



Westside
Unitarian Universalist
Congregation

WSUU

APRIL BOARD AGENDA — 2022

April 21, 2022 6:30PM PT – 8:30PM PT via Zoom

<https://zoom.us/j/96975275313?pwd=eIB5RkNmEENsNUsvUGJQY1J6RThidz09>

[Google Drive Folder](#) for this meeting

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?

6:30pm	Chalice Lighting & Welcome –Marco Deppe (May: Laura White)	<ul style="list-style-type: none">o Land Acknowledgement & Covenanto Chalice lightingo Quick Check in/Access Needs
	Covenant Review	<ol style="list-style-type: none">1. Share workload, responsibilities, joys, and sorrows2. Slow down and seek consensus when possible3. Listen to minority and marginalized voices4. Seek additional perspectives, particularly those most impacted by decisions5. Honor confidentiality6. Focus our energy on established priorities7. Right-size the board's work and maintain healthy boundaries8. Share what we are doing. Be intentional about honest, timely communication.9. Work to stay in right relationship with each other10. Support our collective decisions. The board speaks with one voice11. Name the elephant in the room12. Hold this covenant as a living document
	Minutes	<ul style="list-style-type: none">o Changes to March minutes or approve as written.o Approval of March minutes.o Board Task Tracker and Board Priority Grid
	Reports	<ul style="list-style-type: none">o Minister (current negotiations with UUA & WSUU)o Administrator (Shannon)<ul style="list-style-type: none">▪ Recognition of new or leaving members▪ May 1st Sunday, schedule considerationso RE Program + DRE timeline (Marco & Kristina)o Music (Scott)o Finance Committee: 2022/23 Budgeto Treasurer (Jim) Loan Re-Fi Update
	Committee Liaison Invite for May	<ul style="list-style-type: none">o Shelley Web Prep for Annual Meeting?o Board Budget Approvalo Riley Anderson and/or Paula VH for Robert's Rules process planning?



		<ul style="list-style-type: none"> o Nominating Committee (Simon)?
7:00pm	Board Liaison Brief Report Out	<ul style="list-style-type: none"> o Worship Planning for Summer/Fall Schedule Worship Planning Notes Summer/Fall o Auction Progress & /Tailgate Pre-Funk & Musical Revue Sat, 4/23rd 6-7, 7 parking, 7:30 start music o Pledge Drive Progress o RE Plans & Worship Planning Schedule Coordination o Contract Minister/Professional Pastoral o Other: Board Liaison List
7:15pm	Negotiation Update Laura Pierce and Marco Deppe	<ul style="list-style-type: none"> o Current Negotiation Status o Financial and Other Considerations o Tasks to Do o Acknowledgement/Reception/Gift/Card o Moving Assistance
7:45pm	Updated Expectations request	<ul style="list-style-type: none"> o update from Jim, Laura, Kristina & Discussion o From the Board message o Response to David Request
8:00pm	Annual Meeting Prep Sunday, June 5th 10:30am 2021 Annual Meeting Folder 2020 Annual Meeting Folder	<ul style="list-style-type: none"> o June 5th 10:30am No Service Zoom only—need remote voting capability o Agenda o Past minutes and Committee Reports o Board Report/Presentation for this year o Budget: Shelley o Vote for 8th Principle: Tracy 8th Principle Discernment Team (no debate during meeting?) o Vote for 2022/23 Board of Trustees, NomCom o Need Parliamentarian and Extra Notetaker o Statement from New Board
8:15pm	Other Business	<ul style="list-style-type: none"> o Right Relations May 2021 Recommendations o Transition Leadership Group o Thank you notes: o Westside Reads and Aging to Saging - pause?
8:20pm	Upcoming Meetings Dates/Times	<ul style="list-style-type: none"> o Sun, April 24th Nominating Committee at 1pm—do we also forgo a Board Social Hour? Board Tabling Sign Up Sheet 2021-2022 o Late April/ early May Westside Week Board article o Thu, May 19th Board Meeting-LAST MEETING BEFORE THE JUNE 5TH ANNUAL MEETING o JUNE 5th ANNUAL MEETING! <i>(May: Laura White, June: Laura Pierce to read land acknowledgement, provide chalice reading and closing).</i> o Upcoming Vacation/Out of Town Schedules



8:25pm	Close of the Meeting - <i>Marco Deppe</i>	<ul style="list-style-type: none">o Personal Reflections/Gratitudeo Extinguishing the Chaliceo 8:30 End
--------	---	--

MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION

April 21, 2022

BOARD ATTENDING: Kristina Darnell, Marco Deppe, Laura Pierce, Jim Schlough, Laura White.

STAFF Shannon Day, (Rev. Christopher Wulff not in attendance, using vacation time during ministerial transition negotiation)

GUESTS: No guests

Laura White began our meeting with land acknowledgement, chalice lighting words, and a personal check-in including access needs.

We are sharing the Board monthly meeting responsibilities of chalice lighting words, land acknowledgement, check-in and closing words as per our first Board covenant.

