



# WSUU BOARD AGENDA

## August 26, 2020

6:30PM PT – 9:00PM PT via Zoom

(150 minutes)

**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> – Marissa & Vanessa	<ul style="list-style-type: none"> <li>○ Land Acknowledgement - Vanessa</li> <li>○ Chalice lighting &amp; reading - Marissa</li> <li>○ Grounding practice - Christopher</li> <li>○ Review oops/ouch Protocol</li> <li>○ Covenant Reading</li> <li>○ Check-in &amp; Access needs -Vanessa</li> </ul>
<b>6:50 pm</b> (10 min)	<b>Minutes</b> - Liz	<ul style="list-style-type: none"> <li>○ Changes in June Minutes or approve as written</li> </ul>
<b>7:00 PM</b> (10 min)	<b>July Reports</b> - Vanessa	<ul style="list-style-type: none"> <li>○ Minister</li> <li>○ Administrator</li> <li>○ Music</li> <li>○ Finance Committee</li> <li>○ Treasurer</li> <li>○ Transition Working Group</li> <li>○ DRE - she is on vacation</li> <li>○ RJCT – No board report this month</li> </ul>
<b>7:10 PM</b> (10 min)	<b>Liaison Updates</b> – varied	<ul style="list-style-type: none"> <li>○ Do we have any updates?</li> <li>○ RJCT, Clusters, others?</li> </ul>
<b>7:20 PM</b> (15 min)	<b>Board Meeting Guest Policy</b> - Vanessa	<ul style="list-style-type: none"> <li>○ Discussion</li> <li>○ Vote</li> </ul>
<b>7:35 PM</b> (10 min)	<b>Congregational Endorsements:</b> “Approve90” – Rev. Christopher	<ul style="list-style-type: none"> <li>○ The campaign to maintain better sex ed in WA schools (<a href="https://www.approve90wa.org/">https://www.approve90wa.org/</a>)</li> <li>○ Vote</li> </ul>
<b>7:45 PM</b> (10 min)	<b>Right Relations Update</b> – Jade & Liz	<ul style="list-style-type: none"> <li>○ Share the work thus far on the right relations formation</li> </ul>
<b>7:55 PM</b> (15 min)	<b>Minister’s schedule through the end of the year</b> – Rev. Christopher	<ul style="list-style-type: none"> <li>○ In OneDrive Mostly 50% through January with a couple of full leave weeks</li> <li>○ Setting priorities and communicating to the congregation</li> </ul>



<b>8:10 PM</b> (10 min)	<b>COVID-19 Advisory Plan - Marissa</b>	<ul style="list-style-type: none"><li>○ See revised plan in OneDrive</li></ul>
<b>8:20 PM</b> (10 min)	<b>Accessibility &amp; Committee staffing Updates - Vanessa</b>	<ul style="list-style-type: none"><li>○ Chancel Projects (see update in OneDrive)</li><li>○ Recruitment: Auction, Personnel, Building</li></ul>
<b>8:30 PM</b> (15 min)	<b>Revisit content calendar – Rev. Christopher</b>	<ul style="list-style-type: none"><li>○ Sign up</li><li>○ Consider subjects we could speak to</li></ul>
<b>8:45 PM</b> (5 min)	<b>Prepping for Retreat #3 - Vanessa</b>	<ul style="list-style-type: none"><li>○ Prioritizing</li><li>○ Revise Covenant</li></ul>
<b>8:50 pm</b> (10 min)	<b>Close of the Meeting - Everyone</b>	<ul style="list-style-type: none"><li>○ Personal &amp; Group Process Observations (everyone)</li><li>○ Closing reading</li><li>○ Extinguishing the Chalice</li><li>○ <b>9:00 End</b></li></ul>

MINUTES: MEETING OF THE BOARD OF TRUSTEES OF WSUU

August 26, 2020

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

STAFF ATTENDING: Shannon Day, Rev. Christopher Wulff

GUESTS: None

WELCOME AND CHALICE LIGHTING: The meeting started at 6:35 pm. Marissa shared chalice lighting words from Wendell Berry.

COVENANT, ACCESS NEEDS, AND GROUNDING PRACTICE: Jade read the covenant and Rev. Christopher shared a grounding practice. Marissa reviewed the progress of developing an ouch/oops protocol for registering and responding to harms experienced during the board meeting and proposed use of an elephant drawing.

APPROVAL OF MINUTES: July minutes approved as amended.

REPORTS:

\*MINISTER REPORT: See report attached. Reverend Christopher's work schedule for the next few months has been completed and will be published in the e-news next week. He will focus on four categories of priorities: worship, support of the staff, support of the board and pastoral care. Reverend Christopher advises that he values reminders from the board to stay within the boundaries of the four priorities. He is working on launching a worship platform.

\*ADMINISTRATOR REPORT: See report attached. Negotiations with our tenant are done and a lease has been concluded.

\*DRE: See report attached.

\*MUSIC: See report attached.

\*FINANCE COMMITTEE: See report attached.

\*TREASURER COMMITTEE: See report attached.

\*TRANSITION WORKING GROUP REPORT: See report attached. The board discusses a way to show gratitude for transition working group leadership and others playing key roles in bringing Rev Christopher to Seattle.

LIAISON UPDATES:

\*RJCT: Tony reports work on publicizing the campaign to rename the Duwamish River park T-107.

