ 55,100	98%	\$ 90	
<b><u>Rentals</u></b>							
4.100.300	Cell Tower Rental & Elec Reimb	2,453.10	11,038.95	14,718.00	75%	-	
4.100.302	Cell Tower Electricity Reimb True-up	-	-	1,600.00	0%	-	Cliff is checking on why we haven't received this
4.100.305	Rental Income - Single Events	-	-	-	0%	-	
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	3,000.00	27,000.00	36,000.00	75%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	130.00	585.00	800.00	73%	-	2 months of AA arrived in one month
	Total Rental Income	\$ 5,583	\$ 38,624	\$ 53,118	73%	\$ -	
<b>TOTAL GENERAL FUND INCOME</b>		<b>\$ 39,325</b>	<b>\$ 392,727</b>	<b>\$ 471,184</b>	<b>83%</b>	<b>\$ 18,496</b>	

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Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
<b>GENERAL FUND EXPENSE</b>							
<b>MINISTER POSITION</b>							
<b>Minister Compensation</b>							
5.100.100	Minister Housing Allow Exp	3,000.00	15,400.00	44,475.00	35%	-	
5.100.101	Minister Salary Exp	4,479.77	57,764.55	44,975.00	128%	12,789.55	
5.100.105	Minister Medical Ins Exp	2,903.62	8,652.40	11,385.00	76%	-	
5.100.106	Minister Group Term Life Ins Exp	134.54	492.62	730.00	67%	-	
5.100.107	Minister Long Term Disability Ins Exp	192.72	578.16	1,073.00	54%	-	
5.100.108	Minister Dental Insurance	296.00	888.00	1,776.00	50%	-	
5.100.110	Minister Retirement Exp	741.25	3,922.66	8,945.00	44%	-	
5.100.115	Minister-FICA Exp	567.06	2,907.95	6,843.00	42%	-	
5.100.125	Minister's Professional Exp	254.32	5,149.30	8,900.00	58%	-	
	Total Minister Compensation	\$ 12,569	\$ 95,756	\$ 129,102	74%	\$ 12,790	
<b>Additional Minister Exp</b>							
5.100.102	Minister Moving Exp	-	-	-	0%	-	
5.100.120	Minister's Sabbatical Exp	-	-	-	0%	-	
5.100.126	Minister Installation Exp	-	410.00	2,300.00	18%	-	
5.100.128	Minister Search Exp	-	-	-	0%	-	
	Total Additional Minister Exp	\$ -	\$ 410	\$ 2,300	18%	\$ -	
<b>Total Minister Position Expense</b>		\$ 12,569	\$ 96,166	\$ 131,402	73%	\$ 12,790	

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<b>CHILDREN AND YOUTH MINISTRY</b>							
<b>RE Director Compensation</b>							
5.100.150	RE Director Salary Exp	4,763.08	44,701.07	57,157.00	78%	-	
5.100.153	RE Director Group Term Life Ins Exp	-	-	-	0%	-	
5.100.154	RE Director Long Term Disability Ins Exp	-	-	-	0%	-	
5.100.155	RE Director Medical Insurance	437.30	2,234.40	4,400.00	51%	-	
5.100.158	RE Director FICA Exp	346.16	3,248.64	4,373.00	74%	-	
5.100.160	RE Director Retirement Exp	476.31	4,470.24	5,716.00	78%	-	
5.100.165	RE Director Professional Exp	119.00	1,949.54	3,500.00	56%	-	
	Total RE Director Compensation	\$ 6,142	\$ 56,604	\$ 75,146	75%	\$ -	
<b>RE Staff Expense</b>							
5.100.162	RE Story Time Toddler Teacher Exp	-	-	-	0%	-	
5.100.163	RE Nursery Lead Teacher Exp	160.00	1,520.00	2,200.00	69%	-	
5.100.164	RE Nursery Assistant Exp	-	187.50	1,920.00	10%	-	
5.100.168	RE Program Assistant Exp	432.00	3,996.00	5,300.00	75%	-	
5.100.169	RE Summer Coordinator Exp	-	-	-	0%	-	
5.100.170	Childcare Exp	-	-	800.00	0%	-	
	Total RE Staff Exp	\$ 592	\$ 5,704	\$ 10,220	56%	\$ -	
<b>RE Training Expense</b>							
5.100.151	RE Youth Leadership Development Exp	-	-	-	0%	-	
5.100.152	RE OWL Leadership Development Exp	-	-	1,650.00	0%	-	
5.100.166	RE Leader Training Exp	-	-	-	0%	-	
5.100.167	RE Teacher Appreciation Exp	-	-	-	0%	-	
	Total RE Training Expense	\$ -	\$ -	\$ 1,650	0%	\$ -	
<b>RE Youth Group Expense</b>							
5.100.161	RE Lead Youth Advisor Exp	-	-	-	0%	-	
5.100.132	RE High School Youth Programs Exp	-	115.39	1,633.00	7%	-	
5.100.136	RE High School Youth Scholarships Exp	-	-	-	0%	-	
5.100.227	RE Youth Group Fund Transfers OUT	-	-	-	0%	-	
	Total RE Youth Group Expense	\$ -	\$ 115	\$ 1,633	7%	\$ -	
<b>RE Operations Expense</b>							
5.100.131	RE OWL Program Exp	-	-	200.00	0%	-	
5.100.133	RE Middle School Youth Programs Exp	-	-	-	0%	-	
5.100.134	RE Operational Exp	115.40	903.83	3,250.00	28%	-	
5.100.135	RE Middle School Scholarships Exp	-	-	-	0%	-	
5.100.171	RE Program Support Exp	-	-	-	0%	-	
5.100.172	RE Curricula Exp	-	-	-	0%	-	
5.100.225	RE Fund Transfers OUT	-	-	-	0%	-	
5.100.229	RE OWL Fund Transfers OUT	-	-	-	0%	-	
	Total RE Operations Expense	\$ 115	\$ 904	\$ 3,450	26%	\$ -	
<b>Total Children &amp; Youth Ministry Expense</b>		\$ 6,849	\$ 63,327	\$ 92,099	69%	\$ -	



