

December 2020 BOARD AGENDA

6:30PM PT – 8:45 PM PT via Zoom

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

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

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

| | | |
|----------------------------|---|--|
| 6:30pm (20 min) | Chalice Lighting & Welcome – | <ul style="list-style-type: none"> o Land Acknowledgement -- <i>Vanessa</i> o Chalice lighting & reading -<i>marissa</i> o Grounding practice - <i>Christopher</i> o Covenant -- <i>Vanessa</i> https://drive.google.com/file/d/12FoOabUMgmoqn6HL35PIEhMzgffzAzo9/view?usp=sharing o Check-in, Access needs - <i>everyone</i> |
| 6:50 pm (5 min) | Minutes - Liz | <ul style="list-style-type: none"> o Changes in November Minutes or approve as written |
| 6:55 pm (15 min) | December Reports - Vanessa | <ul style="list-style-type: none"> o Finance Committee - Approve Charter o Minister o Administrator o Auction o DRE o Music o Treasurer |
| 7:10 pm (10 min) | Liaison Updates – varied | <ul style="list-style-type: none"> o RJCT, Clusters, COVID 19 |
| 7:20 pm (15 min) | Committee(s) on Ministry Discussion - all | <ul style="list-style-type: none"> o Options, decisions |
| 7:35 pm (10 min) | GA delegate decision plan - marissa, Vanessa | <ul style="list-style-type: none"> o Timeline and mechanism for election o Draft of technology use policy |
| 7:45 pm (15 min) | January Report/Meeting Planning--Shelley, Jade, Vanessa, marissa | <ul style="list-style-type: none"> o Report vs. Meeting o What needs to be prepared, tasking |
| 8:00pm (15 min) | Right Relations and Training Funds Update--Jade/Liz | <ul style="list-style-type: none"> o Report-out after leadership discussion o Plan |
| 8:15pm (10 min) | Chancel Project update and decisions -- Shannon, Vanessa | <ul style="list-style-type: none"> o Timeline, needed input, and next steps |
| 8:25 (10 minutes) | Guest Policy/Procedure Update -- marissa | <ul style="list-style-type: none"> o addition of executive session procedure |
| 8:35pm (10 min) | Close of the Meeting - Vanessa | <ul style="list-style-type: none"> o Personal Process Observations o Extinguishing the Chalice o 8:45 End |

MINUTES: MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN

UNIVERSALIST CONGREGATION

December 16, 2020

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

STAFF: Shannon Day, Rev. Christopher Wulff

GUESTS: None

WELCOME AND CHALICE LIGHTING: The meeting started at 6:33 pm. marissa shared chalice lighting words from Hope Johnson.

COVENANT, ACCESS NEEDS AND GROUNDING PRACTICE: Vanessa read the covenant and Reverend Christopher shared a grounding practice. The board and staff did a check-in and shared access needs for the meeting.

APPROVAL OF MINUTES: The minutes from the November board meeting were approved as amended.

REPORTS:

*FINANCE COMMITTEE: See report attached. The board reviewed and approved the proposed final draft of the revised finance committee charter.

*MUSIC COMMITTEE: See report attached. Regarding the Christmas Eve services to be held through Zoom, Reverend Christopher will discuss the guidelines from the UUA regarding security for Zoom meetings with the music committee and the people providing technology support for those services.

*MINISTER: See report attached.

*ADMINISTRATOR: See report attached.

*AUCTION: See report attached.

*DRE: See report attached.

*TREASURER: See report attached.

LIAISON UPDATES:

*RJCT: RJCT is continuing to work on connecting with BIPOC within the congregation and also on connecting to what is going on outside the congregation in the community regarding racial justice.

*PERSONNEL: The personnel committee had a good first meeting.

*CLUSTERS: The committee continues to work on finding leaders for restructured clusters. Thomas reports that the first meeting of the movie group held virtually went well.