\*CONGREGATIONAL CLUSTER CARE: Thomas reports no feedback from the clusters. He will reach out on an individual basis. Reverend Christopher reports hearing that cluster experiences vary from cluster to cluster. The board discusses where cluster groups are going, whether they can be better structured and how to improve them. Thomas, Jade and Marissa will brainstorm these issues.

#### UPDATES:

\*GUEST POLICY: The draft of the Board Guest Policy was reviewed and changes were suggested. The board decides to redraft the policy and discuss at a later time.

\*CONGREGATIONAL ENDORSEMENT: Reverend Christopher proposes congregational endorsement of WA Referendum 90 requiring comprehensive sex education in public schools. The board discusses how to create a new process for such endorsements. Shelley, Vanessa and Thomas will form a breakout group to discuss options for getting input from the congregation to bring back to the board.

\*RIGHT RELATIONS: Jade reports on the progress she and Liz have made in working on the development of a Right Relations framework for the congregation. Tandi Rogers is reportedly working on developing a resource manual, but so far not much material is available through the UUA. Jade and Liz met via Zoom with Annie Scott, our new Congregational Life staff person and she recommended talking to Northlake UU. Jade and Liz plan to consult East Shore, Quimper and Northlake about their experiences with Right Relations work. Based on their work so far, Jade and Liz are considering the idea of moving away from establishing a discernment team and toward more flexibility for the team to change in different phases of development.

\*BREAKOUT ROOMS: Vanessa proposes the use of breakout rooms after service to address congregational concerns. They will be held through September and the first couple of weeks of October and will be open to all concerns. Tony will send out a template for board sign-ups in Google docs. Reverend Christopher suggests future thematic breakout rooms, e.g., faith formation.

\*COVID-19 TASK FORCE: Marissa reports progress on member recruitment. Marissa wrote up a revised plan which is in the board materials. The task force will be ad hoc and called on as needed for guidance and research on specific issues. Liz will be liaison.

\*CHANCEL PROJECT: Jim has asked for an aesthetics committee to be formed. Tony suggests adding a youth.

\*PERSONNEL COMMITTEE: Member recruitment was discussed. Marissa expresses support for radical, expansive and inclusive thinking regarding personnel.

\*BUILDING COMMITTEE: No update at this time.

\*STEWARDSHIP COMMITTEE: No update at this time.

\*E-NEWS CALENDAR: Reverend Christopher will put out a calendar for writing submissions to

the e-news. Suggested topics are comparing and contrasting differences in leadership, what is it like working in a spiritual space, the nature of the covenant with the congregation. Tony reports that people liked the personal nature of past reflections. Reverend Christopher will brainstorm possible prompts.

\*BOARD RETREAT #3: The third retreat will take place on September 12 from 10am-2pm. It will focus on setting priorities and revising the covenant and will feature a facilitator.

\*BUDGET BOOT CAMP: Shelley will conduct a tutorial on September 2 and will record it for Liz. She will also try to prepare a document on how to read the budget which might be suitable for congregants.

CLOSE OF MEETING:

\*GROUP OBSERVER PROCESS: Appreciation for the balance of formality and informality was expressed. Time limits were adhered to well. The board could work on a method for wrapping up discussion when it has gone on too long.

\*CLOSING: Vanessa read the closing words and the meeting concluded at 9:02 pm. The next regularly scheduled meeting of the Board will be held on September 16, 2020.

# Minister's Report

AUGUST 2020

"Compassion is not complete if it does not include oneself." Allan Lokos

It is without doubt a busy time in the congregation as we move into the fall with some uncertainty and some trepidation, and hopefully some genuine excitement.

Navigating this time with the new baby and anticipating and coordinating the move has been challenging, and I have struggled with maintaining consistent communications with a number of folks and teams. I appreciate the support offered by Marissa and Vanessa in encouraging my stepping back to see how my expectations of myself during this time may not have been reasonable, and that the greater priority is building healthy relationships over getting things done. I appreciate as well the support offered by the board in moving quickly to get the contract in place for my working as an Independent Contractor until such time as I have secured a SSN and coordinating the supporting letters for housing applications.

## Priorities for the Coming Month

- Actually getting the Committee on Ministry going, which was the top priority last month.
- Getting the family settled and all of the paperwork in order.
- Having regular one-on-one meetings with staff now that all of the holidays of summer are finished.
- Getting the new worship platform working smoothly and efficiently.

## Worship and Rites of Passage

- From what I've heard, summer worship with the Puget Sound Worship Collaborative seems to have been generally well-received, and has afforded the breathing space that we'd hoped for for the worship team, the tech team and others. Please let me know if you've heard otherwise. It will be something to consider again for next summer, depending on where our energy levels are at come spring, and another year of operating virtually.
- The fall worship calendar is coming together. We're revising the processes and timelines for material preparation. There is some work to do in communicating with folks that the Worship Team is for worship associates, and that there are other avenues for providing input to worship (we'll also have to make those clearer).
- The tech team is working with Shannon and myself around implementing StreamYard and YouTube livestreaming. There are blasts going out this week and next to prepare

folks for the transition. We'll also be streaming the service into a Zoom room for those who can't make the transition (easily) or who are using phones to call in and listen (YouTube has no mechanism for folks to call in). We'll have video guides and information on the website, and will be offering the chance for folks to "test it out" this Sunday, prior to the service.

- We held a service for Patti Hooper on Zoom that went well. It was good to work with Patti's daughter and husband in developing the service, and to have a guest blessing from Rev. Peg. I was surprised by, what I perceived as, a relatively small number of Westsiders attending. I talked to a number of folks who mentioned that it's unusual in the congregation for people to attend memorial services for members with whom they were not intimately familiar. I think that there's space there for us to move the understanding of what memorials are for in the context of congregational life - that we attend, not just to memorialize the person who has died, but to witness to their life and acknowledge the grief that those who loved them are now experiencing.