As of: <b>Tuesday, April 6, 2021</b>				% Thru Year: <b>75%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
<b>MUSIC MINISTRY</b>							
<b>Music Director</b>							
5.100.185	Music Dir Salary Exp	2,124.43	20,010.30	25,493.00	78%	-	
5.100.186	Music Dir Medical Insurance	-	232.60	2,200.00	11%	-	
5.100.187	Music Dir Retirement Exp	212.44	2,001.03	2,549.00	79%	-	
5.100.188	Music Dir FICA Exp	162.51	1,530.74	1,950.00	78%	-	
5.100.190	Music Dir Professional Exp	-	-	2,500.00	0%	-	
5.100.200	Music Dir Group Term Life Insurance	-	-	-	0%	-	
5.100.205	Music Dir Long Term Disability Ins Exp	-	-	-	0%	-	
	Total Music Director Compensation	\$ 2,499	\$ 23,775	\$ 34,692	69%	\$ -	
<b>Music Staff</b>							
5.100.193	Music Sunday Service Pianist Exp	375.00	3,375.00	4,875.00	69%	-	
5.100.195	Music Percussionist Exp	300.00	2,700.00	3,800.00	71%	-	
5.100.197	Music Chorale Rehearsal Pianist Exp	405.00	405.00	1,680.00	24%	-	
5.100.198	Music Bassist Exp	-	250.00	800.00	31%	-	
5.100.199	Music Administrator Exp	-	-	729.00	0%	-	
	Total Other Music Staff Expense	\$ 1,080	\$ 6,730	\$ 11,884	57%	\$ -	
<b>Other Music Expense</b>							
5.100.191	Music Purchase Exp	-	393.00	766.00	51%	-	
5.100.192	Music Equipment Maint Exp	-	-	400.00	0%	-	
5.100.194	Music Programs Exp	-	-	-	0%	-	
5.100.196	Music Council Fundraising Exp	-	-	75.00	0%	-	
5.100.201	Music Equipment Purchase Exp	-	-	-	0%	-	
5.100.202	Music Marketing Exp	-	-	-	0%	-	
	Total Other Music Expense	\$ -	\$ 393	\$ 1,241	32%	\$ -	
<b>Total Music Ministry Exp</b>		<b>\$ 3,579</b>	<b>\$ 30,898</b>	<b>\$ 47,817</b>	<b>65%</b>	<b>\$ -</b>	
<b>ADMIN STAFF &amp; SUPPORT</b>							
<b>Congr Administrator &amp; Bookkeeper</b>							
5.100.173	Congr Admin Group Term Life Ins Exp	-	-	-	0%	-	
5.100.174	Congr Admin Salary Exp	3,893.44	33,856.86	45,423.00	75%	-	
5.100.175	Congr Admin Medical Insurance	400.00	400.00	1,200.00	33%	-	
5.100.176	Congr Administrator Retirement Exp	389.34	3,403.84	4,542.00	75%	-	
5.100.177	Congr Administrator FICA Exp	297.84	2,590.04	3,475.00	75%	-	
5.100.230	Congr Admin Long Term Disability Ins Exp	-	-	-	0%	-	
5.100.231	Congr Admin Professional Exp	34.67	34.67	500.00	7%	-	
	Total Congr Administrator & Bookkeeper Compensation	\$ 5,015	\$ 40,285	\$ 55,140	73%	\$ -	