*COVID-19: The Covid-19 task force plans to meet in January to review the current guidelines. Reverend Christopher will forward upcoming issues about in person meetings to the task force for discussion in January.

COMMITTEE ON MINISTRY:

The board discussed the structure and function of committees on ministry. Reverend Christopher is forming a committee of three to four individuals which would perform an evaluation function and serve as a sounding board. This committee would report to him. At the same time, the board discussed forming a second committee to evaluate all ministries in the congregation and to weigh in on strategic plans and policies. This committee would report to the board. The board reflected on the importance of transparency about the function and role of a ministerial evaluation committee vis-a-vis the board, and emphasized that the name of the committee should make clear its function.

GA DELEGATE DECISION PLAN:

The new delegate policy plan will be introduced to the congregation and posted on the website in January. This email will include a request for congregational participation in voting on the slate of 2021 GA Delegates through use of an online survey tool.

MIDYEAR REPORT PLANNING:

The board discussed possible topics to be included in the meeting, the purpose of which will be to update the congregation on what the board is doing and give a financial report. Included as possible topics are the budget, the work being done on right relations, new policies, and the accessibility project. A suggestion was made to have breakout sessions at the end of the meeting for Q&A.

MINISTERIAL HOUSING ALLOTMENT:

The board voted to designate \$3000 per month as a ministerial housing allotment for the 2021 calendar year from January to December, for a total of \$36,000.

RIGHT RELATIONS: Jade reported on the progress made by the right relations committee, including holding several focus groups and writing summaries of the findings from those groups.

The committee plans to update the congregation via the midyear meeting and e-news in January and will also be meeting with Reverend Christopher to discuss a plan for moving forward.

CHANCEL PROJECT:

The board discussed next steps for this project in light of revised projections about the increased time commitment and cost for going through the city permitting process and being required to hire an outside contractor. There are also concerns with lowering the chancel height and how that will impact sight lines. The chancel project will consult with Neve about what is possible and will consider addressing the issue of accessibility for choir seating in the near term.

GUEST POLICY: The board approved an amendment to the guest policy to reflect the inclusion of executive sessions.

CLOSE OF MEETING: The Board adjourned at 8:48 pm.

The next regular meeting of the board will be held on January 20, 2021.

Minister's Report for December 16, 2020 Board Meeting

It has been a month of improvements in personal health and relationship building for me. There's an increase in folks reaching out for pastoral conversations, which is good, though it has also revealed how many folks are having more serious difficulties in their lives as the pandemic continues and especially in this holiday season.

The staff have done good work on developing our covenant, which will be finalized in January when I return from parental leave. We had hoped to be finished this week, but the activity level of the weeks before Christmas necessitated focus on finalizing those details. We'll be gathering for a virtual staff holiday party next week.

The Personnel Committee met for the first time on its own (thank you to Thomas for functioning as liaison) and has devised a plan for 1) verifying which employee handbook is the correct one (the uncertainty comes from a file labeled with 'proposed revisions' but no indication anywhere that these revisions were adopted); 2) doing a detailed review of the existing handbook (once it is determined which one is the correct one); and 3) performing a subsequent review of the existing handbook in parallel with the sample personnel handbook authored by the UUA last-year to help congregations to both, come into compliance with the law, as well as support best practices in terms of increasing equity and transparency. A new employee handbook, that incorporates some of those best practices, is the committee's primary deliverable for the coming calendar year, and will require both staff and board review prior to adoption.