Our Board Covenant as developed in our August 2021 Board Retreat:

1. Share workload, responsibilities, joys, and sorrows
2. Slow down and seek consensus when possible
3. Listen to minority and marginalized voices
4. Seek additional perspectives, particularly those most impacted by decisions
5. Honor confidentiality
6. Focus our energy on established priorities
7. Right-size the board's work and maintain healthy boundaries
8. Share what we are doing. Be intentional about honest, timely communication.
9. Work to stay in right relationship with each other
10. Support our collective decisions. The board speaks with one voice
11. Name the elephant in the room
12. Hold this covenant as a living document

MINUTES

Draft minutes and related reports are located in the folder for this meeting.

We reviewed and approved the March minutes, motion to approve made by Laura Pierce, seconded by Jim, all in favor. Approved minutes will be posted by Shannon.

MARCH REPORTS *See individual reports, notes reflect additional comments or an expanded discussion of the monthly report.*

Minister: Departure transition negotiations are ongoing with Board leads Laura Pierce and Marco Deppe, Rev. Sarah Schurr, Rev. Christopher and his Good Officer. *See Minister Negotiation Update section.*

Administrator: *see Shannon's report*

Shannon is providing the consistent backbone of our ongoing administrative functions with no minister presence. She is currently adding at least 4 hours a week to her normal schedule by working on Sundays, opening and closing the building, facilitating a hybrid tech platform with Henry and other computer/tech related tasks.

We will need a backup system for when Shannon is not available. When we move to 2 services a month that can be Scott but in the interim we will need to recruit another well trained volunteer. Shannon is also supporting the Auction team and following up (with Jim) on the pledge drive. She has informed Jamie at Leaps and Bounds of a potential 3% rent increase and they have requested improved maintenance in return.

The Board wants to provide equitable pay or time off for Shannon consistent with our staff policy and asks Shannon to document her extra hours.

Music: *see Scott's Report*

The Easter Service was a great success and Laura White sent congratulations to Scott, the Musicians and Worship Planning Team for a wonderful program. Scott is working with the Worship Planning Team, Shannon and the Board to develop a sustainable Sunday Worship schedule for the summer and fall. *See Worship Planning report.*

The Board previously approved an additional week of pay for Scott's extra work time in March. Moved, seconded, unanimously approved to provide Scott an additional week of pay in May.

Finance Committee and Treasurer:

Jim reported that the UUA loan application has been submitted and acknowledged as received. Re-financing for a 30 yr term will potentially provide a \$1K savings on our monthly payments. We have not heard back from our loan application to Cascade Loan yet. We have received a reimbursement for our R-1 Visa retainer from Robert Gibbs, less \$800 for work already completed.

Stewardship: Jim has been helping Shannon followup on the pledge drive. Another meeting will be set up with Membership and Stewardship to coordinate efforts.

NOMINATING COMMITTEE

The Nominating Committee will be offering a Nominating Committee Information Session, Sunday, April 24th at 1pm via Zoom. Kristina will represent the Board. At present NomCom will be looking for 2 additional Board nominees and 2 additional NomCom seats.

BOARD LIAISON REPORT OUT Each Board member has taken on a leadership liaison role during the transition time without a minister. This information was previously posted in the Westside Week.

WORSHIP PLANNING FOR SUMMER/FALL

Laura White, as Board Liaison to the Worship Planning Team, reported on communications with lead, Lisa Reitzes, as well as a planning meeting 4/18/22. The Worship Planning Team has done a remarkable job filling the Sunday services in April and May without ministerial support and is now looking at summer services.

On 4/18/22 the Worship Planning Team with Lisa Reitzes (lead), Scott (Music Director), Shannon (Admin) and Laura White (Board Liaison) discussed a sustainable plan for Sunday services starting in June 2022. After discussion including Worship Associates needs, maintaining a hybrid platform, available budget, Scott's schedule, and Shannon's work load, *it was decided to offer Sunday services the 2nd and 4th Sundays starting June 12th*. The reasoning behind this change include: a 4-5 times a month Sunday services schedule is not doable past May. This schedule prevents burn-out and stress for our volunteer service leaders, Shannon, Scott and tech team, is budget sustainable, reduces the workload for Shannon dramatically, allows for possible other events, seminars, forums on the 1st and 3rd Sundays eventually without the Worship Planning Team, allows for a variety of speakers, and provides a predictable pattern for congregants. Communications of this change will need to be coordinated with the RE programming (Marco/Kristina), Shelley Webb (Jim), Music Council and Musicians (Scott), Henry and Tech Team (Shannon), and Communications to the Congregations (Kristina and Laura White).

The Board supports a twice a month, 2nd and 4th Sunday Service schedule starting in June 12, 2022 with possibility of continuing through December dependent on volunteers, additional staff and budget options. Laura White will inform Lisa Reitzes of the Board's support and Jim will inform Shelley Webb on financial considerations.