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Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
<b>Additional Employee Benefits</b>							
5.100.178	Labor & Industries Ins Exp	-	1,158.54	2,500.00	46%	-	
5.100.181	Family and Medical Leave Ins Exp	-	361.39	600.00	60%	-	
5.100.184	Part time Empl FICA SS Exp	54.46	507.46	800.00	63%	-	
	Total Additional Employee Benefits Expense	\$ 54	\$ 2,027	\$ 3,900	52%	\$ -	
<b>Total Admin Staff &amp; Support Expense</b>		\$ 5,070	\$ 42,313	\$ 59,040	72%	\$ -	
<b>DUES &amp; FINANCIAL EXPENSE</b>							
<b>UUA Dues Expense</b>							
5.100.300	Partner Church Dues Exp Bud	-	-	200.00	0%	-	
5.100.320	UUA Dues Exp Bud	2,842.25	8,526.75	11,369.00	75%	-	
	Total UU Organizations Dues Expense	\$ 2,842	\$ 8,527	\$ 11,569	74%	\$ -	
<b>Loans, Taxes &amp; Fees Expense</b>							
5.100.650	Loan Debt Service - UUA	1,699.39	15,294.51	22,043.00	69%	-	
5.100.655	Loan Debt Service - PNW Growth Foundation Exp	260.32	2,342.88	3,526.00	66%	-	
5.100.457	Annual City/County/State Fees	1,640.05	3,064.59	3,200.00	96%	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	328.97	4,382.52	5,400.00	81%	-	text givingfor offering is driving this
	Total Financial Expense	\$ 3,929	\$ 25,085	\$ 34,169	73%	\$ -	
<b>Total Dues &amp; Financial Expense</b>		\$ 6,771	\$ 33,611	\$ 45,738	73%	\$ -	
<b>DISCRETIONARY EXPENSE</b>							
<b>Discretionary Expense</b>							
5.100.757	Sunday Morning Contributions Given to Charity	604.00	5,736.84	6,133.00	94%	-	
5.100.758	Minister Discretionary Fund Transfer OUT	-	-	600.00	0%	-	
5.100.760	Undesignated Donation FB Exp	-	7,477.00	7,477.00	100%	-	
	Total Discretionary Expense	\$ 604	\$ 13,214	\$ 14,210	93%	\$ -	
<b>Total Discretionary Expense</b>		\$ 604	\$ 13,214	\$ 14,210	93%	\$ -	

As of: <b>Tuesday, April 6, 2021</b>				% Thru Year: <b>75%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
<b>OTHER OPERATIONAL EXPENSE</b>							
<b>Facility Expense</b>							
5.100.450	Telephone/Cable/Internet	752.64	2,739.93	3,200.00	86%	-	Comcast bill \$300/mo now
5.100.460	Web Hosting Exp	-	121.68	300.00	41%	-	
5.100.470	Web Maintenance Exp Bud	-	-	100.00	0%	-	
5.100.475	Technology Management	37.99	1,510.64	4,600.00	33%	-	Coda
5.100.480	Office Expenses	-	91.53	1,000.00	9%	-	
5.100.481	Postage Exp Bud	9.60	394.60	500.00	79%	-	
5.100.482	Printing / Copying	978.90	3,261.67	5,500.00	59%	-	
5.100.483	Constant Contact Email Service	-	-	425.00	0%	-	
5.100.550	Liability Insurance Exp Bud	-	7,180.00	7,450.00	96%	-	
5.100.452	Security Alarm System	-	436.70	500.00	87%	-	
5.100.453	Electricity - SCL	1,608.94	7,695.11	11,000.00	70%	-	
5.100.454	Water/Sewer - SPU	-	434.19	2,000.00	22%	-	
5.100.455	Waste/Recycling/Green	104.02	854.70	2,000.00	43%	-	
5.100.456	Gas - PSE	917.53	3,752.36	4,500.00	83%	-	
5.100.451	Janitorial Supplies	-	37.63	1,500.00	3%	-	
5.100.458	Landscaping Exp	-	416.54	500.00	83%	-	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	9.23	836.64	2,700.00	31%	-	
5.100.461	Building Capital Reserve Exp-GF	-	3,000.00	3,000.00	100%	-	
5.100.462	Lift Phone Monitoring	-	297.67	360.00	83%	-	
5.100.463	Elevator Fund Reserve Exp	-	-	-	0%	-	
5.100.471	Janitorial Service	-	1,060.00	8,000.00	13%	-	
5.100.484	Marketing and Advertising	-	-	-	0%	-	
5.100.726	AV Tech Expense	120.00	930.00	6,720.00	14%	-	
5.100.727	AV Equipment & Maintenance	-	-	225.00	0%	-	
5.100.728	Real Rent Duwamish	54.00	486.00	648.00	75%	-	
5.100.900	Transfers to Operations Cash Reserve Fund or Bldg	-	-	-	0%	-	
	Total Facility Expense	\$ 4,593	\$ 35,538	\$ 66,728	53%	\$ -	