## **Pastoral Care and Presence**

- It seems to me that folks are increasingly starting to recognize their own challenges during these different times, lowering some of their default "I'm fine" responses. There has been a growing group of people who are experiencing depression in a way that they're not familiar with and we'll have some work to do there.
- There have been a number of more urgent pastoral calls this month, and an effort to make some proactive ones, with recommendations from the Lay Pastoral Care Team.

## **Encourages Spiritual Development**

- Limited work in this area occurred this month. There is ongoing discernment with Common Quest about fall and winter offerings, and what my priorities should be in terms of content.
- I'm wondering whether it makes some sense to try to bring a number of groups together under the banner of Adult Faith Formation (covenant groups, spirituality groups, small groups, etc.) for a bigger conversation around shared objectives. Does this group already exist?
- I'm going to check-in with Cynthia about a "chalice-in-a-box" program that we can rotate between families (not just those with kids) on a weekly basis, and have the person/family with the box that week be the person lighting our chalice on Sunday morning.
- I'm personally taking part in Wellspring and FaithForward's Intro Class, assessing them for potential implementation at Westside. They are both spiritual deepening programs offered in a congregational setting. In some congregations they're viewed as Membership 2.0.

## **Social Justice in the Public Square**

- Bringing forward for congregational sponsorship the “Approve90” campaign on sexuality education.
- The RJCT is in the early stages of considering work in partnership with Admiral UCC and Alki UCC. Pastor Andrew, of Admiral UCC and I are arranging a meeting for the two of us in late September.

## **Administration**

- Supported Shannon in her monumental work to get the staff team (and increasingly groups and files) moved over to Google Suite.
- The staff team is also reviewing processes for requesting/reporting time off, professional development expenditures, and other similar processes.
- A fall/winter project should include reviewing the available ChRM systems (Church Constituent Relationship Management) systems with an eye to implementing next spring/summer. We'll recruit some folks to help us in our discernment process and determine which groups are likely users and stakeholders in the system.

## **Personal Renewal and Professional Development**

- Falling asleep with Benjamin on the front porch rocking chair as the sun rises. Sniffing his head and playing with his toes.
- Attended workshops on dealing with problematic behaviours in congregations, emergent strategy in church organizing, prison abolition organizing, spirit play in the pandemic, wellspring, offering online memorials, streaming software for church services, developing transparency for collaboration in nonprofits.
- Maintained regular meetings with mentor and my abbey (a group of five ministers who entered ministry at the same time).
- Continuing work towards certification as a religious educator with the Adult Faith Formation Renaissance Module.

## **Serves the Larger Unitarian Universalist Faith**

- Not applicable

## **Leads the Faith into the Future**

- Not sure.



## **MUSIC DIRECTOR MONTHLY REPORT**

### **August 2020**

**ACTION ITEMS:** No action items at this time

It's been a month of release and transition for me. I took 2 weeks of my 4 week vacation, and feel refreshed and ready for reentry! As you're all aware we're making the transition to G Suite, and I've started the process of shifting my communications and online work there. It's a learning curve, but looking forward to having everything interconnected.

1. The Westside Chorale: We're zooming again on August 26<sup>th</sup>, and will be restarting our check-ins in September. My plan is to move to every other week check-in, to enable Chorale members to participate in my workshop (see below) without adding another day to their zoom week. We will resume every week meetings in November. I'd like to do another virtual choir video for Christmas, so we'll be figuring that out over the next weeks. Hard to believe that we're only 4 months away from Christmas!
2. Music Ministry Team (MMT): John Britt, Lisa Maynard, and I had another meeting with fellow team members Marco Deppe and Larry Murphy on August 19<sup>th</sup>. I got some feedback after a meeting with Rev. Christopher that I shared with the group. We're working on identifying specific ways that we can offer options to congregants to experience music in a meaningful way during the pandemic.
3. Shared summer worship experience: I'm serving as music director on August 23<sup>rd</sup> with Rev. Kristin Kuriga from Saltwater Church. I've edited and provided them with music from our musicians, and will be playing and singing the congregational hymns live on zoom for the first time. I'm also coordinating some musical elements and leading hymns again for the co-led service on August 30<sup>th</sup>. I'm continuing to expand my expertise and knowledge of online experiences, as it looks like we'll all be here for some time!
4. "Creating your own Life Song": I'll be offering an every-other-week 4 session workshop starting September 16<sup>th</sup> for congregants. There will be a blurb in August 28<sup>th</sup>'s Westside Week inviting folks to join.
5. Coordination with Rev. Christopher: I've had a couple of great meetings with Christopher, and I look forward to further collaboration on this fall's services. My hope is to get ahead a bit, but know he's got a whole lot on his plate right now!