The Worship program of the past month has been well-received, including our guests, and we've continued to make changes to the liturgy and clarify processes for weeks when I'm not in the pulpit. A near-emergency at the end of November revealed that there were no existing policies or practices in place for how to handle emergencies, nor a clear decision-making authority. The Worship Chair, Music Director, Administrator and I are working on a manual for how to respond in 'emergency' situations and clarifying those chains of authority. This month we've had one resignation from the worship team, and will be adding four folks. We're seeking to add one or two more, to bring our total of committed folks in the regular rotation up to eight. It's larger than the group has been in the past, and recognizes that we want to increase the number of people who get to have the experience of serving and growing in this way, and that with a larger team, the necessary work is spread across a larger base, which is essential in this time when many are experiencing limited capacity. I'll be offering the Shared Pulpit program in the winter/spring, which invites folks in the congregation to engage in sermon writing as a spiritual practice, with the hope that they'll offer those sermons over the summer months and into next fall. Some worship associates will likely be participating in this program as well. Worship associates will have a retreat on the afternoon of February 21st following the service, to integrate new members and do a little bit of development work.

The Monday Morning After Party has had a fairly steady 4-5 people, with the exception of one week where there was a solitary attendee. After my leave I'll be looking at adding and spreading those sorts of opportunities out to make them more accessible to folks who are not available on weekday mornings. I'm working with Common Quest, to clarify their role, and to review the winter/spring calendar of adult faith formation offerings. CQ will be moving away from a 'semestered' system towards a rolling schedule of diverse offerings, which should spread their work, and the support it requires of staff, out over a longer period rather than an intense few weeks. Shannon and I will also be working in the new year to clarify the

language, processes and available resources for members to form groups and offer events and programs. This is intended to make it easier for groups that are not CQ to understand how they can offer programs or events with the support of the congregation.

December 6th we welcomed 7 new households into membership. The membership team did a wonderful job of engaging these folks and helping them in their discernment. There is now work going on to bring these folks into deeper connection with the congregation and its activities. One of the primary predictors of a new member's retention is their sense of having made friends with others in the congregation, as well as having had experiences of meaning and purpose. Being intentional about making those connections and seeking those moments with our new members is a priority of the membership committee.

At my request, the Finance Committee is offering suggested practices for the use of the Ministerial Discretionary Fund, including appropriate limits and acceptable uses. These will likely be finalized next month.

Two of the three members of the Pastoral Care committee will be resigning from the role this spring, so we are looking to add and train at least two new members. One of the things they've recently recognized is that pastoral care team members have not previously gone through safe congregations background checks. These are expected of people working with children, by virtue of their work with a 'vulnerable population', but have not historically been required of folks working with adults who may also be considered vulnerable populations. The Lay Pastoral Care committee will be sending recommended wording to be added to the practices manual by the board.

As of: **Wednesday, December 2, 2020****BUDGET SUMMARY**% thru Year: **42%**

| | Curr Mo Activity | YTD Actuals | % | Full Year Budget | Amount Remaining |
|------------------------------|------------------|-------------------|------------|-------------------|-------------------|
| Income | | | | | |
| Pledges | \$ 23,744 | \$ 119,545 | 42% | \$ 285,400 | \$ 165,855 |
| Sunday Plate | 2,567 | 10,663 | 41% | 25,733 | 15,070 |
| Other Donations | 150 | 8,548 | 104% | 8,250 | (298) |
| Fund Raising | - | 130 | 0% | 37,000 | 36,870 |
| Affinity Programs | 95 | 152 | 6% | 2,700 | 2,548 |
| 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 | 70 | 53,927 | 98% | 55,100 | 1,173 |
| Rentals | 4,357 | 20,231 | 38% | 53,118 | 32,887 |
| Total Income | \$ 30,983 | \$ 213,196 | 45% | \$ 471,184 | \$ 257,988 |
| Expenses | | | | | |
| Minister Compensation | \$ - | \$ 44,932 | 35% | \$ 129,102 | \$ 84,170 |
| Additional Minister | - | 410 | 18% | 2,300 | 1,890 |
| RE Director Compensation | 6,501 | 31,793 | 42% | 75,146 | 43,353 |
| RE Staff | 592 | 3,040 | 30% | 10,220 | 7,181 |
| RE Training | - | - | 0% | 1,650 | 1,650 |
| RE Youth Group | - | - | 0% | 1,633 | 1,633 |
| RE Operations | 276 | 297 | 9% | 3,450 | 3,153 |
| Music Director Compensation | 2,948 | 13,777 | 40% | 34,692 | 20,915 |
| Music Staff | 675 | 3,375 | 28% | 11,884 | 8,509 |
| Other Music | - | 284 | 23% | 1,241 | 957 |
| Administrator Compensation | 4,702 | 21,528 | 39% | 55,140 | 33,612 |
| Additional Employee Benefits | 54 | 1,216 | 31% | 3,900 | 2,684 |
| UUA Dues | - | 2,842 | 25% | 11,569 | 8,727 |
| Loans, Taxes, Fees | 3,585 | 12,599 | 37% | 34,169 | 21,570 |
| Discretionary | 724 | 11,117 | 78% | 14,210 | 3,093 |
| Facility | 2,218 | 17,404 | 26% | 66,728 | 49,324 |
| Fundraising & Rentals | - | - | 0% | 2,250 | 2,250 |
| Committees | 950 | 1,600 | 13% | 11,900 | 10,300 |
| Total Expenses | \$ 23,225 | \$ 166,213 | 35% | \$ 471,184 | \$ 304,971 |
| Cash Flow (GF): | \$ 7,758 | \$ 46,983 | | | |