As of: <b>Tuesday, April 6, 2021</b>				% Thru Year: <b>75%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
<b>Fundraising &amp; Rentals Expense</b>							
5.100.819	Raise the Paddle Purchase Exp -GF	-	-	-	0%	-	
5.100.820	Auction Expense	-	2,250.00	2,000.00	113%	250.00	
5.100.821	Rummage Sale Expense	-	-	-	0%	-	
5.100.822	Canvass Expense	202.96	202.96	250.00	81%	-	
5.100.823	Misc. Fundraising Exp Bud	-	-	-	0%	-	
5.100.305	Facilities Rental Exp - single events	-	-	-	0%	-	
	Total Fundraising & Rentals Expense	\$ 203	\$ 2,453	\$ 2,250	109%	\$ 250	
<b>Committees Expense</b>							
5.100.222	Coffee and Other Kitchen Exp	-	-	1,100.00	0%	-	
5.100.710	Membership Exp Bud	-	-	500.00	0%	-	
5.100.725	Worship Council Expense Budget	500.00	4,367.31	6,575.00	66%	-	honorary
5.100.754	Partner Church Program Exp	-	-	-	0%	-	
5.100.756	Social Action Expense	-	-	-	0%	-	
5.100.759	Board Discretionary Fund	30.00	180.00	300.00	60%	-	gifts
5.100.800	All Congr Social Events	-	-	175.00	0%	-	
5.100.801	All Congr Retreats and Trainings	-	-	3,000.00	0%	-	
5.100.829	Common Quest Exp	-	-	250.00	0%	-	
	Total Committees Exp	\$ 530	\$ 4,547	\$ 11,900	38%	\$ -	
<b>Total Other Operational Support Expense</b>		\$ 5,326	\$ 42,538	\$ 80,878	53%	\$ 250	
<b>TOTAL GENERAL FUND EXPENSE</b>		\$ 40,768	\$ 322,066	\$ 471,184	68%	\$ 13,040	
<b>Income less Expense</b>		\$ (1,443)	\$ 70,662	-			

As of: <b>Tuesday, April 6, 2021</b>						
<b>Fund Acct</b>	<b>Fund Balances</b>	<b>Curr Balance</b>	<b>Mo. Change</b>	<b>Notes/Explanation</b>	<b>Prior Year Balance</b>	<b>Ann. Change</b>
3.200.100	Building Fund FB	69,575.71	-		76,959.46	(7,383.75)
3.201.100	Accessibility FB	25,319.25	216.60	donations to accessiblity and elev. Maint.	3,808.31	21,510.94
3.202.100	Building Maintenance/Janitorial Fund Balance	329.42	-		329.42	-
3.302.100	Minister's Discretion FB	2,246.73	-		2,296.73	(50.00)
3.303.100	Minister Search Fund Balance	142.88	-		142.88	-
3.304.100	Gifts to be Designated by Board FB	-	-		-	-
3.305.100	Undesignated Donations FB	56,257.57	-		31,886.18	24,371.39
3.307.100	PPP Loan/Grant FB Balance	-	-			
3.310.100	Conference Scholarship FB	171.21	-		171.21	-
3.321.100	Miscellaneous Grants	160.33	-		160.33	-
3.345.100	Hymnals FB	98.71	-		98.71	-
3.350.100	Music FB	290.53	-		290.53	-
3.355.100	WSUU Sponsored Events Balance	1,513.47	-		1,513.47	-
3.360.100	Youth Group FB	6,249.01	-		5,830.74	418.27
3.370.100	OWL Fund Balance	4,208.28	-		3,608.28	600.00
3.380.100	Religious Ed Misc FB	2,041.84	-		1,883.46	158.38
3.385.100	Raise the Paddle FB	-	-		22,214.34	(22,214.34)
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-		2,929.50	-
3.391.100	Social Justice FB Balance	775.54	-		775.54	-
3.400.100	Endowment FB	55.00	-		55.00	-
3.405.100	Little Free Library Balance	40.00	-		40.00	-
3.815.100	Partner Church FB	970.05	-		1,103.36	(133.31)
3.835.100	Community Meal Trust Fund Balance	369.87	-		369.87	-
<b>Total Dedicated Funds</b>		<b>\$ 173,744.90</b>	<b>216.60</b>		<b>\$ 156,467.32</b>	<b>\$ 17,277.58</b>