In Harmony,

Scott Farrell  
WSUU Music Director

As of: **Monday, August 3, 2020****BUDGET SUMMARY**% thru Year: **8.3%**

	YTD Actuals	%	Full Year Budget	Amount Remaining
<b>Income</b>				
Pledges	\$ 50,369	18%	\$ 285,400	\$ 235,031
Sunday Plate	1,400	5%	25,733	24,333
Other Donations	8,398	102%	8,250	(148)
Fund Raising	30	0%	37,000	36,970
Affinity Programs	2	0%	2,700	2,698
RE Ministry	-	0%	1,850	1,850
Youth Group Ministry	-	0%	1,033	1,033
Music Ministry	-	0%	1,000	1,000
Program and Misc	107	0%	55,100	54,993
Rentals	3,065	6%	53,118	50,053
<b>Total Income</b>	<b>\$ 63,371</b>	<b>13%</b>	<b>\$ 471,184</b>	<b>\$ 407,813</b>
<b>Expenses</b>				
Minister Compensation	\$ 14,077	11%	\$ 129,102	\$ 115,025
Additional Minister	410	18%	2,300	1,890
RE Director Compensation	6,166	8%	75,146	68,980
RE Staff	582	6%	10,220	9,639
RE Training	-	0%	1,650	1,650
RE Youth Group	-	0%	1,633	1,633
RE Operations	4	0%	3,450	3,446
Music Director Compensation	2,684	8%	34,692	32,008
Music Staff	675	6%	11,884	11,209
Other Music	-	0%	1,241	1,241
Administrator Compensation	4,289	8%	55,140	50,851
Additional Employee Benefits	595	15%	3,900	3,305
UUA Dues	-	0%	11,569	11,569
Loans, Taxes, Fees	2,296	7%	34,169	31,873
Discretionary	-	0%	14,210	14,210
Facility	6,627	10%	66,728	60,101
Fundraising & Rentals	-	0%	2,250	2,250
Committees	-	0%	11,900	11,900
<b>Total Expenses</b>	<b>\$ 38,403</b>	<b>8%</b>	<b>\$ 471,184</b>	<b>\$ 432,781</b>
<b>YTD Cash Flow (GF):</b>	<b>\$ 24,968</b>			

	YTD Balance	Start of FY	YTD Change
<b>BANK ACCOUNT BALANCES</b>			
Umpqua General Fund Checking #7545	\$ 65,911	64,631	\$ 1,280
Sound Credit Money Market #6299	208,794	208,696	97
Sound Credit Savings #6290	25	25	-
Petty Cash	200	200	-
<b>Total Account Balances</b>	<b>\$ 274,930</b>	<b>\$ 273,552</b>	<b>\$ 1,378</b>
<b>ASSETS</b>			
Church Bldg & Land (book value)	\$ 2,918,600	\$ 2,889,800	\$ 28,800
Cash - Operations	118,453	117,085	1,368
Cash - Building Fund	\$ 76,959	76,959	-
Cash - Elevator Fund	3,818	3,808	10
Other Dedicated Fund Balances	43,813	43,813	-
<u>Undesignated Donations</u>	<u>31,886</u>	<u>31,886</u>	<u>-</u>
<i>Total Fund Balances</i>	<i>\$ 156,477</i>	<i>156,467</i>	<i>10</i>
<b>Total Assets</b>	<b>\$ 3,193,531</b>	<b>\$ 3,163,353</b>	<b>\$ 30,178</b>
<b>LIABILITIES</b>			
Loan fm UUA	\$ 419,602	\$ 435,136	\$ (15,535)
Loan fm Pacific NW Growth Fdtn	56,516	61,474	(4,958)
Other Current Liabilities	70,037	94,982	(24,945)
Other Dedicated Fund Balances	43,813	43,813	-
<b>Total Liabilities</b>	<b>\$ 589,968</b>	<b>\$ 635,406</b>	<b>\$ (45,437)</b>
<b>CONGREGATIONAL EQUITY</b>	<b>\$ 2,603,562</b>	<b>\$ 2,527,947</b>	<b>\$ 75,615</b>
<b>Beginning of FY Equity</b>	<b>\$ 2,128,317</b>		
<i>YTD Change in Equity</i>	<i>475,245</i>		
<b>DEDICATED FUND BALANCES</b>	<b>\$ 156,477</b>	<b>\$ 156,467</b>	<b>\$ 10</b>
<b>Beginning of FY Dedicated Fund Balances</b>	<b>\$ 156,467</b>		
<i>YTD Change in Dedicated Fund Balances</i>	<i>10</i>		
<b>Overall YTD Cash Flow with Fund Balances:</b>	<b>\$ 24,978</b>		