| | YTD Balance | Start of FY | YTD Change |
|--|---------------------|---------------------|--------------------|
| BANK ACCOUNT BALANCES | | | |
| Umpqua General Fund Checking #7545 | \$ 35,612 | 64,631 | \$ (29,020) |
| Sound Credit Union Money Market #6299 | 209,073 | 208,696 | 377 |
| Sound Credit Union Business Savings #6290 | 25 | 25 | - |
| Petty Cash | 200 | 200 | - |
| Total Account Balances | \$ 244,910 | \$ 273,552 | \$ (28,643) |
| ASSETS | | | |
| Church Bldg & Land (book value) | \$ 2,918,600 | \$ 2,889,800 | \$ 28,800 |
| Cash - Operations | 69,928 | 117,085 | (47,157) |
| Cash - Building Fund | \$ 70,766 | 76,959 | (6,194) |
| Cash - Elevator Fund | 25,073 | 3,808 | 21,264 |
| Other Dedicated Fund Balances | 22,726 | 43,813 | (21,088) |
| <u>Undesignated Donations</u> | <u>56,418</u> | <u>31,886</u> | <u>24,531</u> |
| <i>Total Fund Balances</i> | <i>\$ 174,982</i> | <i>156,467</i> | <i>18,515</i> |
| Total Assets | \$ 3,163,510 | \$ 3,163,353 | \$ 157 |
| LIABILITIES | | | |
| Loan fm UUA | \$ 419,602 | \$ 435,136 | \$ (15,535) |
| Loan fm Pacific NW Growth Fdtn | 56,516 | 61,474 | (4,958) |
| Other Current Liabilities | 68,983 | 94,982 | (25,999) |
| Other Dedicated Fund Balances | 22,726 | 43,813 | (21,088) |
| Total Liabilities | \$ 567,827 | \$ 635,406 | \$ (67,579) |
| CONGREGATIONAL EQUITY | | | |
| Beginning of FY Equity | \$ 2,128,317 | \$ 2,527,947 | \$ 67,736 |
| <i>YTD Change in Equity</i> | <i>467,366</i> | | |
| DEDICATED FUND BALANCES | | | |
| Beginning of FY Dedicated Fund Balances | \$ 156,467 | \$ 156,467 | \$ 18,515 |
| <i>YTD Change in Dedicated Fund Balances</i> | <i>18,515</i> | | |
| Overall YTD Cash Flow with Fund Balances: | \$ 65,497 | | |