AUCTION UPDATE

Shannon reports that as of 4/21/22 the Auction has brought in \$15,000 in bids on the Auction website so far. The online Auction continues through Saturday at 3pm. Over 70 items are offered. On Saturday, April 23rd, A Raise the Paddle final event is planned with a Tailgate Pre-Funk Party in the parking lot from 6-7 pm, a brief clearing of trucks for accessibility parking at 7-7:15pm and a Musical Revue at 7:30pm in the Sanctuary. For next year's Auction, Shannon is suggesting we use our building rather than incurring the expense of another facility rental.

PASTORAL NEEDS

Laura Pierce, as Pastoral Board Liaison, has reached out to Sarah Shurr and Kerri Kopnick for professional pastoral resources. She has also sought input from John Britt, Joan Whitley and Lynne Schlough, all part of the previous Pastoral Associates. Under current consideration would be one or more pastoral ministers available on retainer for emotional and spiritual support, an experienced listener. This support would focus on shorter term or emergency emotional support and would not replace regular ongoing counseling or other medical needs of a congregant. A retained pastoral minister could potentially also support a Pastoral Associate team in the future.

MINISTER NEGOTIATION UPDATE

Laura Pierce and Marco reported on the current negotiation status with Rev. Christopher under the mutual agreement to transition from Westside. After several weeks of negotiations, the process is close to agreement by both sides. The Board and Finance Chair, Shelley Web, have in good faith fulfilled every request by Rev. Christopher and his Good Officer to supply specific information around budget, benefits, severance and related items. Currently an inventory of items purchased for Rev. Christopher's professional use (computer, ipad, books, robes) and those purchased under our Cascade Tech grant (cameras, teleprompter, gimbal, etc) are being inventoried. A specific list of departing tasks and items to return will also be developed. Kristina and Laura White will work to inform congregants in our regular Board communications when negotiations are complete.

RE PROGRAMMING & PLANNING: Kristina, as RE Planning Board Liaison, sent a survey to RE parents and caregivers checking in about a variety of RE related input: what programming is meaningful, volunteer willingness, RE planning interest, DRE search, summer schedules and recommendations. Kristina has identified and met with 5 individuals willing to provide an RE Planning Committee: Jade Lowry, Jeanette Hitch, Thomas Terrance and Amy Hance-Brancati. Jade Lowry and other RE parents are working on the May 22nd RE Transition Ceremony. A fall K-1 OWL program is also being actively developed. It is felt that nursery care for young children is needed as soon as possible, there is currently a budget available. Kristina shared satisfaction in using this model of Board Liaison work. Marco, as RE Current Programs Board Liaison, continues to support our already scheduled RE programs and guest presenters or contracted professionals.

Please note: RE Program contractors, Amaranta Ibarra-Sandy, Artmaranth, and Kevin O-Malley, South Sound Nature School, need to be informed of the scheduling changes with the 2nd and 4th Sundays Worship Schedule over the summer into fall.

UPDATED EXPECTATION REQUEST

A written response to a request by David Cycleback to adjust the updated set of expectations without an active minister were reviewed. The Board has decided to return to the Disruptive Behavior Policy guidelines, developed by the previous Board, which are in place for all congregants in lieu of the individualized Updated Set of Expectations effective April 25th, or when email received, (previous months are not voided). The set of expectations were written with access to an active minister to oversee the process. Since this is no longer the case, the Board is transitioning to the Disruptive Behavior Policy which is valid with or without a minister or Right Relations committee. The Board highly supports upholding the behavior policy, and development of a Right Relations Committee. A person to person meeting will be set up to review the behavior policy and insure an understanding upholding the behavior policy and a successful re-entering process.

ANNUAL MEETING PREP

Sunday, June 5th 10:30am via Zoom. The annual meeting start time will be changed to 10:30am since there will be no service on that day. (Worship Services over the summer will be on the 2nd and 4th Sundays). The following areas require planning:

Annual meeting communications, Annual meeting packet (2021 mins, committee annual reports, agenda, voting amendments, slate of Board and Nomination Committee candidates, voting procedures, eligible voting members , budget), Agenda and Board Report: Kristina will develop, with assistance of other Board members.

--Vote on 8th Principle: Tracy Burrows or 8th Principle Discernment Team member

-New Business: Questions, discussion topics, submitted to the Board prior to the meeting.

-Statement from the New Board: new Board members share a brief statement

Other considerations: Tech and Voting Support needs assigning, Riley Anderson and Paula vanHaagen will be contacted for ways to structure Robert's Rules of Order as fits current equitable standards. The annual meeting will be recorded for note taking purposes only.