## Finance Committee Report April 2021

This report has two action items. One is to review and approve the Policy formerly known as Ministerial Discretionary Fund (emailed last month), renamed Congregational Care Fund. The second is to take on the next steps to address the budget gap and develop the annual budget.

### Financial Highlights for March 2021 (75% of the year):

Highlights	Actuals – March	Actuals – YTD	YTD % of Budget	Budget
<b>Total Income</b>	<b>\$ 39,325</b>	<b>\$392,727</b>	<b>83%</b>	<b>\$ 471,184</b>
Pledges	\$ 30,644	\$215,906	76%	\$285,400
<b>Total Expenses</b>	<b>\$ 40,768</b>	<b>\$ 322,066</b>	<b>68%</b>	<b>\$ 471,184</b>
<b>Net Income/Expenses</b>	<b>\$ (1,443)</b>	<b>\$ 70,662</b>		

**Financial Status:** Pledges were unusually high due to a donor making their pledge in a single annual payment. The annual cell tower “true-up” is late. Cliff Houlihan is pursuing it.

**Unanticipated Expenses:** None this month. Future: Shannon is following up with the company to repair our furnace.

**Budget Development:** Shelley will make updates to the budget workbook when she returns from vacation. These updates reflect new estimates for UUA health plans midyear next year, new rental contract with Leaps & Bounds at a 2% increase, higher Comcast rate, and similar changes. Finance does not plan further independent work on the budget. We remain available to assist the Board.

Paula will send the Board a summary of themes that emerged from the Time to Mind the Gap meetings.

Paula and Vanessa met 4/7 to schedule future budget-related meetings. We selected 4/24 at 1pm and 4/25 Board Coffee Hour and 4/25 6:30pm for the next round of meetings that would present a potential approach for addressing the gap (with two or three scenarios, depending on the Board’s decision). An additional weekday daytime meeting is possible as well. To prepare the Congregation for this next round, we anticipated a “save the date” blurb in the 4/16 Westside Week, a letter sent from the Board on 4/22, meeting details in Westside Week on 4/23, and announcements from the pulpit 4/18 and 4/25. Vanessa can share the rest of the plan for the Board’s review.

**Action Item - Policy formerly known as Ministerial Discretionary Fund:** Rev. Christopher requested a new name for the fund and policy that speaks to the purpose, not the Minister’s discretion. FC recommends Congregational Care Fund. A revised draft policy with this name will be attached to the email submitting this report.

## Nominating Committee April Board Report:

### March 2021

- Remainder of Nom Com binder documents digitized and uploaded into Google Drive
- Drafted and sent email to WSUU small/leadership group leaders requesting nominations
- Sent out email soliciting feedback and support from prior year GA Delegates
- Finalized Board Exit interview questions to schedule with Rev. Christopher and each board member
- met with marissa on 3/22 to clarify GA delegate next steps:
  - Equity focus: attendee can pay for themselves or can be reimbursed or WSUU will pay registration ahead of time
  - Board included messaging welcoming interest in GA Delegates in the 3/28 eNews
  - The Nom Com will use the rubric discussion process to select a slate of GA Delegates starting in April.
  - Set deadline for Nom Com to present tentative slate of GA Delegates to the Board: **Monday, May 3rd**
  - marissa will attend the Nom Com meeting on **Monday, May 10th** to share any thoughts/concerns/feedback on the GA Delegate slate
  - The Board will make the online election for GA Delegates available for the congregation to vote from **May 19th through May 23rd**
- Clarified Nom Com deadline to submit Board and future Nom Com Slate by the May 19th, 2021 Board meeting
  - This will allow the Board time for review prior to the WSUU Annual Meeting on June 6th, 2021.