As of: <span>Monday, August 3, 2020</span>				% Thru Year: <span>8%</span>				Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget		
<b>GENERAL FUND INCOME</b>								
<b>Pledges</b>								
4.100.100	Pledges - Current Year Income	48,488.90	48,488.90	283,400.00	<div><div></div></div> 17%	-	Good!	
4.100.110	Pledges - Prior Year Income	1,880.00	1,880.00	2,000.00	<div><div></div></div> 94%	-		
	Total Pledges	\$ 50,369	\$ 50,369	\$ 285,400	18%	\$ -		
<b>Sunday Plate</b>								
4.100.140	Contributions - Sunday WSUU	862.02	862.02	18,400.00	<div><div></div></div> 5%	-	Collections much lower with summer services	
4.100.141	Contributions - Sunday WSUU Minister Discretion	-	-	600.00	0%	-		
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	538.42	538.42	6,133.00	<div><div></div></div> 9%	-		
	Total Sunday Plate Income	\$ 1,400	\$ 1,400	\$ 25,733	5%	\$ -		
<b>Other Donations</b>								
4.100.135	Give Big (Non-pledge gifts and stretch dollars)	-	-	-	0%	-	final WNOV Installment	
4.100.155	Endowment Fund Transfers IN	-	-	-	0%	-		
4.100.160	Special Gifts & Campaigns	8,397.50	8,397.50	8,250.00	<div><div></div></div> 102%	147.50		
4.100.244	Elevator Fund Donations	-	-	-	0%	-		
	Total Other Donations	\$ 8,398	\$ 8,398	\$ 8,250	102%	\$ 148		
<b>Fund Raising</b>								
4.100.245	Auction Income	30.00	30.00	22,000.00	<div><div></div></div> 0%	-	Event income	
4.100.247	Raise the Paddle Income	-	-	15,000.00	0%	-		
4.100.250	Rummage & Book Sale Income	-	-	-	0%	-		
4.100.257	Misc. Fundraising Income	-	-	-	0%	-		
	Total Fund Raising Income	\$ 30	\$ 30	\$ 37,000	0%	\$ -		
<b>Affinity Program Income</b>								
4.100.210	E Scrip GF Income	1.55	1.55	-	<div><div></div></div> 0%	1.55		
4.100.211	Amazon Rebate Income	-	-	1,500.00	0%	-		
4.100.212	Thriftway Rebate Program	-	-	1,200.00	0%	-		
	Total Affinity Program Income	\$ 2	\$ 2	\$ 2,700	0%	\$ 2		
<b>RE Ministry Income</b>								
4.100.258	RE Fund Transfers IN	-	-	-	<div><div></div></div> 0%	-		
4.100.259	RE Fundraising & Donations	-	-	-	0%	-		
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	\$ -	\$ -	\$ 1,850	0%	\$ -		
<b>Youth Group Ministry Income</b>								
4.100.261	RE Youth Group Fund Transfers IN	-	-	1,033.00	<div><div></div></div> 0%	-		
4.100.262	RE Youth Group Fundraising & Gifts	-	-	-	0%	-		
	Total Youth Group Ministry Income	\$ -	\$ -	\$ 1,033	0%	\$ -		

As of: <b>Monday, August 3, 2020</b>				% Thru Year: <b>8%</b>			
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	97.49	97.49	1,000.00	10%	-	
4.100.241	Board Designated Fund Transfers to GF	-	-	53,500.00	0%	-	
4.100.242	Building Fund Transfer IN	-	-	-	0%	-	
4.100.251	Social & Envir. Justice Fundraising	10.00	10.00	-	0%	10.00	monthly gift via egiving
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	\$ 107	\$ 107	\$ 55,100	0%	\$ 10	
<b><u>Rentals</u></b>							
4.100.300	Cell Tower Rental & Elec Reimb	-	-	14,718.00	0%	-	
4.100.302	Cell Tower Electricity Reimb True-up	-	-	1,600.00	0%	-	
4.100.305	Rental Income - Single Events	-	-	-	0%	-	
4.100.310	Leases Income- Pre School	3,000.00	3,000.00	36,000.00	8%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	65.00	65.00	800.00	8%	-	
	Total Rental Income	\$ 3,065	\$ 3,065	\$ 53,118	6%	\$ -	
<b>TOTAL GENERAL FUND INCOME</b>		<b>\$ 63,371</b>	<b>\$ 63,371</b>	<b>\$ 471,184</b>	<b>13%</b>	<b>\$ 159</b>	

As of: Monday, August 3, 2020				% Thru Year: 8%					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes		
GENERAL FUND EXPENSE									
MINISTER POSITION									
Minister Compensation									
5.100.100	Minister Housing Allow Exp	1,600.00	1,600.00	44,475.00	<div><div></div></div> 4%	-	Deanna housing		
5.100.101	Minister Salary Exp	11,568.81	11,568.81	44,975.00	<div><div></div></div> 26%	-	Christopher July, Deanna 40 hrs July and vacation pay out		
5.100.105	Minister Cost of Living Adj Exp	-	-	11,385.00	<div><div></div></div> 0%	-			
5.100.106	Minister Group Term Life Ins Exp	89.00	89.00	730.00	<div><div></div></div> 12%	-	Deanna kit		
5.100.107	Minister Long Term Disability Ins Exp	-	-	1,073.00	<div><div></div></div> 0%	-			
5.100.108	Minister Dental Insurance	-	-	1,776.00	<div><div></div></div> 0%	-			
5.100.110	Minister Retirement Exp	478.83	478.83	8,945.00	<div><div></div></div> 5%	-	Deanna retirement contrib.		
5.100.115	Minister-FICA Exp	340.27	340.27	6,843.00	<div><div></div></div> 5%	-	Deanna		
5.100.125	Minister's Professional Exp	-	-	8,900.00	<div><div></div></div> 0%	-			
	Total Minister Compensation	\$ 14,077	\$ 14,077	\$ 129,102	11%	\$ -			
Additional Minister Exp									
5.100.102	Minister Moving Exp	-	-	-	<div><div></div></div> 0%	-			
5.100.120	Minister's Sabbatical Exp	-	-	-	<div><div></div></div> 0%	-			
5.100.126	Minister Installation Exp	410.00	410.00	2,300.00	<div><div></div></div> 18%	-	gift for ord.		
5.100.128	Minister Search Exp	-	-	-	<div><div></div></div> 0%	-			
	Total Additional Minister Exp	\$ 410	\$ 410	\$ 2,300	18%	\$ -			
Total Minister Position Expense		\$ 14,487	\$ 14,487	\$ 131,402	11%	\$ -			

