



Westside
Unitarian Universalist
Congregation

WSUU JULY BOARD AGENDA — 2021/22

6:30PM PT – 8:30PM PT via [Red Zoom Link](#)

[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 – | <ul style="list-style-type: none">o Land Acknowledgement & Covenanto Chalice lightingo Quick Check in/Access Needs |
| | Minutes | <ul style="list-style-type: none">o Changes to July minutes or approve as written.o Approval of June minutes.o Recognition of new or leaving members |
| | August Reports | <ul style="list-style-type: none">o Minister (Rev Christopher)o Administrator (Shannon)o Ingathering (Laura W & Shannon)o DRE (Cynthia)o Music (Scott)o Finance Committeeo Treasurer (Jim)o RJCT (Tracy)o Others? |
| | New Board Transition | <ul style="list-style-type: none">o Board Retreat Goals/Focus/Time/Place/Foodo Finance Bootcamp with Shelleyo |
| | Liaison Updates | <ul style="list-style-type: none">o Treasurer's report (Jim)o COVID 19 Task Force recommendations next stepso Hearing back from other committees on guidelines?o Broad communication went into Newslettero Choir masks (\$500) and risers |
| | Start Up/Reopening Planning | <ul style="list-style-type: none">o Opening dates for Sunday services, small groupso Communication with Rev Christopher, staff, Worship Planning Team, Congregation at largeo Preparing the building, cleaning, outside signage, COVID signage, equipment for hybrid serviceso Ingathering 9/11 - update from Viv/Alice?o Spiff Up Our Beloved Church Home Before Ingathering 8/21 |



| | | |
|---------------|---|--|
| | Deadline/Pressing | <ul style="list-style-type: none"> o Re-opening schedule, guidelines and communication o Auction Committee, Co-chairs?, Brockey Center? o Committee Volunteer Fair? o Accessibility work next steps, budget? |
| | Congregational Relationship Building | <ul style="list-style-type: none"> o 1st grp of Conversations for Connection started o Informal gatherings and 2021 auction events ongoing all summer o Healthy Congregations UUA contract (RevC?) o Exit interviews completed o Major topics for Board Retreat? |
| | Other Business | <ul style="list-style-type: none"> o To Do Board monthly calendar created o Delegating/Distributing Board Work Tasks-topic for Board Retreat? o Filling vital committees-Auction (Jan 29), Covenant Grps, Hospitality, RE Council, Chancel, Membership, o Agenda/Topics for Board Retreat o GA Delegates report in Sept, Have specific Questions? 8th principle. o 4th Sunday Board Zoom Coffee Hour change—same date as our Board Retreat o Board Tabling Sign Up Sheet 2021-2022 o Did everybody get the Shared Board Calendar? o Rename Email owners (treasurer@ and secretary@) |
| | <i>Upcoming Meetings Dates/Times</i> | <ul style="list-style-type: none"> o Sun, August 22nd _____time Board Retreat o Sun, August 29th Board Coffee hr (changed date) o Thu, Sept 16th is next Board Meeting |
| 8:20pm | Close of the Meeting | <ul style="list-style-type: none"> o Personal Reflections/Gratitude o Extinguishing the Chalice o 8:30 End |

MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION

August 19, 2021

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

STAFF: Shannon Day, administrator, Rev. Christopher Wulff

GUESTS: none

MINUTES

Draft minutes are located in the folder for this meeting.

We reviewed June and July minutes and approved them.

June minutes: motion to approve by Kristina, seconded by Marco, all in favor.

July minutes; motion to approve by Kristina, seconded by Jim, all in favor.

Once minutes are finalized, they will be marked as final and moved to the folder for the associated board meeting.

AUGUST REPORTS

These should be read in advance and discussion limited to any questions or clarifications.

- **Admin:** Leaps and Bounds lease will renew on Sept 1. Their supplies will be stored nearby to make space for church reopening.
- **Finance:** When will we order the camera and other equipment included in the Cascade Growth Grant? Answer: Rev. Christopher is starting to order. Other financial items to note: Health benefits are rising somewhat higher than expected.
- **RE:** Program looks lean this year. There are fewer children in the younger cohort at present. We won't be opening anytime soon for 2 and under as they will not be eligible for vaccines. Do we receive stats on RE attendance? Yes, typically included in the monthly reports.
- **Membership:** Shannon will report on new members and departing members in her report. These names will be copied into the board minutes for the record each month. For July: welcome to new members Mike and Lynne Greenberg (with their child, Nora) and Chick Whitmore.

NEW BOARD TRANSITION

Our Board Retreat is from 9am-3pm. We will review the agenda on Sunday morning and make any needed adjustments. Carpooling: Kristina will pick up Laura W, Marco will pick up Rev. Christopher. Jim has planned for food, bring your own drinks. Laura W will bring a quiche. Laura P will have coffee and plates, utensils, etc.

Budget Bootcamp with Shelly: Kristina will schedule via a doodle poll. The Finance Team will be invited to join us.

LIAISON UPDATES

TREASURER'S REPORT

This is a brief oral report distinct from the finance report.

- Income: pledges are high this time of year as some people pay their entire pledge early in the fiscal year.
- Expenses: Additional employee benefits are a little higher than budgeted due to an increase in costs. Not a big concern. Facilities line includes an insurance payment that covers half the year. Nothing is surprising this month.
- The Finance Committee asked if the board needs to approve Shelley as their chair. We checked the bylaws and it indicates the committees select their own chair.
- The finance report includes details below.
- Who ensures that reporting is completed on the Cascade Growth Fund grant? Rev. Christopher will monitor and ensure that reporting takes place. In this case, he did submit the requested impact statement.
- Do we have a spot where we file grant proposals and award letters? We agreed that this should live on the board Google drive. Christopher will upload the relevant documents.

Potential additional COVID safety costs for music: Marco previewed potential new costs associated with the music program. Choir will need special singing masks which cost \$23. Total cost would be \$500 to cover all choir members, but some may purchase their own. What is the process for addressing this, as well as building the risers? Rev. Christopher indicated that more conversation is needed at staff/council level before it comes to the board. The proposal is to replace the current risers with plywood boxes that can have chairs on them.

COVID-19 Next Steps

What is our process for hearing back from RE, Music, etc. regarding their approach/policies?

- Laura W urged us to err on the side of over-communication.
- Marco suggested a high-level summary (bullet points or FAQ) from each group.
- Do we have a specific-enough plan for communicating if there is a positive COVID test? Yes, the policy outlines a response.
- We requested that Rev. Christopher submit a summary report covering plans for music, RE, worship, in-gathering, and small groups by Sept 1. Please communicate that the board would like feedback from all involved regarding the guidelines.