OTHER BUSINESS

GUEST INVITES FOR MAY 17th BOARD MEETING

-Shelley Webb for Annual Meeting Budget —Jim will invite

-Simon Knaphus for Nomination Committee-Kristina will invite

-Riley Anderson for input on using Robert's Rules of Order-Kristina will invite

CHALICE LIGHTING/ACKNOWLEDGMENT/CLOSING WORDS FOR BOARD MEETINGS

May: Laura White, June: Laura Pierce

Out of Town/Vacation/Leave Schedule

- *Kristina May 11th-15 in Atlanta*
- *Marco 5/25-6/6 Germany*
- *Jim 50th anniversary on Orcas Island May 19-22nd*
- *Laura Pierce*
- *Laura H White*
- *Shannon gone for son's graduation May 1st service*

UPCOMING MEETINGS DATES/TIMES

- *Sun, April 24th, Board Coffee Hour, following the service—Jim Schlough and Laura White will host a table in the Social Hall*
- *Sun, April 24th 1pm, Kristina will join the Nominations Committee Zoom*
- *Ministerial Negotiations ongoing over next 2 wks, Laura Pierce & Marco, Rev. Sarah Schurr, Rev. Christopher, his Good Officer*
- *Board Monthly Meeting Tuesday, May 17th 6:30-8:30pm PLEASE NOTE TWO DAYS EARLIER DUE TO SCHEDULING CONFLICT.*

CLOSE OF MEETING *Laura White closed our meeting with ending reflections. The meeting ended at 9:25pm.*

Respectfully submitted: Laura White, Board of Trustees, Secretary

Westside Unitarian Universalist Congregation - Seattle WA
Treasurer's Report as of March 2022 for General Fund

Wednesday, April 13, 2022

Page 1 of 6

Account #	Account Name	YTD Balance	Annual Budget
<i>GENERAL FUND INCOME</i>			
<i>Pledges</i>			
4.100.100	Pledges - Current Year Income	201,216.31	275,533.00
4.100.110	Pledges - Prior Year Income	5,012.78	2,000.00
	Total Pledges	\$206,229.09	\$277,533.00
<i>Sunday Plate</i>			
4.100.140	Contributions - Sunday WSUU	8,831.75	20,000.00
4.100.141	Contributions - Sunday WSUU Congr Care Fund	0.00	833.00
4.100.142	Contributions - Sunday WSUU Kitchen/Hospitality	0.00	
4.100.143	Contributions - Sunday WSUU Youth Programs	0.00	833.00
4.100.144	Contributions - Sunday WSUU Real Rent Duwamish	0.00	833.00
4.100.145	Contributions - Sunday WSUU Partner Church	170.99	600.00
4.100.150	Contributions Sunday Charities	4,296.84	6,900.00
	Total Sunday Plate Income	\$13,299.58	\$29,999.00
<i>Other Donations</i>			
4.100.160	Special Gifts & Campaigns	913.90	0.00
4.100.244	Accessibility Fund Donations	0.00	
	Total Other Donations	\$913.90	\$0.00
<i>Fund Raising</i>			
4.100.245	Auction Income	70.00	48,000.00
4.100.247	Raise the Paddle Income	0.00	15,000.00
4.100.250	Rummage & Book Sale Income	0.00	
4.100.257	Misc. Fundraising Income	0.00	
	Total Fund Raising Income	\$70.00	\$63,000.00
<i>Affinity Programs</i>			
4.100.210	E Scrip GF Income	3.54	0.00
4.100.211	Amazon Rebate Income	328.90	0.00
4.100.212	Thriftway Rebate Program	0.00	600.00
	Total Affinity Program Income	\$332.44	\$600.00
<i>RE Ministry Income</i>			
4.100.258	RE Fund Transfers IN	0.00	0.00
4.100.259	RE Fundraising & Donations	0.00	700.00
4.100.260	OWL Registration Fees	309.90	0.00
4.100.263	OWL Fund Transfers IN	0.00	0.00
	Total RE Ministry Income	\$309.90	\$700.00
<i>Youth Ministry Income</i>			
4.100.261	RE Youth Group Fund Transfers IN	0.00	0.00
4.100.262	RE Youth Group Fundraising & Gifts	0.00	0.00
	Total Youth Group Ministry Income	\$0.00	\$0.00

Westside Unitarian Universalist Congregation - Seattle WA
Treasurer's Report as of March 2022 for General Fund