| As of: Wednesday, December 2, 2020 | | | | % Thru Year: 42% | | | |
|---|---|------------------|-------------|-------------------------|------------|-------------|----------------|
| Account # | Account Name | Curr Mo Activity | YTD Balance | FY20-21 Budget | YTD %ofBgt | Over Budget | Notes |
| GENERAL FUND INCOME | | | | | | | |
| Pledges | | | | | | | |
| 4.100.100 | Pledges - Current Year Income | 23,744.48 | 117,140.48 | 283,400.00 | 41% | - | |
| 4.100.110 | Pledges - Prior Year Income | - | 2,405.00 | 2,000.00 | 120% | 405.00 | |
| | Total Pledges | \$ 23,744 | \$ 119,545 | \$ 285,400 | 42% | \$ 405 | |
| Sunday Plate | | | | | | | |
| 4.100.140 | Contributions - Sunday WSUU | 1,663.09 | 6,900.83 | 18,400.00 | 38% | - | |
| 4.100.141 | Contributions - Sunday WSUU Minister Discretion | 140.00 | 380.00 | 600.00 | 63% | - | |
| 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 | 763.76 | 3,382.03 | 6,133.00 | 55% | - | |
| | Total Sunday Plate Income | \$ 2,567 | \$ 10,663 | \$ 25,733 | 41% | \$ - | |
| Other Donations | | | | | | | |
| 4.100.135 | Give Big (Non-pledge gifts and stretch dollars) | - | - | - | 0% | - | |
| 4.100.155 | Endowment Fund Transfers IN | - | - | - | 0% | - | |
| 4.100.160 | Special Gifts & Campaigns | 150.00 | 8,547.50 | 8,250.00 | 104% | 297.50 | tree donations |
| 4.100.244 | Accessibility Fund Donations | - | - | - | 0% | - | |
| | Total Other Donations | \$ 150 | \$ 8,548 | \$ 8,250 | 104% | \$ 298 | |
| Fund Raising | | | | | | | |
| 4.100.245 | Auction Income | - | 30.00 | 22,000.00 | 0% | - | |
| 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 | - | 100.00 | - | 0% | 100.00 | |
| | Total Fund Raising Income | \$ - | \$ 130 | \$ 37,000 | 0% | \$ 100 | |
| Affinity Program Income | | | | | | | |
| 4.100.210 | E Scrip GF Income | 1.64 | 8.86 | - | 0% | 8.86 | |
| 4.100.211 | Amazon Rebate Income | 93.20 | 143.47 | 1,500.00 | 10% | - | |
| 4.100.212 | Thriftway Rebate Program | - | - | 1,200.00 | 0% | - | |
| | Total Affinity Program Income | \$ 95 | \$ 152 | \$ 2,700 | 6% | \$ 9 | |
| RE Ministry Income | | | | | | | |
| 4.100.258 | RE Fund Transfers IN | - | - | - | 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% | \$ - | |
| Youth Group Ministry Income | | | | | | | |
| 4.100.261 | RE Youth Group Fund Transfers IN | - | - | 1,033.00 | 0% | - | |
| 4.100.262 | RE Youth Group Fundraising & Gifts | - | - | - | 0% | - | |
| | Total Youth Group Ministry Income | \$ - | \$ - | \$ 1,033 | 0% | \$ - | |