IN-GATHERING

Viv sent some questions regarding in-gathering planning:

- Should we have a separate area for vaccinated people? No, we won't be distinguishing who is vaccinated.
- Should we have a separate area with tables designated for families with small children to eat in their own family group? Sure.
- Children's activities at in-gathering? What would be appropriate? Rev. Christopher will talk with Viv and Cynthia.

- Any feedback so far re: COVID policy? Some appreciation, at least one congregant indicated they will not participate themselves based on these guidelines and need for personal health safety precautions.

START-UP/REOPENING PLAN

A group led by Joan Whitley is working on a sanctuary floor level cleaning on Saturday prior to reopening. A call went out for additional volunteers.

Shannon has signage to put up and can install “social distancing floor dots” to guide people near the narthex greeter table.

DEADLINE/PRESSING

Auction Committee Co-chairs? Laura W reached out to Judi and Simon from the Nominations Committee to see if they had ideas. We will add committee leadership issues to the retreat agenda. We can refer to the Leadership Directory on the Members Only section of our website as a starting point for this discussion. Note: this is not a comprehensive list so we may need to add to it.

Auction location? Brockey Center reservation has been made by Shannon for the auction but have not had to pay a deposit yet.

Accessibility: deferred to future meeting. We will all read Neve’s report (Summary of Access Consulting for Westside, filed in Accessibility folder on board drive) first and discuss next steps.

CONGREGATIONAL RELATIONSHIP BUILDING

Healthy Congregations: Rev. Christopher will report at a future meeting regarding the Healthy Congregations project.

Membership exit interviews: Laura W has invited these conversations during her time as membership chair. She uses a standard set of questions to be equitable for all departing members. Recent interviewees have spoken about a perceived unwelcoming climate and other concerns. She also inquires regarding their spiritual needs to insure they have ongoing support. Laura will prepare a summary of themes without names that she can share with the board.

OTHER BUSINESS

Transparency: Need to resume posting board meeting agenda on the governance section of our website, as well as finalized/approved minutes. We will need to identify a lead for this.

Report out from GA delegates: Should we schedule this for a future board meeting? How long should this be? We should all watch our service where the delegates reported to the congregation first, and then have a 15-20 minute report/discussion at the September 16 board meeting. Ask what they are envisioning as well.

Board Coffee Hour on August 29: Laura P will attend. For the future, let’s check in at the board meeting to make sure we have the board coffee hour covered.

Board Communication in Westside Week: can be flexible timing, but let's shoot for the week following our board meeting and rotate the responsibility. Jim will take August and summarize our retreat.

Action items: Let's capture and highlight in minutes or via some tech solution. What is the best solution? Marco will look into this.

Google calendar: Marco has created a Google calendar for the board and can help folks get this onto our devices.

Additional topics for board retreat: Committee leadership, format of future meetings.

CLOSE OF MEETING

We ended the meeting with closing words and extinguished the chalice. Adjourned at 8:40pm.

Respectfully submitted,
Laura Pierce

As of: **Thursday, September 2, 2021****BUDGET SUMMARY**% thru Year: **17%**

| | Curr Mo Activity | YTD Actuals | % | Full Year Budget | Amount Remaining |
|------------------------------|------------------|------------------|------------|-------------------|-------------------|
| Income | | | | | |
| Pledges | \$ 16,755 | \$ 69,033 | 25% | \$ 277,533 | \$ 208,500 |
| Sunday Plate | 1,404 | 2,282 | 8% | 29,999 | 27,717 |
| Other Donations | 50 | 50 | 0% | - | (50) |
| Fund Raising | - | - | 0% | 63,000 | 63,000 |
| Affinity Programs | 100 | 102 | 17% | 600 | 498 |
| RE Ministry | - | - | 0% | 700 | 700 |
| Youth Group Ministry | - | - | 0% | - | - |
| Music Ministry | - | - | 0% | 500 | 500 |
| Program and Misc | 42 | 85 | 5% | 1,833 | 1,748 |
| Rentals | 8,220 | 11,990 | 22% | 55,365 | 43,375 |
| Carry-over | - | - | 0% | 43,042 | 43,042 |
| Total Income | \$ 26,571 | \$ 83,542 | 18% | \$ 472,572 | \$ 389,030 |
| Expenses | | | | | |
| Minister Compensation | \$ 11,278 | \$ 21,681 | 17% | \$ 125,348 | \$ 103,667 |
| Additional Minister | - | - | 0% | \$ 2,500 | 2,500 |
| RE Director Compensation | 3,363 | 9,198 | 24% | \$ 38,773 | 29,575 |
| RE Staff | 243 | 795 | 11% | \$ 7,547 | 6,752 |
| RE Training | - | - | 0% | \$ - | - |
| RE Youth Group | - | - | 0% | \$ 833 | 833 |
| RE Operations | - | - | 0% | \$ 2,000 | 2,000 |
| Music Director Compensation | 1,281 | 3,780 | 21% | \$ 18,026 | 14,246 |
| Music Staff | 650 | 650 | 11% | \$ 5,975 | 5,325 |
| Other Music | - | - | 0% | \$ 2,041 | 2,041 |
| Administrator Compensation | 3,817 | 8,398 | 15% | \$ 55,140 | 46,742 |
| Additional Employee Benefits | 19 | 760 | 26% | \$ 2,875 | 2,115 |
| Community Impact-Internal | - | 2,842 | 8% | \$ 33,836 | 30,994 |
| Community Impact-External | 262 | 996 | 11% | \$ 9,181 | 8,185 |
| Worship | 450 | 570 | 5% | \$ 12,055 | 11,485 |
| Loans, Taxes, Fees | 2,472 | 5,038 | 11% | \$ 47,959 | 42,921 |
| Facility | 1,729 | 10,647 | 19% | \$ 56,653 | 46,006 |
| Fundraising & Rentals | - | - | 0% | \$ 12,667 | 12,667 |
| Reserves | - | - | 0% | \$ 39,163 | 39,163 |
| Total Expenses | \$ 25,562 | \$ 65,355 | 14% | \$ 472,572 | \$ 407,217 |
| Cash Flow (GF): | \$ 1,009 | \$ 18,186 | | | |