Wednesday, April 13, 2022

Page 2 of 6

Account #	Account Name	YTD Balance	Annual Budget
<i>Music Ministry Income</i>			
4.100.221	Music Fund Transfers IN	0.00	
4.100.222	Music Fundraising and Donations	220.00	500.00
	Total Music Ministry Income	\$220.00	\$500.00
<i>Program and Misc Income</i>			
4.100.220	Coffee Income	0.00	333.00
4.100.225	Membership Fundraising and Donations	0.00	500.00
4.100.240	Interest Income	374.47	1,000.00
4.100.251	Social & Envir. Justice Fundraising	0.00	0.00
4.100.255	Common Quest Income	0.00	0.00
	Total Program and Misc. Income	\$374.47	\$1,833.00
<i>Rental Income</i>			
4.100.300	Cell Tower Rental & Elec Reimb	17,733.74	14,718.00
4.100.302	Cell Tower Electricity Reimb True-up	0.00	1,600.00
4.100.305	Rental Income - Single Events	0.00	1,667.00
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	27,710.00	36,600.00
4.100.311	Donations- Service Groups Meeting at WSUU	195.00	780.00
	Total Rental Income	\$45,638.74	\$55,365.00
<i>Carry-over</i>			
4.100.241	Board Designated Fund Transfers to GF	73,077.47	43,042.00
	Total Carry-over	\$73,077.47	\$43,042.00
	Total General Fund Income	\$340,465.59	\$472,572.00
<i>GENERAL FUND EXPENSES</i>			
<i>Minister Compensation</i>			
5.100.100	Minister Housing Allow Exp	27,000.00	36,000.00
5.100.101	Minister Salary Exp	40,277.93	52,950.00
5.100.105	Minister Medical Ins Exp	9,598.19	11,663.00
5.100.106	Minister Group Term Life Ins Exp	605.43	747.00
5.100.107	Minister Long Term Disability Ins Exp	963.60	1,156.00
5.100.108	Minister Dental Insurance	864.00	1,132.00
5.100.110	Minister Retirement Exp	6,671.25	8,895.00
5.100.115	Minister-FICA Exp	5,103.54	6,805.00
5.100.125	Minister's Professional Exp	4,937.95	6,000.00
	Total Minister Compensation	\$96,021.89	\$125,348.00
<i>Additional Minister Exp</i>			
5.100.102	Minister Moving Exp	0.00	
5.100.126	Minister Installation Exp	0.00	2,500.00
5.100.128	Minister Search Exp	830.00	
	Total Additional Minister Exp	\$830.00	\$2,500.00

Westside Unitarian Universalist Congregation - Seattle WA
Treasurer's Report as of March 2022 for General Fund

Wednesday, April 13, 2022

Page 3 of 6

Account #	Account Name	YTD Balance	Annual Budget
Total Minister Position Exp		\$96,851.89	\$127,848.00
<i>RE Director Compensation</i>			
5.100.150	RE Director Salary Exp	17,138.05	29,293.00
5.100.153	RE Director Group Term Life Ins Exp	0.00	0.00
5.100.154	RE Director Long Term Disability Ins Exp	0.00	0.00
5.100.155	RE Director Medical Insurance	1,437.30	2,310.00
5.100.158	RE Director FICA Exp	1,245.53	2,241.00
5.100.160	RE Director Retirement Exp	1,591.76	2,929.00
5.100.165	RE Director Professional Exp	738.31	2,000.00
Total RE Director Compensation		\$22,150.95	\$38,773.00
<i>RE Staff Expense</i>			
5.100.163	RE Nursery Lead Teacher Exp	120.00	2,200.00
5.100.164	RE Nursery Assistant Exp	0.00	
5.100.168	RE Program Assistant Exp	1,539.00	4,680.00
5.100.169	RE Summer Coordinator Exp	0.00	
5.100.170	Childcare Exp	96.00	667.00
Total RE Staff Exp		\$1,755.00	\$7,547.00
<i>RE Training Expense</i>			
5.100.151	RE Youth Leadership Development Exp	0.00	
5.100.152	RE OWL Leadership Development Exp	0.00	0.00
Total RE Training Expense		\$0.00	\$0.00
<i>RE Youth Group Expense</i>			
5.100.132	RE High School Youth Programs Exp	0.00	833.00
5.100.136	RE High School Youth Scholarships Exp	0.00	
5.100.161	RE Lead Youth Advisor Exp	0.00	
5.100.227	RE Youth Group Fund Transfers OUT	0.00	0.00
Total RE Youth Group Expense		\$0.00	\$833.00
<i>RE Operations Expense</i>			
5.100.131	RE OWL Program Exp	0.00	0.00
5.100.134	RE Operational Exp	661.08	2,000.00
5.100.172	RE Curricula Exp	0.00	0.00
5.100.225	RE Fund Transfers OUT	0.00	0.00
5.100.229	RE OWL Fund Transfers OUT	0.00	0.00
Total RE Operational		\$661.08	\$2,000.00
Total Children and Youth Ministry		\$24,567.03	\$49,153.00
<i>Music Director Compensation</i>			
5.100.185	Music Dir Salary Exp	10,834.59	13,065.00
5.100.186	Music Dir Medical Insurance	0.00	1,155.00
5.100.187	Music Dir Retirement Exp	1,083.48	1,307.00

Westside Unitarian Universalist Congregation - Seattle WA
Treasurer's Report as of March 2022 for General Fund