| As of: Wednesday, December 2, 2020 | | | | % Thru Year: 42% | | | |
|---|--|------------------|-------------------|-------------------------|------------|---------------|--|
| Account # | Account Name | Curr Mo Activity | YTD Balance | FY20-21 Budget | YTD %ofBgt | Over Budget | Notes |
| <u>Music Ministry Income</u> | | | | | | | |
| 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% | \$ - | |
| <u>Program and Misc Income</u> | | | | | | | |
| 4.100.220 | Coffee Income | - | - | - | 0% | - | |
| 4.100.225 | Membership Fundraising and Donations | - | - | 500.00 | 0% | - | |
| 4.100.240 | Interest Income | 60.13 | 376.78 | 1,000.00 | 88% | - | |
| 4.100.241 | Board Designated Fund Transfers to GF | - | 53,500.00 | 53,500.00 | 100% | - | |
| 4.100.242 | Building Fund Transfer IN | - | - | - | 0% | - | |
| 4.100.251 | Social & Envir. Justice Fundraising | 10.00 | 50.00 | - | 0% | 50.00 | |
| 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 | \$ 70 | \$ 53,927 | \$ 55,100 | 98% | \$ 50 | |
| <u>Rentals</u> | | | | | | | |
| 4.100.300 | Cell Tower Rental & Elec Reimb | 1,226.55 | 4,906.20 | 14,718.00 | 33% | - | |
| 4.100.302 | Cell Tower Electricity Reimb True-up | - | - | 1,600.00 | 0% | - | |
| 4.100.305 | Rental Income - Single Events | - | - | - | 0% | - | |
| 4.100.310 | Rental Income - Lease (Leaps and Bounds of WA) | 3,000.00 | 15,000.00 | 36,000.00 | 42% | - | |
| 4.100.311 | Donations- Service Groups Meeting at WSUU | 130.00 | 325.00 | 800.00 | 41% | - | AA group still sending checks after contacted and told they didn't need to |
| | Total Rental Income | \$ 4,357 | \$ 20,231 | \$ 53,118 | 38% | \$ - | |
| TOTAL GENERAL FUND INCOME | | \$ 30,983 | \$ 213,196 | \$ 471,184 | 45% | \$ 861 | |

| As of: Wednesday, December 2, 2020 | | | | % Thru Year: 42% | | | |
|---|---------------------------------------|------------------|-------------|-------------------------|------------|-------------|--|
| 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 | - | 3,200.00 | 44,475.00 | 7% | - | this is the month of shift from contrator to employee so no salary or housing will show in this month. Nov. pay in Dec. Contract Oct pay in Oct. |
| 5.100.101 | Minister Salary Exp | - | 40,045.47 | 44,975.00 | 89% | - | |
| 5.100.105 | Minister Medical Ins Exp | - | - | 11,385.00 | 0% | - | Bill for Nov. benefits came in December so will be double for Dec. |
| 5.100.106 | Minister Group Term Life Ins Exp | - | 89.00 | 730.00 | 12% | - | |
| 5.100.107 | Minister Long Term Disability Ins Exp | - | - | 1,073.00 | 0% | - | |
| 5.100.108 | Minister Dental Insurance | - | - | 1,776.00 | 0% | - | |
| 5.100.110 | Minister Retirement Exp | - | 957.66 | 8,945.00 | 11% | - | |
| 5.100.115 | Minister-FICA Exp | - | 639.71 | 6,843.00 | 9% | - | |
| 5.100.125 | Minister's Professional Exp | - | - | 8,900.00 | 0% | - | |
| Total Minister Compensation | | \$ - | \$ 44,932 | \$ 129,102 | 35% | \$ - | |
| Additional Minister Exp | | | | | | | |
| 5.100.102 | Minister Moving Exp | - | - | - | 0% | - | |
| 5.100.120 | Minister's Sabbatical Exp | - | - | - | 0% | - | |
| 5.100.126 | Minister Installation Exp | - | 410.00 | 2,300.00 | 18% | - | |
| 5.100.128 | Minister Search Exp | - | - | - | 0% | - | |
| Total Additional Minister Exp | | \$ - | \$ 410 | \$ 2,300 | 18% | \$ - | |
| Total Minister Position Expense | | \$ - | \$ 45,342 | \$ 131,402 | 35% | \$ - | |