| | YTD Balance | Start of FY | YTD Change |
|--|---------------------|---------------------|--------------------|
| BANK ACCOUNT BALANCES | | | |
| Umpqua General Fund Checking #7545 | \$ 93,912 | 107,401 | \$ (13,489) |
| Sound Credit Union Money Market #6299 | 199,458 | 199,373 | 85 |
| Sound Credit Union Business Savings #6290 | 25 | 25 | - |
| Petty Cash | 200 | 200 | - |
| Total Account Balances | \$ 293,595 | \$ 306,999 | \$ (13,404) |
| ASSETS | | | |
| Church Bldg & Land (book value) | \$ 2,901,200 | \$ 2,918,600 | \$ (17,400) |
| Cash - Operations | 118,133 | 133,131 | (14,998) |
| Cash - Building Fund | \$ 69,576 | 69,576 | - |
| Cash - Accessibility | 24,319 | 24,319 | - |
| Other Dedicated Fund Balances | 25,309 | 23,715 | 1,593 |
| <u>Undesignated Donations</u> | <u>56,258</u> | <u>56,258</u> | - |
| <i>Total Fund Balances</i> | <i>\$ 175,461</i> | <i>173,868</i> | <i>1,593</i> |
| Total Assets | \$ 3,194,795 | \$ 3,225,600 | \$ (30,804) |
| LIABILITIES | | | |
| Loan fm UUA | \$ 419,602 | \$ 419,602 | \$ - |
| Loan fm Cascadia Growth Fund | 56,516 | 56,516 | - |
| Other Current Liabilities | 33,477 | 71,565 | (38,088) |
| Other Dedicated Fund Balances | 25,309 | 23,715 | 1,593 |
| Total Liabilities | \$ 534,903 | \$ 571,398 | \$ (36,495) |
| CONGREGATIONAL EQUITY | | | |
| Beginning of FY Equity | \$ 2,659,892 | \$ 2,654,201 | \$ 5,691 |
| <i>YTD Change in Equity</i> | <i>5,691</i> | | |
| DEDICATED FUND BALANCES | \$ 175,461 | \$ 173,868 | \$ 1,593 |
| Beginning of FY Dedicated Fund Balances | \$ 173,868 | | |
| <i>YTD Change in Dedicated Fund Balances</i> | <i>1,593</i> | | |
| Overall YTD Cash Flow with Fund Balances: | \$ 19,779 | | |

| As of: Thursday, September 2, 2021 | | | | % Thru Year: 17% | | | | |
|---|--|------------------|-------------|-------------------------|-----------------------------|-------------|--|--|
| Account # | Account Name | Curr Mo Activity | YTD Balance | FY21-22 Budget | YTD %ofBgt | Over Budget | Notes | |
| GENERAL FUND INCOME | | | | | | | | |
| Pledges | | | | | | | | |
| 4.100.100 | Pledges - Current Year Income | 16,754.61 | 66,520.37 | 275,533.00 | <div><div></div></div> 24% | - | | |
| 4.100.110 | Pledges - Prior Year Income | - | 2,512.78 | 2,000.00 | <div><div></div></div> 126% | 512.78 | | |
| | Total Pledges | \$ 16,755 | \$ 69,033 | \$ 277,533 | 25% | \$ - | | |
| Sunday Plate | | | | | | | | |
| 4.100.140 | Contributions - Sunday WSUU | 965.70 | 1,504.42 | 20,000.00 | <div><div></div></div> 8% | - | smaller collections over summer | |
| 4.100.141 | Contributions - Sunday WSUU Congr Care Fund | - | - | 833.00 | <div><div></div></div> 0% | - | | |
| 4.100.143 | Contributions - Sunday WSUU Youth Programs | - | - | 833.00 | <div><div></div></div> 0% | - | | |
| 4.100.144 | Contributions - Sunday WSUU Real Rent Duwamish | - | - | 833.00 | <div><div></div></div> 0% | - | | |
| 4.100.145 | Contributions - Sunday WSUU Partner Church | - | - | 600.00 | <div><div></div></div> 0% | - | | |
| 4.100.150 | Contributions Sunday Charities | 438.30 | 777.58 | 6,900.00 | <div><div></div></div> 11% | - | smaller offering collections over summer | |
| | Total Sunday Plate Income | \$ 1,404 | \$ 2,282 | \$ 29,999 | 8% | \$ - | | |
| Other Donations | | | | | | | | |
| 4.100.160 | Special Gifts & Campaigns | 50.00 | 50.00 | - | <div><div></div></div> 0% | 50.00 | Memorial gift | |
| 4.100.244 | Accessibility Fund Donations | - | - | - | <div><div></div></div> 0% | - | | |
| | Total Other Donations | \$ 50 | \$ 50 | \$ - | 0% | \$ 50 | | |
| Fund Raising | | | | | | | | |
| 4.100.245 | Auction Income | - | - | 48,000.00 | <div><div></div></div> 0% | - | | |
| 4.100.247 | Raise the Paddle Income | - | - | 15,000.00 | <div><div></div></div> 0% | - | | |
| | Total Fund Raising Income | \$ - | \$ - | \$ 63,000 | 0% | \$ - | | |
| Affinity Program Income | | | | | | | | |
| 4.100.210 | E Scrip GF Income | - | 2.46 | - | <div><div></div></div> 0% | 2.46 | | |
| 4.100.211 | Amazon Rebate Income | 99.81 | 99.81 | - | <div><div></div></div> 0% | 99.81 | | |
| 4.100.212 | Thriftway Rebate Program | - | - | 600.00 | <div><div></div></div> 0% | - | | |
| | Total Affinity Program Income | \$ 100 | \$ 102 | \$ 600 | 17% | \$ - | | |
| RE Ministry Income | | | | | | | | |
| 4.100.259 | RE Fundraising & Donations | - | - | 700.00 | <div><div></div></div> 0% | - | | |
| 4.100.258 | RE Fund Transfers IN | - | - | - | <div><div></div></div> 0% | - | | |
| 4.100.260 | OWL Registration Fees | - | - | - | <div><div></div></div> 0% | - | | |
| 4.100.263 | OWL Fund Transfers IN | - | - | - | <div><div></div></div> 0% | - | | |
| | Total RE Ministry Income | \$ - | \$ - | \$ 700 | 0% | \$ - | | |
| Youth Group Ministry Income | | | | | | | | |
| 4.100.261 | RE Youth Group Fund Transfers IN | - | - | - | <div><div></div></div> 0% | - | | |
| | Total Youth Group Ministry Income | \$ - | \$ - | \$ - | 0% | \$ - | | |