Wednesday, April 13, 2022

Page 4 of 6

Account #	Account Name	YTD Balance	Annual Budget
5.100.188	Music Dir FICA Exp	828.83	999.00
5.100.190	Music Dir Professional Exp	219.40	1,500.00
5.100.200	Music Dir Group Term Life Insurance	0.00	0.00
5.100.205	Music Dir Long Term Disability Ins Exp	0.00	0.00
Total Music Director Compensation		\$12,966.30	\$18,026.00
<i>Music Staff Expense</i>			
5.100.193	Music Sunday Service Pianist Exp	2,250.00	3,375.00
5.100.195	Music Percussionist Exp	2,000.00	2,600.00
5.100.197	Music Chorale Rehearsal Pianist Exp	0.00	0.00
5.100.198	Music Bassist Exp	0.00	0.00
5.100.199	Music Administrator Exp	0.00	0.00
Total Music Staff		\$4,250.00	\$5,975.00
<i>Other Music Expenses</i>			
5.100.191	Music Purchase Exp	684.78	766.00
5.100.192	Music Equipment Maint Exp	0.00	400.00
5.100.194	Music Programs Exp	460.09	800.00
Total Other Music Expenses		\$1,144.87	\$1,966.00
Total Music Ministry Exp		\$18,361.17	\$25,967.00
<i>Congr Administrator and Bookkeeper</i>			
5.100.173	Congr Admin Group Term Life Ins Exp	0.00	0.00
5.100.174	Congr Admin Salary Exp	33,743.14	45,423.00
5.100.175	Congr Admin Medical Insurance	0.00	1,200.00
5.100.176	Congr Administrator Retirement Exp	3,374.28	4,542.00
5.100.177	Congr Administrator FICA Exp	2,581.30	3,475.00
5.100.230	Congr Admin Long Term Disability Ins Exp	0.00	0.00
5.100.231	Congr Admin Professional Exp	330.75	500.00
Total Cost Congr Administrator & Bookkeeper		\$40,029.47	\$55,140.00
<i>Additional Employee Benefits</i>			
5.100.178	Labor & Industries Ins Exp	1,219.98	1,875.00
5.100.181	Family and Medical Leave Ins Exp	472.55	500.00
5.100.184	Part time Empl FICA SS Exp	143.41	500.00
Total Additional Employee Benefits Exp		\$1,835.94	\$2,875.00
Total Admin Staff & Support Exp		\$41,865.41	\$58,015.00
<i>Community Impact-Internal Exp</i>			
5.100.320	UUA Dues Exp Bud	8,526.75	11,653.00
5.100.484	Marketing and Advertising	0.00	0.00
5.100.710	Membership Exp Bud	0.00	500.00
5.100.758	Congregational Care Fund Transfer OUT	0.00	833.00

Westside Unitarian Universalist Congregation - Seattle WA
Treasurer's Report as of March 2022 for General Fund

Wednesday, April 13, 2022

Page 5 of 6

Account #	Account Name	YTD Balance	Annual Budget
5.100.759	Board Discretionary Fund	0.00	500.00
5.100.800	All Congr Social Events	0.00	300.00
5.100.801	All Congr Retreats and Trainings	144.00	3,000.00
5.100.802	GA Delegate Exp	0.00	2,000.00
5.100.819	Raise the Paddle Purchase Exp -GF	0.00	15,000.00
5.100.829	Common Quest Exp	0.00	50.00
Total Community Impact-Internal Exp		\$8,670.75	\$33,836.00
5.100.300	Partner Church Dues Exp Bud	0.00	200.00
5.100.728	Real Rent Duwamish	486.00	648.00
5.100.729	Real Rent Duwamish- Sunday Plate	0.00	833.00
5.100.754	Partner Church Program Exp	0.00	600.00
5.100.756	Social Action Expense	0.00	
5.100.757	Sunday Morning Contributions Given to Charity	4,148.55	6,900.00
Total Community Impact - External Exp		\$4,634.55	\$9,181.00
<i>Worship Exp</i>			
5.100.725	Worship Council Expense Budget	3,403.31	4,650.00
5.100.726	AV Tech Expense	2,640.00	5,680.00
5.100.727	AV Equipment & Maintenance	0.00	1,725.00
Total Worship Exp		\$6,043.31	\$12,055.00
<i>Financial Exp</i>			
5.100.457	Annual City/County/State Fees	1,457.44	3,500.00
5.100.520	Banking & Credit Card Fees e.g.Vanco	1,579.47	5,000.00
5.100.650	Loan Debt Service - UUA	24,406.46	31,509.00
5.100.655	Loan Debt Service - Cascadia Growth Fund for UU	5,279.68	7,950.00
Total Financial Exp		\$32,723.05	\$47,959.00
<i>Facility Exp</i>			
5.100.222	Coffee and Other Kitchen Exp	0.00	916.00
5.100.450	Telephone/Cable/Internet	2,994.53	3,865.00
5.100.451	Janitorial Supplies	393.25	1,250.00
5.100.452	Security Alarm System	445.69	500.00
5.100.453	Electricity - SCL	13,020.92	10,700.00
5.100.454	Water/Sewer - SPU	1,058.27	1,667.00
5.100.455	Waste/Recycling/Green	1,091.06	3,300.00
5.100.456	Gas - PSE	4,094.51	4,500.00
5.100.458	Landscaping Exp	0.00	500.00
5.100.459	Building Maintenance Supplies & Small Labor Vendor	2,345.75	2,800.00
5.100.460	Web Hosting Exp	79.50	
5.100.462	Lift Phone Monitoring	387.69	360.00
5.100.470	Web Maintenance Exp Bud	0.00	

Westside Unitarian Universalist Congregation - Seattle WA
Treasurer's Report as of March 2022 for General Fund