### April 2021 (through creation of this report on April 18th)

- Simon attended the youth group to talk about the nomination process and invite youth to nominate for the board, GA Delegates, and future Nom Com.
- on April 25th Nom Com and previous GA Delegates will hold a Zoom coffee hour to answer questions of congregants who may be interested in attending GA as a WSUU Delegate
- Scheduled and conducted Exit Interviews
  - interviews lead by one of the Nom Com members with Rev. Christopher as a support person
  - reason for conducting exit interviews:
    - to capture the experience of being on the Board
    - to have a clearer understanding of the board experience in order to provide more detail to potential candidates

- to gather information for a report to share with the congregation of the themes of the board experience for our members (generalized comments, not tied to specific names)
- Began using Rubrics to discuss specific nominations

As of April 18th we have received the following number of nominations for each position via email or webform (no texts or phone calls yet):

President: 14

Secretary: 6

Treasurer: 12

Trustee: 18

Vice President: 10

NomCom: 7

GA Delegate: 4 + Leilani Davenberry has agreed to serve as a returning delegate

Nomination for "any": 11



## **Minister's Report for April 21, 2021 Board Meeting**

A busy month, as expected.

We held the first meeting of the Committee on Ministry, with members John Fawcett-Long, Naomi Bradfute, Roseanne Lorenzana, Simon Knaphus and Viv Monahan. It was a good beginning to the group's formation, talking extensively about the role and purpose of the committee and beginning on its covenant. We'll have an announcement about the group in the Westside Week following our next meeting.

Had the first consultation with Amy Rowland, with whom we have been connected by the Pacific Western Region for Healthy Congregations work. After meeting to share background information, Amy has requested to meet with the board during the May 8th morning work time, which has been confirmed. Amy, who lives in Denver, has done lots of work with congregations in the Mountain Desert District in the past. A contract for this support is coming from the region.

In developing the reconciliation process for covenant violations, had numerous conversations with leaders in other congregations around application of disruptive behaviour policies and limited access agreements. Also attended, with two Right Relations team members, the six-hour Congregational Life workshop on dealing with broken covenants in congregations. Still finalizing said reconciliation process and developing a communications plan for congregation, who are the group most responsible for maintaining the covenant.

Dedicated substantial time to supporting the stewardship process, which was under-resourced this year from a volunteer perspective. Sending out thank you cards as time permits, and working with Jim, Kevin and Shannon around plans for follow-up. We may need to solicit support from other congregants and the board in making follow-up calls. At the conclusion of this year's stewardship campaign, I'd like us to consider a transition from a stewardship team that works in a narrow window of the year, towards a group tasked with nurturing both generosity and gratitude in the congregation. The intention is that this group would be responsible for increasing enthusiasm for generous giving throughout the year, and also with being more generous with our appreciation of those who give of their time, their talent, and treasure. It's an approach that has proven successful in other congregations. Suggestions for team members are being solicited.

The Young Adults group had its first meeting in the Heart to Heart covenant group format, and has met twice during coffee hours. At this point, most members of the group are young adults who have expressed an interest in the Westside community, more than young adults who were members previously. These opportunities have been instrumental as 'onramps' to the congregation in these continuing virtual times.

I supported the nominating committee in their conducting interviews with all board members, seeking clarity around expectations for incoming board members. The process itself has been revealing of the challenges experienced by many leaders in the congregation, and the degree to which many congregants are unaware of the experiences of those who have elected to serve the community.

The AV and worship teams are meeting next week to review plans for dual-modal services in the fall, determining priorities and strategies for meeting those needs. Our expectation is that we'll be opening

with a low-complexity service streaming option (minimizing both technical cost and necessary volunteer labor). The streaming of services is one piece of the puzzle, but perhaps the more significant question is what do we expect or aspire to in terms of access online and in-person for small groups and adult faith formation.