| As of: Thursday, September 2, 2021 | | | | % Thru Year: 17% | | | |
|---|--|------------------|------------------|-------------------------|------------|-------------|------------------------------|
| Account # | Account Name | Curr Mo Activity | YTD Balance | FY21-22 Budget | YTD %ofBgt | Over Budget | Notes |
| <u>Music Ministry Income</u> | | | | | | | |
| 4.100.222 | Music Fundraising and Donations | - | - | 500.00 | 0% | - | |
| | Total Music Ministry Income | \$ - | \$ - | \$ 500 | 0% | \$ - | |
| <u>Program and Misc Income</u> | | | | | | | |
| 4.100.220 | Coffee Income | - | - | 333.00 | 0% | - | |
| 4.100.225 | Membership Fundraising and Donations | - | - | 500.00 | 0% | - | |
| 4.100.240 | Interest Income | 42.34 | 84.67 | 1,000.00 | 8% | - | |
| 4.100.255 | Common Quest Income | - | - | - | 0% | - | |
| | Total Program and Misc Income | \$ 42 | \$ 85 | \$ 1,833 | 5% | \$ - | |
| <u>Rentals</u> | | | | | | | |
| 4.100.300 | Cell Tower Rental & Elec Reimb | 1,999.94 | 2,769.52 | 14,718.00 | 19% | - | |
| 4.100.302 | Cell Tower Electricity Reimb True-up | - | - | 1,600.00 | 0% | - | |
| 4.100.305 | Rental Income - Single Events | - | - | 1,667.00 | 0% | - | |
| 4.100.310 | Rental Income - Lease (Leaps and Bounds of WA) | 6,090.00 | 9,090.00 | 36,600.00 | 25% | - | Sept. included with new rate |
| 4.100.311 | Donations- Service Groups Meeting at WSUU | 130.00 | 130.00 | 780.00 | 17% | - | Friday AA |
| | Total Rental Income | \$ 8,220 | \$ 11,990 | \$ 55,365 | 22% | \$ - | |
| <u>Carry-over</u> | | | | | | | |
| 4.100.241 | Board Designated Fund Transfers to GF | - | - | 43,042.00 | 0% | - | |
| | Total Carry-over Income | \$ - | \$ - | \$ 43,042 | 0% | \$ - | |
| TOTAL GENERAL FUND INCOME | | \$ 26,571 | \$ 83,542 | \$ 472,572 | 18% | \$ - | |

| As of: Thursday, September 2, 2021 | | | | % Thru Year: 17% | | | | Notes |
|---|---------------------------------------|------------------|-------------|-------------------------|----------------------------|-------------|--|-------|
| Account # | Account Name | Curr Mo Activity | YTD Balance | FY21-22 Budget | YTD %ofBgt | Over Budget | | |
| GENERAL FUND EXPENSE | | | | | | | | |
| MINISTER POSITION | | | | | | | | |
| Minister Compensation | | | | | | | | |
| 5.100.100 | Minister Housing Allow Exp | 3,000.00 | 6,000.00 | 36,000.00 | <div><div></div></div> 17% | - | | |
| 5.100.101 | Minister Salary Exp | 4,474.77 | 8,954.54 | 52,950.00 | <div><div></div></div> 17% | - | | |
| 5.100.105 | Minister Medical Ins Exp | 1,596.99 | 2,899.93 | 11,663.00 | <div><div></div></div> 25% | - | | |
| 5.100.106 | Minister Group Term Life Ins Exp | 67.27 | 134.54 | 747.00 | <div><div></div></div> 18% | - | | |
| 5.100.107 | Minister Long Term Disability Ins Exp | 96.36 | 192.72 | 1,156.00 | <div><div></div></div> 17% | - | | |
| 5.100.108 | Minister Dental Insurance | 148.00 | 296.00 | 1,132.00 | <div><div></div></div> 26% | - | | |
| 5.100.110 | Minister Retirement Exp | 741.25 | 1,482.50 | 8,895.00 | <div><div></div></div> 17% | - | | |
| 5.100.115 | Minister-FICA Exp | 567.06 | 1,134.12 | 6,805.00 | <div><div></div></div> 17% | - | | |
| 5.100.125 | Minister's Professional Exp | 586.34 | 586.34 | 6,000.00 | <div><div></div></div> 10% | - | | |
| | Total Minister Compensation | \$ 11,278 | \$ 21,681 | \$ 125,348 | 17% | \$ - | | |
| Additional Minister Exp | | | | | | | | |
| 5.100.126 | Minister Installation Exp | - | - | 2,500.00 | <div><div></div></div> 0% | - | | |
| | Total Additional Minister Exp | \$ - | \$ - | \$ 2,500 | 0% | \$ - | | |
| Total Minister Position Expense | | \$ 11,278 | \$ 21,681 | \$ 127,848 | 17% | \$ - | | |

| As of: Thursday, September 2, 2021 | | | | % Thru Year: 17% | | | |
|--|-----------------------------------|------------------|-------------|-------------------------|------------|-------------|--------------------|
| Account # | Account Name | Curr Mo Activity | YTD Balance | FY21-22 Budget | YTD %ofBgt | Over Budget | Notes |
| CHILDREN AND YOUTH MINISTRY | | | | | | | - |
| RE Director Compensation | | | | | | | - |
| 5.100.150 | RE Director Salary Exp | 2,441.08 | 7,204.16 | 29,293.00 | 25% | - | 2 months of reimb. |
| 5.100.155 | RE Director Medical Insurance | 500.00 | 750.00 | 2,310.00 | 32% | - | |
| 5.100.158 | RE Director FICA Exp | 177.41 | 523.57 | 2,241.00 | 23% | - | |
| 5.100.160 | RE Director Retirement Exp | 244.11 | 720.42 | 2,929.00 | 25% | - | |
| 5.100.165 | RE Director Professional Exp | - | - | 2,000.00 | 0% | - | |
| Total RE Director Compensation | | \$ 3,363 | \$ 9,198 | \$ 38,773 | 24% | \$ - | |
| RE Staff Expense | | | | | | | - |
| 5.100.168 | RE Program Assistant Exp | 243.00 | 675.00 | 4,680.00 | 14% | - | |
| 5.100.163 | RE Nursery Lead Teacher Exp | - | 120.00 | 2,200.00 | 5% | - | |
| 5.100.164 | RE Nursery Assistant Exp | - | - | - | 0% | - | |
| 5.100.170 | Childcare Exp | - | - | 667.00 | 0% | - | |
| Total RE Staff Exp | | \$ 243 | \$ 795 | \$ 7,547 | 11% | \$ - | |
| RE Training Expense | | | | | | | - |
| 5.100.152 | RE OWL Leadership Development Exp | - | - | - | 0% | - | |
| Total RE Training Expense | | \$ - | \$ - | \$ - | 0% | \$ - | |
| RE Youth Group Expense | | | | | | | - |
| 5.100.132 | RE High School Youth Programs Exp | - | - | 833.00 | 0% | - | |
| Total RE Youth Group Expense | | \$ - | \$ - | \$ 833 | 0% | \$ - | |
| RE Operations Expense | | | | | | | - |
| 5.100.131 | RE OWL Program Exp | - | - | - | 0% | - | |
| 5.100.134 | RE Operational Exp | - | - | 2,000.00 | 0% | - | |
| Total RE Operations Expense | | \$ - | \$ - | \$ 2,000 | 0% | \$ - | |
| Total Children & Youth Ministry Expense | | \$ 3,606 | \$ 9,993 | \$ 49,153 | 20% | \$ - | |