Wednesday, April 13, 2022

Page 6 of 6

Account #	Account Name	YTD Balance	Annual Budget
5.100.471	Janitorial Service	3,892.50	8,170.00
5.100.475	Technology Management	1,171.46	3,400.00
5.100.480	Office Expenses	191.68	750.00
5.100.481	Postage Exp Bud	190.02	600.00
5.100.482	Printing / Copying	2,922.22	5,500.00
5.100.483	Constant Contact Email Service	0.00	425.00
5.100.550	Liability Insurance Exp Bud	7,982.00	7,450.00
5.100.900	Transfers to Operations Cash Reserve Fund or Bldg	0.00	
	Total Facility Exp	\$42,261.05	\$56,653.00
<i>Fundraising and Rentals Exp</i>			
5.100.305	Facilities Rental Exp - single events	0.00	417.00
5.100.820	Auction Expense	300.00	12,000.00
5.100.822	Canvass Expense	0.00	250.00
5.100.823	Misc. Fundraising Exp Bud	0.00	
	Total Fundraising and Rentals Exp	\$300.00	\$12,667.00
<i>Reserve Exp</i>			
5.100.461	Building Capital Reserve Exp-GF	30,425.00	30,425.00
5.100.760	Undesignated Donation FB Exp	42,652.47	8,738.00
	Total Reserve Exp	\$73,077.47	\$39,163.00
	Total Other Operational & Community Impact Exp	\$167,710.18	\$211,514.00
5.100.463	Elevator Fund Reserve Exp	0.00	
5.100.821	Rummage Sale Expense	0.00	
	Total Old Expense Codes	\$0.00	
	Total General Fund Expenses	\$349,355.68	\$472,497.00
Difference		<u>(\$8,890.09)</u>	<u>\$75.00</u>

MUSIC DIRECTOR MONTHLY REPORT

April 2022

First of all, I'm sorry I haven't submitted a report for the past few months. I've been finding it challenging to keep my hours to the 40 hours a month the current contract allows for but have been committed to do my best. This month I am already at that amount and it's just Tuesday of my 2nd official week. I appreciate everything you all are doing and will do my best to get at least a short update to you by the deadline each month.

ACTION ITEMS: See paragraph below.

1. Navigating the return to in person: There has been a lot of extra time over the past couple of weeks getting ready for in person which entails learning new ways for music lyric slides and hybrid service preparation, preparing for services and Chorale rehearsals. Some of this is learning curve stuff and will get less intense over the coming weeks.
2. The Westside Chorale: We've started our first in person rehearsals again, and while the numbers are small, we're sounding great, and I'm looking forward to an amazing Easter music-filled service. I'm also planning on Wednesday rehearsals on May 11th and 18th for another Chorale piece for Sunday May 22nd.
3. Easter: In collaboration with Lisa Maynard, we've got extra musicians and singers for our Easter celebration. The service is entitled "Rebirth: A Musical Spring Cleaning" Mia and I brainstormed that! Also spent an hour and a half with Mia in a zoom meeting working out the structure to include all the music. So looking forward to it!
4. Auction: I'm coordinating with Lisa Reitzes and will be at the church acting as stage manager to help coordinate for the musical revue. Kristina Darnell and I are also planning on doing a fun musical number that we're learning specifically for the auction. All of this is happening outside of my contracted hours.

Action items: Lisa Reitzes has suggested that I receive another week's pay and be responsible for the music on April 24th. There has been so much on volunteer's plates, and I think this is a reasonable request. It would also help compensate me for added hours for the auction and the many other hours I've put in this month necessitated by Christopher's disengagement and the return to hybrid services. This would need to be approved immediately if it's going to happen.

I'd also like to propose that, starting in the fall, my hours be increased from 40 to 60 per month, and that I would be responsible for the music for three Sundays a month. I understand that we are talking about having two services per month throughout the summer, and I plan on organizing my schedule to accommodate that. As I've mentioned, I'm doing fine financially and don't need this time, but think it would be of great value in taking the weight off volunteers' shoulders. Christopher handled music for the weeks Rainier Reunion or I were not involved, and obviously that won't be occurring moving forward.

In Harmony,

Scott Farrell

WSUU Finance Committee Report April 2022

For the Board:

- Review budget meeting materials in advance of the May board meeting.

Open Action Items for Finance Committee this month

- Finalize Budget materials for the congregation in advance of the Annual Meeting.
- Host Budget Q&A sessions: 12pm, Sunday, May 29 and 7pm, Wednesday, June 1.

Financial Highlights for April 2022 (83% of the year):

Highlights	Actuals	Actuals – YTD	YTD % of Budget	Budget
Total Income	\$ 74,758	\$ 415,223	88%	\$ 472,572
Pledges	\$ 32,850	\$ 239,079	86%	\$277,533
Total Expenses	\$ 28,721	\$ 378,077	80%	\$ 472,572
Net Income/Expenses	+ \$ 46,036	- \$ 37,146		

Financial Status:

- Good income month – Pledges strong, Auction income!, and Thriftway rebate
- Expenses – Taxes month, otherwise fairly normal
- Behind where we would have expected to be for the month +\$50k (expected) vs +\$46k (actual)
- YTD, still better than expected +\$36k (expected) vs +\$37k (actual).