As of: <b>Monday, August 3, 2020</b>				% Thru Year: <b>8%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
<b>CHILDREN AND YOUTH MINISTRY</b>							
<b>RE Director Compensation</b>							
5.100.150	RE Director Salary Exp	5,129.75	5,129.75	57,157.00	9%	-	
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 Cost of Living Adj Exp	-	-	4,400.00	0%	-	
5.100.158	RE Director FICA Exp	372.80	372.80	4,373.00	9%	-	
5.100.160	RE Director Retirement Exp	513.00	513.00	5,716.00	9%	-	
5.100.165	RE Director Professional Exp	150.00	150.00	3,500.00	4%	-	
	Total RE Director Compensation	\$ 6,166	\$ 6,166	\$ 75,146	8%	\$ -	
<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	160.00	2,200.00	7%	-	
5.100.164	RE Nursery Assistant Exp	97.50	97.50	1,920.00	5%	-	
5.100.168	RE Program Assistant Exp	324.00	324.00	5,300.00	6%	-	
5.100.169	RE Summer Coordinator Exp	-	-	-	0%	-	
5.100.170	Childcare Exp	-	-	800.00	0%	-	
	Total RE Staff Exp	\$ 582	\$ 582	\$ 10,220	6%	\$ -	
<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	-	-	1,633.00	0%	-	
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	\$ -	\$ -	\$ 1,633	0%	\$ -	
<b>RE Operations Expense</b>							
5.100.131	RE OWL Programs Exp	-	-	200.00	0%	-	
5.100.133	RE Middle School Youth Programs Exp	-	-	-	0%	-	
5.100.134	RE Operational Exp	3.80	3.80	3,250.00	0%	-	
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	\$ 4	\$ 4	\$ 3,450	0%	\$ -	
<b>Total Children &amp; Youth Ministry Expense</b>		\$ 6,751	\$ 6,751	\$ 92,099	7%	\$ -	

As of: <b>Monday, August 3, 2020</b>				% Thru Year: <b>8%</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	2,281.54	2,281.54	25,493.00	9%	-	
5.100.186	Music Dir Cost of Living Adj Exp	-	-	2,200.00	0%	-	
5.100.187	Music Dir Retirement Exp	228.15	228.15	2,549.00	9%	-	
5.100.188	Music Dir FICA Exp	174.54	174.54	1,950.00	9%	-	
5.100.190	Music Dir Professional Exp	-	-	2,500.00	0%	-	
5.100.200	Music Dir Group Term Life Ins Exp	-	-	-	0%	-	
5.100.205	Music Dir Long-Term Disability Ins Exp	-	-	-	0%	-	
	Total Music Director Compensation	\$ 2,684	\$ 2,684	\$ 34,692	8%	\$ -	
<b>Music Staff</b>							
5.100.193	Music Sunday Service Pianist Exp	375.00	375.00	4,875.00	8%	-	
5.100.195	Music Percussionist Exp	300.00	300.00	3,800.00	8%	-	
5.100.197	Music Chorale Rehearsal Pianist Exp	-	-	1,680.00	0%	-	
5.100.198	Music Bassist Exp	-	-	800.00	0%	-	
5.100.199	Music Administrator Exp	-	-	729.00	0%	-	
	Total Other Music Staff Expense	\$ 675	\$ 675	\$ 11,884	6%	\$ -	
<b>Other Music Expense</b>							
5.100.191	Music Purchase Exp	-	-	766.00	0%	-	
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	\$ -	\$ -	\$ 1,241	0%	\$ -	
<b>Total Music Ministry Exp</b>		<b>\$ 3,359</b>	<b>\$ 3,359</b>	<b>\$ 47,817</b>	<b>7%</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	3,630.00	3,630.00	45,423.00	8%	-	
5.100.175	Congr Admin Cost of Living Adj Exp	-	-	1,200.00	0%	-	
5.100.176	Congr Admin Retirement Exp	381.18	381.18	4,542.00	8%	-	
5.100.177	Congr Admin FICA Exp	277.70	277.70	3,475.00	8%	-	
5.100.230	Congr Admin Long Term Disability Ins Exp	-	-	-	0%	-	
5.100.231	Congr Admin Professional Exp	-	-	500.00	0%	-	
	Total Congr Administrator & Bookkeeper Compensation	\$ 4,289	\$ 4,289	\$ 55,140	8%	\$ -	

As of: <b>Monday, August 3, 2020</b>				% Thru Year: <b>8%</b>			
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	414.10	414.10	2,500.00	17%	-	
5.100.181	Family and Medical Leave Ins Exp	136.56	136.56	600.00	23%	-	
5.100.184	Part time Empl FICA SS Exp	44.49	44.49	800.00	6%	-	
	Total Additional Employee Benefits Expense	\$ 595	\$ 595	\$ 3,900	15%	\$ -	
<b>Total Admin Staff &amp; Support Expense</b>		\$ 4,884	\$ 4,884	\$ 59,040	8%	\$ -	
<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	-	-	11,369.00	0%	-	
	Total UU Organizations Dues Expense	\$ -	\$ -	\$ 11,569	0%	\$ -	
<b>Financial Expense</b>							
5.100.650	Loan Debt Service - UUA	1,699.39	1,699.39	22,043.00	8%	-	interest only
5.100.655	Loan Debt Service - PNW Growth Fdtn Exp	260.32	260.32	3,526.00	7%	-	interest only
5.100.457	Annual City/County/State Fees	55.05	55.05	3,200.00	2%	-	water heater inspection
5.100.520	Banking & Credit Card Fees e.g.Vanco	280.88	280.88	5,400.00	5%	-	
	Total Financial Expense	\$ 2,296	\$ 2,296	\$ 34,169	7%	\$ -	
<b>Total Dues &amp; Financial Expense</b>		\$ 2,296	\$ 2,296	\$ 45,738	5%	\$ -	
<b>DISCRETIONARY EXPENSE</b>							
<b>Discretionary Expense</b>							
5.100.757	Sunday Morning Contrib to Charity	-	-	6,133.00	0%	-	
5.100.758	Minister Discretionary Fund	-	-	600.00	0%	-	
5.100.760	Undesignated Donation FB Exp	-	-	7,477.00	0%	-	
	Total Discretionary Expense	\$ -	\$ -	\$ 14,210	0%	\$ -	
<b>Total Discretionary Expense</b>		\$ -	\$ -	\$ 14,210	0%	\$ -	