| As of: Thursday, September 2, 2021 | | | | % Thru Year: 17% | | | |
|---|-------------------------------------|------------------|-------------|-------------------------|------------|-------------|-------|
| Account # | Account Name | Curr Mo Activity | YTD Balance | FY21-22 Budget | YTD %ofBgt | Over Budget | Notes |
| MUSIC MINISTRY | | | | | | | - |
| Music Director | | | | | | | - |
| 5.100.185 | Music Dir Salary Exp | 1,088.77 | 3,213.20 | 13,065.00 | 25% | - | - |
| 5.100.186 | Music Dir Medical Insurance | - | - | 1,155.00 | 0% | - | - |
| 5.100.187 | Music Dir Retirement Exp | 108.88 | 321.32 | 1,307.00 | 25% | - | - |
| 5.100.188 | Music Dir FICA Exp | 83.29 | 245.80 | 999.00 | 25% | - | - |
| 5.100.190 | Music Dir Professional Exp | - | - | 1,500.00 | 0% | - | - |
| Total Music Director Compensation | | \$ 1,281 | \$ 3,780 | \$ 18,026 | 21% | \$ - | - |
| Music Staff | | | | | | | \$ - |
| 5.100.193 | Music Sunday Service Pianist Exp | 250.00 | 250.00 | 3,375.00 | 7% | - | - |
| 5.100.195 | Music Percussionist Exp | 400.00 | 400.00 | 2,600.00 | 15% | - | - |
| 5.100.197 | Music Chorale Rehearsal Pianist Exp | - | - | - | 0% | - | - |
| 5.100.198 | Music Bassist Exp | - | - | - | 0% | - | - |
| 5.100.199 | Music Administrator Exp | - | - | - | 0% | - | - |
| Total Other Music Staff Expense | | \$ 650 | \$ 650 | \$ 5,975 | 11% | \$ - | - |
| Other Music Expense | | | | | | | - |
| 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 | - | - | 800.00 | 0% | - | - |
| 5.100.196 | Music Council Fundraising Exp | - | - | 75.00 | 0% | - | - |
| 5.100.201 | Music Equipment Purchase Exp | - | - | - | 0% | - | - |
| Total Other Music Expense | | \$ - | \$ - | \$ 2,041 | 0% | \$ - | - |
| Total Music Ministry Exp | | \$ 1,931 | \$ 4,430 | \$ 26,042 | 17% | \$ - | - |
| ADMIN STAFF & SUPPORT | | | | | | | - |
| Congr Administrator & Bookkeeper | | | | | | | - |
| 5.100.174 | Congr Admin Salary Exp | 3,244.53 | 7,137.97 | 45,423.00 | 16% | - | - |
| 5.100.175 | Congr Admin Medical Insurance | - | - | 1,200.00 | 0% | - | - |
| 5.100.176 | Congr Administrator Retirement Exp | 324.45 | 713.79 | 4,542.00 | 16% | - | - |
| 5.100.177 | Congr Administrator FICA Exp | 248.21 | 546.05 | 3,475.00 | 16% | - | - |
| 5.100.231 | Congr Admin Professional Exp | - | - | 500.00 | 0% | - | - |
| Total Congr Administrator & Bookkeeper Compensation | | \$ 3,817 | \$ 8,398 | \$ 55,140 | 15% | \$ - | - |