Unanticipated Variance(s) to Budget:

- Continued lower plate collection.

Additional Notes:

- Another extra week of pay for Scott was approved.
- The Finance Committee continues to discuss strategy for developing a budget recommendation with so many unknowns.

Submitted by Shelley Webb 5/14/2022

Calendars based on projections based on past practice for planning purposes and have not yet been confirmed for 2022.

WSUU Finance Committee Calendar

P = Prep time; X = Done by; M = Meeting date

General Calendar and Responsibilities	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Budget Boot Camp for New Board			X									
Annual Financial Report - Prior Fiscal Year	P	P	P	X								
Raise the Paddle Project Selection			P	P	P	P	X					
Quarterly audit of Congregational Care Fund		X			X			X			X	
Mid-Year report						P	X					
Auction (Finance Committee Offering)						P	P	X				
Budget							P	P	P	X		
Stewardship							P	P	X	X		
Annual Meeting									P	P	X	M

Annual Meeting Count-down	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
January Board Meeting – Determine a budget target.						P	X					
February week 1 (following the auction) – send out budget requests								X				
March 1 – deadline for budget requests									X			
March-first week – prepare for March Finance Committee									X			
March Finance Committee – review budget requests									X			
Between March Finance Committee and Board meeting - prepare for board meeting									X			
March Board Meeting – review budget requests									X			
March-third Sunday – Stewardship Sunday									X			
April -first Sunday – Pledge Sunday										X		
After Pledge Sunday – Prepare budget status update to the Board										X		
April Board Meeting – review budget status										X		
May Board meeting – Last Board meeting before packet goes out											X	
After May Board Meeting – Prepare packet for general distribution											X	
May-10 days before Annual Meeting – Packet goes out											X	
During 10 days before Annual Meeting – Budget informational meetings hosted											X	
June-first Sunday – Annual Meeting												X

Administrator Report to Board April 2022

Date	Speaker/Special Circumstances	Attendance In-person/Views while streaming/ views since published/total views	Collection (charity portion)
3/20/22	Stewardship Service – Kevin Lane-Cummings	0/32/80/112 Service link published in stewardship emails so more views	\$103.00
3/27/22	Recorded Service, last virtual only service	0/32/30/62	\$125
4/3/22	Paused Worship	0/0/0/0	\$24
4/10/22	Worship Team	53/20/24/97	\$116
4/17/22	Scott Farrell & Mia Shaughnessy -Easter	81/23/7/111	\$118

Membership: Current membership 174. Susan Conn and Lori Kessler have moved to Wisconsin and Illinois respectively.

Reopening: It's great to have 2 Sundays of multi-platform worship in the books! It has been going as well as can be expected thanks to the huge efforts of our volunteers (worship team, greeters, musicians, board members!) and staff. In the past our RE staff took on the responsibility of building security on Sunday mornings – unlocking, checking that spaces are properly cleaned and set up for the tenant, and locking up. I have been adding 4 hours on Sunday to my work week. Opening, supporting our new AV team member Henry Sikora as he learns the ropes, and locking up at the end of the morning. I have also been spending 1-2 hours a week working with Henry preparing the script. I expect that soon he will be working independently.

Facilities Issues and Updates:

New Leaks We have not had any more leaks from the new locations over the last month.

Audio System Interference – I'm sad to share that even though I thought we had conquered the interference noise with the help of Amit, and audio tech that we hired, when Nate fired things up for the April 10 service the noise was fully present. Thankfully, even though we hear it at times in the sanctuary it is not making it's way into the livestream audio, which is a big blessing!

Janitorial Service – We have a new team assigned to clean our building each week and so far all of the issues we have been experiencing have been resolved.

Other tasks this month: Finalizing set up of streaming equipment in sanctuary and tie into audio. Receiving and processing pledges and reaching out to folks with outstanding pledges. Auction planning meetings, promotional visuals, help with various auction related tasks. More worship service related coordination given the lack of ministerial involvement this month.

In loving community,
Shannon

Nominating Committee Update for April 2022

The Nominating Committee has been meeting weekly. We have had a notice in the Westside Week for several weeks asking for suggestions for the slates for next year's Board and Nom Com, but so far have received no responses. We will be contacting leaders of small groups and sending out an email blast this week. We have a zoom coffee hour scheduled for this Sunday (4/24) at 1:00. Two members of our committee will be there and we hope to have at least one board member present to answer questions about board service. We will need to fill 2 seats on the Nom Com and 0-3 seats on the Board (depending on whether or not all members return, and whether or not we are trying to bring the Board back up to seven members). We will each be looking at the membership directory over the next week or two looking for people who might have leadership energy and would love for current board members to let us know if there is anyone who comes to mind - folks who you would love to work with, especially those who you think might bring unique perspectives or skills to the Board or Nom Com.

Thank you, Board Members, for all the work you are doing on our behalf! This has been a very hard year and it is a great comfort to know that we have such loving and capable people at the helm.