John Britt, one of the original members of the Pastoral Care Team, will be retiring from the role, effective May 31st, to pursue other initiatives within the congregation. Please thank him for his many years of service if you are in contact. We've already identified one new member of the team, and are in active conversations with several other individuals about joining. Ideally the team would increase to at least four, preferably five, with a focus on meeting some of the needs of families that would have normally been fulfilled by our DRE. There is no established 'onboarding' process for Pastoral Care Team members, so that is being developed at the moment so that we all have a shared understanding of the manner in which this work is done at Westside and its place in the healthy operations of the congregation.

This month has included difficult conversations and consultations with staff around the need for personnel reductions. The staff have been very understanding of the need, and are working positively towards identifying strategies to identify changes to priorities, job descriptions, roles and responsibilities, and volunteer recruitment needs. The Mind the Gap communications and consultation process has been handled very well by the finance committee and members of the board, though we continue to wonder about the limited engagement by significant numbers in the congregation.

April 14, 2021

To: WSUU Board Members

From: Rev. Cynthia Westby, DRE

Re: DRE Board Report for April 2021

**Changes to my position:** I was sad to learn last week from Rev. Christopher that my position will be cut to half time. As per my conversation with Christopher I let Ivy Ficarra know this week, of the change to her position effective 6/30. I will let the REC know at the May 2<sup>nd</sup> meeting to which Rev. Christopher will come. I will have a draft job description at that point which they can begin to contemplate and consider their roles going forward.

**Nursery:** Each week our lead nursery teacher Julie Vance records herself reading stories for our nursery children. These are sent out to parents of nursery-aged children each week for them to show their children at a time convenient for them.

**K-3 Spirit Play:** For K-3 children we are pre-recording Spirit Play lessons. The link is sent to parents, to be played for their children at their convenience. The lessons are accompanied by wondering questions about the lesson topic so parents can engage with their children in conversations around the lesson's faith formation topics.

**4<sup>th</sup>-5<sup>th</sup> Grade RE** is offered once-a-month with Thomas Terence, Larry Murphy, and Jim Angell rotating as teachers for this class. This class focuses on faith formation often using a *Simpson's* episode to encourage discussion.

**Middle School RE** is offered once-a month focused on friendship, community, discussion, and social justice. The curriculum uses a *Simpson's* episode revolving around a social justice topic to encourage discussion.

**Chalice Chapels:**

- Aimee Schiefelbein offered a Chalice Chapel for 3<sup>rd</sup>-8<sup>th</sup> graders on learning about your emotions on Sunday, April 11th. This fifth session of this 6-session Chalice Chapel for 2020-21 is a continuation of children focusing on noticing feelings in themselves and others; identifying those feelings; and talking about their feelings. Emotions encourage us to treat people with love and respect and so is critical faith formation work.

**Youth Group:** The Youth Led service was held on March 21<sup>st</sup> and was fabulous! I hope you were all able to watch. The Youth Group co-lead advisors are Neve Kamilah Mazique-Ricardi and David Edwards. Amy Hance-Brancati is the youth advisor communicating youth group plans and opportunities to youth and their parents. Youth group meets most Sundays and is celebrating their wonderful youth led service.

**RE Attendance:** Attendance in our RE classes has been low this year because children are on zoom so much during the week for classes that they are not eager to spend more time on zoom during the weekend. For the past couple of months the attendance in whichever class was offered live that week (one live class per week) and the youth group has been roughly the following. We are not yet able to determine how many people are watching the Nursery Book Readings and K-3 Spirit Play Lessons that we are pre-recording and putting on YouTube. We are currently moving those YouTube lessons to Westside's YouTube channel and hope to be able to 'turn on' the ability to know how many people click on those recordings.

	Jan					Feb				Mar				Apr			
	3	10	17	24	31	7	14	21	28	7	14	21	28	4	11	18	25
4-5	-	3	-	-	-	-	0	-	-	-	4	-	-	-	-	-	-
MS	2	-	-	-	-	3	-	-	-	4	-	-	-	-	-	-	-
Youth Group	-	2	2	1	-	2	1	2	-	4	-	-	-	-	-	-	-
Chalice Chapel 3 <sup>rd</sup> -8 <sup>th</sup>	-	-	1	5	4	-	-	4	2	-	-	10	2	-	0	-	-
Daily Total	2	5	3	6	4	5	1	6	2	8	4	10	2	0	0	0	0

**Young Adults:** I have been reaching out to our young adults who have bridged over the past few years to check in on this during this difficult time.

**RE News:** I send a weekly email blast to RE families and friends about the week's upcoming RE classes and offerings, as well any UU-related events coming up that recipients, children or youth may be interested in, to facilitate participation in RE.