| As of: Thursday, September 2, 2021 | | | | % Thru Year: 17% | | | | |
|--|---|------------------|-------------|------------------|---------------------------|-------------|-----------------|--|
| Account # | Account Name | Curr Mo Activity | YTD Balance | FY21-22 Budget | YTD %ofBgt | Over Budget | Notes | |
| Additional Employee Benefits | | | | | | | - | |
| 5.100.178 | Labor & Industries Ins Exp | - | 541.84 | 1,875.00 | <div><div>29%</div></div> | - | | |
| 5.100.181 | Family and Medical Leave Ins Exp | - | 148.57 | 500.00 | <div><div>30%</div></div> | - | | |
| 5.100.184 | Part time Empl FICA SS Exp | 18.59 | 69.99 | 500.00 | <div><div>14%</div></div> | - | | |
| Total Additional Employee Benefits Expense | | \$ 19 | \$ 760 | \$ 2,875 | 26% | \$ - | | |
| Total Admin Staff & Support Expense | | \$ 3,836 | \$ 9,158 | \$ 58,015 | 16% | \$ - | | |
| DUES & FINANCIAL EXPENSE | | | | | | | - | |
| Community Impact-Internal Expense | | | | | | | - | |
| 5.100.320 | UUA Dues Exp Bud | - | 2,842.25 | 11,653.00 | <div><div>24%</div></div> | - | | |
| 5.100.801 | All Congr Retreats and Trainings | - | - | 3,000.00 | <div><div>0%</div></div> | - | | |
| 5.100.802 | GA Delegate Exp | - | - | 2,000.00 | <div><div>0%</div></div> | - | | |
| 5.100.758 | Congregational Care Fund Transfer OUT | - | - | 833.00 | <div><div>0%</div></div> | - | | |
| 5.100.710 | Membership Exp Bud | - | - | 500.00 | <div><div>0%</div></div> | - | | |
| 5.100.759 | Board Discretionary Fund | - | - | 500.00 | <div><div>0%</div></div> | - | | |
| 5.100.800 | All Congr Social Events | - | - | 300.00 | <div><div>0%</div></div> | - | | |
| 5.100.819 | Raise the Paddle Purchase Exp -GF | - | - | 15,000.00 | <div><div>0%</div></div> | - | | |
| 5.100.829 | Common Quest Exp | - | - | 50.00 | <div><div>0%</div></div> | - | | |
| Total Community Impact-Internal Expense | | \$ - | \$ 2,842 | \$ 33,836 | 8% | \$ - | | |
| Community Impact-External Expense | | | | | | | - | |
| 5.100.757 | Sunday Morning Contributions Given to Charity | 261.64 | 995.93 | 6,900.00 | <div><div>14%</div></div> | - | | |
| 5.100.729 | Real Rent Duwamish- Sunday Plate | - | - | 833.00 | <div><div>0%</div></div> | - | | |
| 5.100.728 | Real Rent Duwamish | - | - | 648.00 | <div><div>0%</div></div> | - | | |
| 5.100.754 | Partner Church Program Exp | - | - | 600.00 | <div><div>0%</div></div> | - | | |
| 5.100.300 | Partner Church Dues Exp Bud | - | - | 200.00 | <div><div>0%</div></div> | - | | |
| Total Community Impact-External Expense | | \$ 262 | \$ 996 | \$ 9,181 | 11% | \$ - | | |
| Worship Expense | | | | | | | - | |
| 5.100.726 | AV Tech Expense | - | 120.00 | 5,680.00 | <div><div>2%</div></div> | - | | |
| 5.100.725 | Worship Council Expense Budget | 450.00 | 450.00 | 4,650.00 | <div><div>10%</div></div> | - | | |
| 5.100.727 | AV Equipment & Maintenance | - | - | 1,725.00 | <div><div>0%</div></div> | - | | |
| Total Worship Expense | | \$ 450 | \$ 570 | \$ 12,055 | 5% | \$ - | | |
| Financial Expense | | | | | | | - | |
| 5.100.650 | Loan Debt Service - UUA | 1,699.39 | 3,398.78 | 31,509.00 | <div><div>11%</div></div> | - | | |
| 5.100.655 | Loan Debt Service - Cascadia Growth Fund for UU | 659.96 | 1,319.92 | 7,950.00 | <div><div>17%</div></div> | - | | |
| 5.100.457 | Annual City/County/State Fees | - | - | 3,500.00 | <div><div>0%</div></div> | - | | |
| 5.100.520 | Banking & Credit Card Fees e.g.Vanco | 112.18 | 319.07 | 5,000.00 | <div><div>6%</div></div> | - | | |
| Total Financial Expense | | \$ 2,472 | \$ 5,038 | \$ 47,959 | 11% | \$ - | | |
| Facility Expense | | | | | | | - | |
| 5.100.450 | Telephone/Cable/Internet | 320.67 | 320.67 | 3,865.00 | <div><div>8%</div></div> | - | | |
| 5.100.460 | Web Hosting Exp | - | - | - | <div><div>0%</div></div> | - | | |
| 5.100.470 | Web Maintenance Exp Bud | - | - | - | <div><div>0%</div></div> | - | | |
| 5.100.475 | Technology Management | 86.00 | 86.00 | 3,400.00 | <div><div>3%</div></div> | - | breeze and coda | |
| 5.100.480 | Office Expenses | - | - | 750.00 | <div><div>0%</div></div> | - | | |
| 5.100.481 | Postage Exp Bud | - | - | 600.00 | <div><div>0%</div></div> | - | | |

| As of: Thursday, September 2, 2021 | | | | % Thru Year: 17% | | | |
|---|--|------------------|-------------|-------------------------|----------------------------|-------------|--|
| Account # | Account Name | Curr Mo Activity | YTD Balance | FY21-22 Budget | YTD %ofBgt | Over Budget | Notes |
| 5.100.482 | Printing / Copying | 459.97 | 919.94 | 5,500.00 | <div><div></div></div> 17% | - | |
| 5.100.483 | Constant Contact Email Service | - | - | 425.00 | <div><div></div></div> 0% | - | |
| 5.100.550 | Liability Insurance Exp Bud | - | 4,149.50 | 7,450.00 | <div><div></div></div> 56% | - | |
| 5.100.452 | Security Alarm System | - | - | 500.00 | <div><div></div></div> 0% | - | |
| 5.100.453 | Electricity - SCL | - | 3,765.17 | 10,700.00 | <div><div></div></div> 35% | - | |
| 5.100.454 | Water/Sewer - SPU | 510.50 | 510.50 | 1,667.00 | <div><div></div></div> 31% | - | Suspect leaky soaker hose and high tenant use over summer contributed. Did not find leak |
| 5.100.455 | Waste/Recycling/Green | 107.06 | 214.12 | 3,300.00 | <div><div></div></div> 6% | - | |
| 5.100.456 | Gas - PSE | 73.05 | 214.03 | 4,500.00 | <div><div></div></div> 5% | - | |
| 5.100.451 | Janitorial Supplies | 46.36 | 46.36 | 1,250.00 | <div><div></div></div> 4% | - | |
| 5.100.458 | Landscaping Exp | - | - | 500.00 | <div><div></div></div> 0% | - | |
| 5.100.459 | Building Maintenance Supplies & Small Labor Vendor | - | 71.60 | 2,800.00 | <div><div></div></div> 3% | - | |
| 5.100.462 | Lift Phone Monitoring | - | 99.23 | 360.00 | <div><div></div></div> 28% | - | |
| 5.100.222 | Coffee and Other Kitchen Exp | - | - | 916.00 | <div><div></div></div> 0% | - | |
| 5.100.471 | Janitorial Service | 125.00 | 250.00 | 8,170.00 | <div><div></div></div> 3% | - | |
| Total Facility Expense | | \$ 1,729 | \$ 10,647 | \$ 56,653 | 19% | \$ - | |

| As of: Thursday, September 2, 2021 | | | | % Thru Year: 17% | | Over Budget | Notes |
|---|---------------------------------------|------------------|-------------|-------------------------|------------|-------------|-------|
| Account # | Account Name | Curr Mo Activity | YTD Balance | FY21-22 Budget | YTD %ofBgt | | |
| Fundraising & Rentals Expense | | | | | | | |
| 5.100.305 | Facilities Rental Exp - single events | - | - | 417.00 | 0% | - | - |
| 5.100.820 | Auction Expense | - | - | 12,000.00 | 0% | - | - |
| 5.100.822 | Canvass Expense | - | - | 250.00 | 0% | - | - |
| | Total Fundraising & Rentals Expense | \$ - | \$ - | \$ 12,667 | 0% | \$ - | - |
| Reserves Expense | | | | | | | |
| 5.100.461 | Building Capital Reserve Exp-GF | - | - | 30,425.00 | 0% | - | - |
| 5.100.760 | Undesignated Donation FB Exp | - | - | 8,738.00 | 0% | - | - |
| | Total Reserves | \$ - | \$ - | \$ 39,163 | 0% | \$ - | - |
| Total Other Operational & Community Impact Expense | | \$ 4,912 | \$ 20,093 | \$ 211,514 | 9% | \$ - | - |
| | | | | | | | |
| TOTAL GENERAL FUND EXPENSE | | \$ 25,562 | \$ 65,355 | \$ 472,572 | 14% | \$ - | - |
| | | | | | | | |
| Income less Expense | | \$ 1,009 | \$ 18,186 | - | | | |