| As of: Wednesday, December 2, 2020 | | | | % Thru Year: 42% | | | |
|--|--|------------------|-------------|-------------------------|------------|-------------|-------|
| Account # | Account Name | Curr Mo Activity | YTD Balance | FY20-21 Budget | YTD %ofBgt | Over Budget | Notes |
| CHILDREN AND YOUTH MINISTRY | | | | | | | |
| RE Director Compensation | | | | | | | |
| 5.100.150 | RE Director Salary Exp | 5,129.75 | 25,648.75 | 57,157.00 | 45% | - | |
| 5.100.153 | RE Director Group Term Life Ins Exp | - | - | - | 0% | - | |
| 5.100.154 | RE Director Long Term Disability Ins Exp | - | - | - | 0% | - | |
| 5.100.155 | RE Director Medical Insurance | 485.20 | 485.20 | 4,400.00 | 11% | - | |
| 5.100.158 | RE Director FICA Exp | 372.80 | 1,864.00 | 4,373.00 | 43% | - | |
| 5.100.160 | RE Director Retirement Exp | 513.00 | 2,565.00 | 5,716.00 | 45% | - | |
| 5.100.165 | RE Director Professional Exp | - | 1,230.54 | 3,500.00 | 35% | - | |
| | Total RE Director Compensation | \$ 6,501 | \$ 31,793 | \$ 75,146 | 42% | \$ - | |
| RE Staff Expense | | | | | | | |
| 5.100.162 | RE Story Time Toddler Teacher Exp | - | - | - | 0% | - | |
| 5.100.163 | RE Nursery Lead Teacher Exp | 160.00 | 800.00 | 2,200.00 | 36% | - | |
| 5.100.164 | RE Nursery Assistant Exp | - | 187.50 | 1,920.00 | 10% | - | |
| 5.100.168 | RE Program Assistant Exp | 432.00 | 2,052.00 | 5,300.00 | 39% | - | |
| 5.100.169 | RE Summer Coordinator Exp | - | - | - | 0% | - | |
| 5.100.170 | Childcare Exp | - | - | 800.00 | 0% | - | |
| | Total RE Staff Exp | \$ 592 | \$ 3,040 | \$ 10,220 | 30% | \$ - | |
| RE Training Expense | | | | | | | |
| 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% | \$ - | |
| RE Youth Group Expense | | | | | | | |
| 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% | \$ - | |
| RE Operations Expense | | | | | | | |
| 5.100.131 | RE OWL Program Exp | - | - | 200.00 | 0% | - | |
| 5.100.133 | RE Middle School Youth Programs Exp | - | - | - | 0% | - | |
| 5.100.134 | RE Operational Exp | 276.08 | 296.82 | 3,250.00 | 9% | - | |
| 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 | \$ 276 | \$ 297 | \$ 3,450 | 9% | \$ - | |
| Total Children & Youth Ministry Expense | | \$ 7,369 | \$ 35,130 | \$ 92,099 | 38% | \$ - | |