**Home Projects:** Twice a month, I send home UU related projects to parents of children and youth to encourage family conversations, connections, and activities around important UU themes and topics to inspire faith formation within families. I continue to receive favorable comments and appreciation from parents about these projects.

**June 13<sup>th</sup> RE Transitions Ceremony:** The Sunday, June 13<sup>th</sup> annual RE Transitions Ceremony that will include the bridging of three seniors. Also included will be two children into kindergarten, three into middle school, and four youth into high school. I have been spending a great deal of time organizing and preparing for this as well as working on the script and reviewing it with YAC in regards to the bridging ceremony. This service will also include other Westside transitions that Rev. Christopher will be presiding over.

**Westside's Post-Service Coffee Hour Hosting:** Two-three times a month Cheryl Brown, the RE Program Assistant, hosts Westside's post-service coffee hour on Zoom.

**Stories for All Ages:** I have done a few of the stories for all ages over the past month which has been lovely.

I will be on vacation from April 19-25. Please don't hesitate to contact me if you have any questions!

## **MUSIC DIRECTOR MONTHLY REPORT**

### **April 2021**

**ACTION ITEMS:** No specific action items

Looking forward for creative ways to continue with new budgetary considerations.

1. Sunday Services Preparation: Every Monday I have a meeting with Rev. Christopher to look ahead at music for future services. Each week I research and choose hymns, gifts of music and anthems, plus do whatever downloading of videos and creation of overlays for streamyard broadcasts as necessary. I coordinate with music leaders for services for which I will be absent, as well as communicate with upcoming guest speakers. I rehearse unfamiliar hymns and other music I will be sharing on Sunday. I update the Coda document for each week, keeping it as up to date as possible.
2. Music Ministry Team (MMT): We have a meeting coming up this next Monday. There was some concern at the last meeting about what the need for a team in pandemic times was. As my schedule shifts to far fewer hours, I anticipate the team taking on more responsibility, and that it will have more to do as we transition into hybrid services.
3. Evensong: This has been a very rewarding experience for me. There is a good deal of preparation for each week, and in addition I've been composing a new chant/round for every session. We've had from 6-14 people present each week, and are more than half the way through the 8 week series, which will be culminating on May 5<sup>th</sup>. Feedback from participants has been that they are really finding this midweek experience a valuable addition to their Westside experience.
4. Reduced hours: I plan on having a conversation with Rev Christopher about how I would like to proceed with the plan to cut my hours in half. It was honestly quite a shock, but I am willing to do my best to work with everyone to come up with a plan that will work for all parties involved.

In Harmony,

Scott Farrell  
WSUU Music Director

# Administrator Report to Board April 2021

**No action items for me this month.**

## **Sunday Morning Attendance and Offering (Charity Portion)**

<b>Date</b>	<b>Speaker/Special Circumstances</b>	<b>Attendance (units)</b>	<b>Collection (charity portion)</b>
3/14/21	Rev. Mykal Slack, 1 yr anniversary of shut down	66	\$194.38
3/21/21	Youth Led Service	73	\$150.63
3/28/21	Rev. Christopher Stewardship Sunday	68	\$237.29
4/4/21	Rev. Christopher – Easter	64	\$166
4/11/21	Marion Kee	55	\$87.33

**Membership:** Current membership 183. This is a result of 3 members moving away and Autumn Gray Eakin joining.

**Church Management Software:** Much progress has been realized on this front. Our data was moved into Breeze on Thursday, April 8<sup>th</sup>. Rev. Christopher and I have been working together creating a timeline for communications and roll out setting up user roles and organizing our people. There is some more cleanup work to do but I expect to have my first article in Westside Week about Breeze on April 22<sup>nd</sup>. So far, we are liking its functionality.

## **Facilities Issues and Updates:**

**Furnace:** I am still awaiting a bid from MacDonald-Miller on the furnace repairs.

**T-Mobile** is currently in working to replace the antennae equipment on the roof. It is a month-long project and has required quite a bit of communication and coordination.

**Items requiring extra time this month:** Facilitating communications and building access for T-Mobile project, preparation of Church Windows Membership data for export, recording 2021-2022 pledge data, finance and stewardship teams, quarterly reports, new tasks for virtual worship that I have taken on (graphic design video production of promotional elements, editing and processing videos for worship, rehearsals with chalice lighters, setting up all worship rehearsals and streaming events and YouTube events), bookkeeping issues, hosting coffee hour on Sundays.

In loving community,  
Shannon