| As of: Thursday, September 2, 2021 | | | | | | |
|---|--|----------------------|-------------------|--|---------------------------|--------------------|
| Fund Acct | Fund Balances | Curr Balance | Mo. Change | Notes/Explanation | Prior Year Balance | Ann. Change |
| 3.200.100 | Building Fund FB | 69,575.71 | - | | 69,575.71 | - |
| 3.201.100 | Accessibility FB | 24,319.25 | - | | 24,319.25 | - |
| 3.202.100 | Building Maintenance/Janitorial Fund Balance | 329.42 | - | | 329.42 | - |
| 3.302.100 | Minister's Discretion FB | - | (2,876.73) | disbursed to Rev. C to open separate account | 2,876.73 | (2,876.73) |
| 3.303.100 | Minister Search Fund Balance | 142.88 | - | | 142.88 | - |
| 3.304.100 | Gifts to be Designated by Board FB | 190.00 | - | | 190.00 | - |
| 3.305.100 | Undesignated Donations FB | 56,257.57 | - | | 56,257.57 | - |
| 3.307.100 | PPP Loan/Grant FB Balance | - | - | | | |
| 3.310.100 | Conference Scholarship FB | 171.21 | - | | 171.21 | - |
| 3.321.100 | Miscellaneous Grants | 4,630.33 | - | | 160.33 | 4,470.00 |
| 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 | - | | 6,249.01 | - |
| 3.370.100 | OWL Fund Balance | 4,208.28 | - | | 4,208.28 | - |
| 3.380.100 | Religious Ed Misc FB | 2,041.84 | - | | 2,041.84 | - |
| 3.385.100 | Raise the Paddle FB | - | - | | - | - |
| 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 | 1,273.05 | - | | 1,273.05 | - |
| 3.835.100 | Community Meal Trust Fund Balance | 369.87 | - | | 369.87 | - |
| Total Dedicated Funds | | \$ 175,461.17 | (2,876.73) | | \$ 173,867.90 | \$ 1,593.27 |

Minister's Report for August 19, 2021 Board Meeting

It's great to be back from my time away, which was very restorative in many ways. I appreciate the boundaries held by folks on the Board and staff on what needed my attention and what did not.

As you know, my return coincided with the tragic death of fourteen-year-old Seni Wahl-O'Hogan. It took a few days to get connected with Seni's father Don Wahl as he reached out primarily to those with whom he had a closer connection in the congregation, but in the end we connected and found our way to investing in our ministry relationship. I've been in frequent contact with Don since it happened, and coordinated a service this Saturday past for folks nearest the family. I'm working with neighbors, Seni's old school and others on putting together a service which is open to more folks in the community, including members of the congregation, without a final date as yet. Congregationally we responded to the need to share information in a few ways. First, I notified the staff, board and committee on ministry, with a letter communicating our best understanding of what had happened. Then, with the abundant help of Viv and John Monahan, we initiated a classic phone tree, preferring to get the word out to folks most likely to feel impacted as personally as possible. More than seventy people in the congregation were called in a 24-hour period, and I visited about a dozen in person. With the support of the UU Trauma Response Ministry's Rev. Craig Schwalenberg, we sent a letter to the congregation, made a time to talk about the loss in the Sunday service, and hosted two times for people to gather and talk about their own feelings in regard to Seni's death, and how to best communicate with their children about this accident. People were very appreciative, though not that many attended the sessions. There's been a spike in pastoral care requests, which is to be expected. The phone tree was very much appreciated by many folks with whom we spoke, and I was thinking about whether we might benefit from formalizing it, but have come to the conclusion that who would need to be called and by whom depends a lot on the circumstances necessitating the call.

The Worship Ministry Team is meeting for its fall retreat this Saturday, doing some team-building exercises, charting the worship path for the year, and thinking through more of the logistics of Sunday morning worship. The year's themes have mostly been established at this point. We'll be doing our first run of streaming from the church building on the 29th with Kathleen Tracy and the GoJanes. We had a good meeting with the Music Ministry team specifically related to music in services and the allocation of resources. We have a plan for the fall, and, given the issues surrounding congregational singing and covid, our focus will be on music performance rather than participation. We anticipate that the choir will be singing in one service each month with 'singers masks' on, if singing is considered responsible. We'll be intentionally tightening services up to between 45-55 minutes for the fall, trying to keep the time inside at a reduced level.

Flourishing in Ministry, the year-long program I'm engaged in through the Center for Courage and Renewal held its second three-day retreat Monday to Wednesday of this week, with a focus on developing familiarity with clearness committees through practice and engagement. Derived from the Quaker tradition, I think there's a lot of merit to thinking about whether there's a potential place for clearness committees within our congregation, and have added that to a long-term list of possible programs.

I'll be meeting with the RJCT about the upcoming 8th Principle workshop that we have Paula Cole Jones offering online in late September, as well as the service the following day. The committee and myself will be meeting to think about a strategy for a congregational conversation on the issue throughout the year.

With an anticipated vote on the Principle at next year's General Assembly, I hope we'll be able to have a congregational vote on the matter prior to the UUA General Assembly.

We've added a third member to the Pastoral Care Team with Lynne Schlough coming forward to volunteer. Lynne is a great addition to the team with her own background in grief and hospice work. I'm still hoping to add one or two more people to the team, ideally someone younger, and someone who is a parent. If you have thoughts on people I might approach, please let me know. This team will be working through John Savage's *Listening and Caring Skills in Ministry* as a common read this year, which helps folks to build skills in making assessments of spiritual health and how to make effective interventions.

The June picnic, which I'd kind of cheekily tagged as the First Annual, was a great success and we got lots of positive feedback on it, so it looks like we'll want to do it again this coming year (I'll ask Members Connect to take it on). I don't know if there was a peak attendance count, but my estimate was somewhere between 70 and 80 people.