As of: <b>Monday, August 3, 2020</b>				% Thru Year: <b>8%</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	277.97	277.97	3,200.00	9%	-	
5.100.460	Web Hosting Exp	-	-	300.00	0%	-	
5.100.470	Web Maintenance Exp Bud	-	-	100.00	0%	-	
5.100.475	Technology Management	535.80	535.80	4,600.00	12%	-	Carbonite back up annual and zoom
5.100.480	Office Expense	-	-	1,000.00	0%	-	
5.100.481	Postage Exp Bud	-	-	500.00	0%	-	
5.100.482	Printing / Copying	-	-	5,500.00	0%	-	
5.100.483	Constant Contact Email Service	-	-	425.00	0%	-	
5.100.550	Liability Insurance Exp Bud	3,869.50	3,869.50	7,450.00	52%	-	
5.100.452	Security Alarm System	-	-	500.00	0%	-	
5.100.453	Electricity - SCL	1,440.46	1,440.46	11,000.00	13%	-	
5.100.454	Water/Sewer - SPU	-	-	2,000.00	0%	-	
5.100.455	Waste/Recycling/Green	70.70	70.70	2,000.00	4%	-	
5.100.456	Gas - PSE	124.66	124.66	4,500.00	3%	-	
5.100.451	Janitorial Supplies	-	-	1,500.00	0%	-	
5.100.458	Landscaping Exp	-	-	500.00	0%	-	
5.100.459	Building Maint Supplies & Small Labor	29.44	29.44	2,700.00	1%	-	light ballast
5.100.461	Building Capital Reserve Exp-GF	-	-	3,000.00	0%	-	
5.100.462	Lift Phone Monitoring	99.09	99.09	360.00	28%	-	
5.100.463	Elevator Fund Reserve Exp	-	-	-	0%	-	
5.100.471	Janitorial Service	125.00	125.00	8,000.00	2%	-	one cleaning of upper floors/mo
5.100.484	Marketing and Advertising	-	-	-	0%	-	
5.100.726	AV Tech Expense	-	-	6,720.00	0%	-	
5.100.727	AV Equipment & Maintenance	-	-	225.00	0%	-	
5.100.728	Real Rent Duwamish	54.00	54.00	648.00	8%	-	
5.100.900	Transfers to Operations Cash Reserve Fund	-	-	-	0%	-	
Total Facility Expense		\$ 6,627	\$ 6,627	\$ 66,728	10%	\$ -	

As of: <b>Monday, August 3, 2020</b>				% Thru Year: <b>8%</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	-	-	2,000.00	0%	-	
5.100.821	Rummage Sale Expense	-	-	-	0%	-	
5.100.822	Canvass Expense	-	-	250.00	0%	-	
5.100.823	Misc. Fundraising Exp Bud	-	-	-	0%	-	
5.100.305	Facilities Rental Exp - single events	-	-	-	0%	-	
	Total Fundraising & Rentals Expense	\$ -	\$ -	\$ 2,250	0%	\$ -	
<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	-	-	6,575.00	0%	-	
5.100.754	Partner Church Program Exp	-	-	-	0%	-	
5.100.756	Social Action Expense	-	-	-	0%	-	
5.100.759	Board Discretionary Fund	-	-	300.00	0%	-	
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	\$ -	\$ -	\$ 11,900	0%	\$ -	
<b>Total Other Operational Support Expense</b>		\$ 6,627	\$ 6,627	\$ 80,878	8%	\$ -	
<b>TOTAL GENERAL FUND EXPENSE</b>		\$ 38,403	\$ 38,403	\$ 471,184	8%	\$ -	
<b>Income less Expense</b>		24,968	24,968	-			

As of: <span>Monday, August 3, 2020</span>								
Fund Acct	Fund Balances	Curr Balance	Mo. Change	Notes/Explanation	Prior Year Balance	YTD Income	YTD Expense	Ann. Change
3.200.100	Building Fund FB	76,959.46	-		76,959.46			-
3.201.100	Elevator FB	3,818.31	10.00		3,808.31	10.00		10.00
3.202.100	Building Maintenance/Janitorial Fund Balance	329.42	-		329.42			-
3.302.100	Minister's Discretion FB	2,296.73	-		2,296.73			-
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	31,886.18	-		31,886.18			-
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	5,830.74	-		5,830.74			-
3.370.100	OWL Fund Balance	3,608.28	-		3,608.28			-
3.380.100	Religious Ed Misc FB	1,883.46	-		1,883.46			-
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	1,103.36	-		1,103.36			-
3.835.100	Community Meal Trust Fund Balance	369.87	-		369.87			-
Total Dedicated Funds		\$ 156,477.32	\$ 10.00		\$ 156,467.32			\$ 10.00

# Administrator Report to Board August 2020

No action items for me this month.