As I mentioned in the June report, we were submitting an application for the Cascadia Growth Fund to support both ARAO work in the congregation as well as multi-format Sunday morning services. We received approximately \$4500 (\$5000 was the max), and are beginning to make purchases to move that work forward. I've submitted a brief impact statement for the fund at their request.

I have not yet met with Amy Rowland and Kikanza Nuri-Robins, consultants on healthy congregations, to move forward the right relations work in the congregation. I anticipate renewing that conversation in a couple of weeks.

I met with Kevin Lane-Cummings on the subject of a new group called Generosity and Gratitude, which will take on some of the role of Stewardship, but also a broader year-round commitment to cultivating both of those things (which goes hand-in-hand with a transition to green giving - your pledge keeps going until you tell us to stop). I'm sharing a list of folks to talk to for Kevin to get the grounding research necessary to move the committee's work forward. Providing there are no red flags in that research, we'll be moving the congregation in that direction beginning in September. I'll be offering another common read - Lynne Twist's *The Soul of Money* - for the congregation through Common Quest.

WSUU Finance Committee Report August 2021

Action Items for the Board:

Finance Committee is working through all of the documents that reflect policy & procedure as it relates to Financial items. We are currently working with WSUU Policies and Procedures.2021. Is this the right one? Given committees do not have access to the Board Google drive, is there another place that committees can access the Policies & Procedures?

Open Action Items for Finance Committee:

- Finance Committee is working to finalize the Fiscal Year Treasurer report for 2020-21.
- Finance Committee will work on making a recommendation for communication and solicitation of options for use of the \$15k anonymous gift received in June (still pending).

Financial Highlights for August 2021 (17% of the year):

| Highlights | Actuals | Actuals – YTD | YTD % of Budget | Budget |
|----------------------------|------------------|------------------|-----------------|-------------------|
| Total Income | \$ 26,571 | \$83,542 | 18% | \$ 472,572 |
| Pledges | \$ 16,755 | \$69,033 | 25% | \$277,533 |
| Total Expenses | \$ 25,562 | \$ 65,355 | 14% | \$ 472,572 |
| Net Income/Expenses | \$ 1,009 | \$ 18,186 | | |

Financial Status:

- Summer attendance has been low, reflected in lower than budget Sunday shared offering.
- Due to timing of Income & Expenses, expectation is that monthly Net Income/Expenses will be \$0 to negative until February (auction). That is normal.

Unanticipated Variance to Budget:

- Leaps & Bounds pre-paid rent, so Income this month is higher than normal.

Additional Notes:

- Finance Committee discussed multiple building-related expenses and discussed guidelines for drawing money from the GF building expenses lines or from the Building Fund. A strategic building planning committee that could keep track of future, anticipated building expenses could help with this guidance. Finance Committee is interested in any further movement on this front (to form such a committee).
- Beyond building needs, we reviewed governance docs, where things are stored on our OneDrive, and reviewed an Annual Calendar of responsibilities specifically tailored to the Finance Committee.
- In October, the Finance Committee will be determining priorities for the year.

Prior Action Items for the Board:

It is the Finance Committee's understanding that the Board of Trustees approves chairs of committees. Jim to include Finance Chair (Shelley Webb) among the list of committee chairs to be approved by the board.

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 | | | | | |
| 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 August 2022

Welcome new board members. Apologies for not having submitted a July report. It was an unusually busy month.

| Date | Speaker/Special Circumstances | Attendance Concurrent views while streaming/ views since published | Collection (charity portion) |
|---------|-------------------------------------|---|------------------------------------|
| 6/20/21 | Father's day – Rev. Christopher | 43/13 | \$75.31 |
| 6/27/21 | Pride – Scott Farrell | 36/16 | \$48.32 |
| 7/4/21 | UUA Prerecorded Sermon | 21/29 | \$18.99 |
| 7/11/21 | UUSC -Eileen Duffy and Lisa Reitzes | 30/11 | \$111.66 |
| 7/18/21 | Margo Rinehart pre-recorded | 31/14 | \$33.32 |
| 7/25/21 | Keo Capestany | 37/3 | \$105.00 |
| 8/1/21 | GA Report Back | 44/6 | \$42.33 |

Membership: Current membership 179. New members: Steve and Lynne Greenberg and Chick Whitmore

Church Management Software: Progress with Breeze integration is moving along. I now have all the online giving coming in via Breeze and we are no longer using Vanco. I have also moved all calendar events into Breeze and the calendar on our website is sourced from Breeze. When I return from vacation a top priority is inviting congregants as users.

Rental Issues:

Extra Equipment: During the building closure for the pandemic, we altered our agreement with Leaps and Bounds to allow them to leave their equipment set up as we were not using any basement spaces. While they have another space down the street, they were mostly using ours as it's roomier and safer in terms of air circulation. This has meant that they have shifted much equipment and supplies from their other space here. I have been in regular conversation with the staff about our timeline for our re-entry into the building for worship and other activities and they will be moving out extra equipment so that spaces can be cleared in the same way that they were pre-pandemic by September.

Contract: I am in conversation with Leaps and Bounds about renewing our contract for Sept 2021-August 2022. We have already established that rental rates will increase by 3%. The contract will be finalized and signed prior to September 1.

Facilities Issues and Updates:

Furnace: Parts for replacing the bent shaft and failing motor blower are now on order and repair will be scheduled when they arrive.

Windows: The exterior windows of the entire building and the interior windows of the sanctuary were cleaned at the end of June. Volunteers will be working on cleaning the interiors of the accessible windows on August 21 so things should be in great shape for

ingathering. Our window exteriors had not been cleaned since 2010!

Janitorial: I have scheduled a walk through meeting with Jones Boys rep and our site contact for later in August to re-establish regular weekly cleaning in September.

Repairing Drywall, Paint and Ceiling tiles damaged from water ingress: these are tasks that are needing attention. I have been in conversation with Jim Schlough about the potential on taking care of this with volunteer labor. I feel that it should be a priority to do this work as these issues are unsightly and in our tenant's space.

Items requiring extra time this month:

1. Supporting worship in July was time consuming. It was a combination of Rev. Christopher being out on leave, Scott's reduction in hours and my summer schedule of 30 hours a week. There was much communication with worship associates and other participants, and video production and processing on top of my usual pandemic era worship tasks.
2. Learning the ropes with recording our donations in Breeze and then transferring to our accounting software in Church Windows took some extra time but the bank reconciliations ended up balancing.
3. Supporting new board members with orientation to tasks and systems.

In loving community,
Shannon