## Sunday Morning Attendance and Offering (Charity Portion)

Date	Speaker/Special Circumstances	Attendance	Collection (charity portion)
7.12.20	Cedars Minister	No attendance data available	\$61.33
7.19.20	Saltwater Minister	for summer collaborative	\$60.03
7.26.20	Westside Racial Justice Change Team	services.	\$108.70
8.2.20	Rev. Cynthia Westby		\$62.37
8.9.20	Cedars Minister		\$52.49
8.16.20	Rev. Christopher		\$192.04

**Virtual Services/Offering Collection:** July and August have seen a dip in attendance and offering contributions. Attendance is hard to count as there is not a report available for a zoom meeting where you can see users and we are not using Westside's Zoom account for the tech. I usually try to do a quick count just by looking at participants and I estimate there have been about 50 Westside people at the collaborative summer services. Offering collections are about ¼ to 1/3 of what they were prior to summer. Collections and attendance typically go down during normal times.

**Tenant:** Leaps and Bounds continue to carry on operations, and we are in final stages of lease negotiations for 2020-21. We are adding a temporary clause to address the altered building use that the Covid pandemic has caused and will meet regularly to navigate any changes that can take place as restrictions are lifted.

### Facility Issues Updates:

**Looping the Sanctuary:** Soon we will have 3 bids for "looping" our sanctuary. Looping is a process that allows people wearing t-coil enabled hearing aids to get high quality audio during our live services. Jim Schlough has been graciously meeting all the techs for their site evaluations.

**Brick Repair for Leaking Windows:** John Monahan is meeting with brick repair outfits and some other contractors to get bids on repairing windows to prevent future leaks during rainstorms. We should have those numbers soon.

**Furnace Firebox Rebuild:** And finally, Charlie Wilson is working to get a bid on the furnace firebox rebuild. This repair was recommended by the Puget Sound Energy tech

that inspected our furnace before they ended their lease of the furnace to us. They no longer lease furnace burners, so we are on our own with ours from this point forward.

#### **Tech Updates:**

**G Suite** An exciting perk now available to WSUU after achieving our own 501©3 (non-profit) status last year, is that we became eligible for Google Non-profit tools. This includes access to G Suite which is a cloud-based workplace collaboration, storage, and communication platform. Using G Suite will enable Westside to improve efficiency in all these areas. A big piece of the work has been setting up all our new Google groups. These groups will replace the email forwards that are currently used for our committees and teams. Using Google groups will allow our teams to save documents and archive conversations so that the teams legacy is in place for the next leaders and members.

**Zoom** In an attempt to reduce spending and balance use with capacity, we have made some changes to our Zoom account. Instead of having 10 licensed accounts we are shifting to just 3. We have organized the accounts as Zoom Rooms and are giving them color names: red, yellow and green. Staff and board execs have access to schedule the rooms directly and all others can make requests via a form on our website found here: <https://wsuu.org/calendar/reserve-a-zoom-room/> Many of us are also finding other videoconferencing platforms that are free and work well such as Google Meet thus decreasing the demand on the Zoom Rooms.

**PPP Loan/Grant:** A portal to apply for forgiveness from our PPP (Payroll Protection Program) Loan is now available but we have been given guidance from an accountant that we should wait a bit before applying for forgiveness as we have until October to do so. There is speculation that small loans like ours may end up being forgiven outright. If we do not learn anything concrete about this, we will be taking action with the application in mid-September.

**In loving Community,**

**Shannon**

## Transition Working Group Report 8/18/20

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- The Transition Working Group is now focusing on the Wulff Family Move to Seattle, tentatively September 1<sup>st</sup>\*. The plan is for the family to stay in a WS 1 bedroom apartment Sept-Oct and then move to a 2 bedroom house in November. These rental options are close to Patti McCall's home and courtesy of her referrals and include access to her community garden.
- Pick up arrangements for a baby crib, toddler bed, 2 office armchairs and other household requests from Christopher have been arranged and stored in the church basement (Judi/Steve, Charlie/Patti, Alice/John). Additional items can be stored in the sanctuary temporarily.
- Alice Britt is now taking the lead on moving logistics and is finalizing a list of folx available with trucks for the final move. *She is mindful of limiting the people involved due to Covid.* Other tasks to arrange are: grocery shopping for the first week, welcome gift of GrubHub certificate for takeout food since delivery of food from congregants is problematic during Covid, moving out large desk in office (Shannon has placed on Craig's list), taking baby rocker from church to new home and other requests as needed to make the family comfortable.
- Health and local resource lists have been given to the Wulff Family. Alice has put together resources on local pharmacies, doctors, grocery stores in consultation with Shannon who is on the same UUA medical plan.
- We are now coordinating closely with the new Board and have had several Zoom meetings to share our transition timeline and tasks with Vanessa and Marissa. Outstanding tasks include 1/final moving support of the Wulff Family (Alice Britt with support from her group), 2/Washington St employment orientation for Rev. Christopher (Board as supervisors of the Minister), 3/Late Fall UUA Start-Up Congregational

Sessions (TWG/Christopher/Board). Christopher is already in the planning stages for these sessions.

- We are keeping the congregation informed through: 1/8/21/20 Update in Friday Westside Weekly “Wulff Family Move”, 2/Board/TWG Zoom Breakout Room 8/23/20.
- *\*Please note:* The final moving schedule is dependent on health of the family (Ariel has had the flu and is still recovering from the birth), a birth certificate for new baby Benjamin as well as any changes with USCIS.

**Respectfully submitted,**

Laura White and Judi Finney, Cochairs TWG