| As of: Wednesday, December 2, 2020 | | | | % Thru Year: 42% | | | |
|---|---|------------------|------------------|-------------------------|------------|-------------|-------|
| Account # | Account Name | Curr Mo Activity | YTD Balance | FY20-21 Budget | YTD %ofBgt | Over Budget | Notes |
| MUSIC MINISTRY | | | | | | | |
| Music Director | | | | | | | |
| 5.100.185 | Music Dir Salary Exp | 2,307.76 | 11,512.58 | 25,493.00 | 45% | - | |
| 5.100.186 | Music Dir Medical Insurance | 232.60 | 232.60 | 2,200.00 | 11% | - | |
| 5.100.187 | Music Dir Retirement Exp | 230.78 | 1,151.27 | 2,549.00 | 45% | - | |
| 5.100.188 | Music Dir FICA Exp | 176.54 | 880.70 | 1,950.00 | 45% | - | |
| 5.100.190 | Music Dir Professional Exp | - | - | 2,500.00 | 0% | - | |
| 5.100.200 | Music Dir Group Term Life Insurance | - | - | - | 0% | - | |
| 5.100.205 | Music Dir Long Term Disability Ins Exp | - | - | - | 0% | - | |
| | Total Music Director Compensation | \$ 2,948 | \$ 13,777 | \$ 34,692 | 40% | \$ - | |
| Music Staff | | | | | | | |
| 5.100.193 | Music Sunday Service Pianist Exp | 375.00 | 1,875.00 | 4,875.00 | 38% | - | |
| 5.100.195 | Music Percussionist Exp | 300.00 | 1,500.00 | 3,800.00 | 39% | - | |
| 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 | \$ 3,375 | \$ 11,884 | 28% | \$ - | |
| Other Music Expense | | | | | | | |
| 5.100.191 | Music Purchase Exp | - | 284.00 | 766.00 | 37% | - | |
| 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 | \$ - | \$ 284 | \$ 1,241 | 23% | \$ - | |
| Total Music Ministry Exp | | \$ 3,623 | \$ 17,436 | \$ 47,817 | 36% | \$ - | |
| ADMIN STAFF & SUPPORT | | | | | | | |
| Congr Administrator & Bookkeeper | | | | | | | |
| 5.100.173 | Congr Admin Group Term Life Ins Exp | - | - | - | 0% | - | |
| 5.100.174 | Congr Admin Salary Exp | 3,996.30 | 18,283.10 | 45,423.00 | 40% | - | |
| 5.100.175 | Congr Admin Medical Insurance | - | - | 1,200.00 | 0% | - | |
| 5.100.176 | Congr Administrator Retirement Exp | 399.63 | 1,846.48 | 4,542.00 | 41% | - | |
| 5.100.177 | Congr Administrator FICA Exp | 305.72 | 1,398.68 | 3,475.00 | 40% | - | |
| 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 | \$ 4,702 | \$ 21,528 | \$ 55,140 | 39% | \$ - | |

| As of: Wednesday, December 2, 2020 | | | | % Thru Year: 42% | | | |
|--|---|------------------|-------------|-------------------------|------------|-------------|---------------------------------|
| Account # | Account Name | Curr Mo Activity | YTD Balance | FY20-21 Budget | YTD %ofBgt | Over Budget | Notes |
| Additional Employee Benefits | | | | | | | |
| 5.100.178 | Labor & Industries Ins Exp | - | 722.24 | 2,500.00 | 29% | - | |
| 5.100.181 | Family and Medical Leave Ins Exp | - | 231.35 | 600.00 | 39% | - | |
| 5.100.184 | Part time Empl FICA SS Exp | 54.46 | 262.36 | 800.00 | 33% | - | |
| | Total Additional Employee Benefits Expense | \$ 54 | \$ 1,216 | \$ 3,900 | 31% | \$ - | |
| Total Admin Staff & Support Expense | | \$ 4,756 | \$ 22,744 | \$ 59,040 | 39% | \$ - | |
| DUES & FINANCIAL EXPENSE | | | | | | | |
| UUA Dues Expense | | | | | | | |
| 5.100.300 | Partner Church Dues Exp Bud | - | - | 200.00 | 0% | - | |
| 5.100.320 | UUA Dues Exp Bud | - | 2,842.25 | 11,369.00 | 25% | - | |
| | Total UU Organizations Dues Expense | \$ - | \$ 2,842 | \$ 11,569 | 25% | \$ - | |
| Financial Expense | | | | | | | |
| 5.100.650 | Loan Debt Service - UUA | 1,699.39 | 8,496.95 | 22,043.00 | 39% | - | interest only |
| 5.100.655 | Loan Debt Service - PNW Growth Foundation Exp | 260.32 | 1,301.60 | 3,526.00 | 37% | - | interest only |
| 5.100.457 | Annual City/County/State Fees | 1,359.49 | 1,424.54 | 3,200.00 | 45% | - | Payment for county drainage fee |
| 5.100.520 | Banking & Credit Card Fees e.g.Vanco | 266.23 | 1,375.99 | 5,400.00 | 25% | - | |
| | Total Financial Expense | \$ 3,585 | \$ 12,599 | \$ 34,169 | 37% | \$ - | |
| Total Dues & Financial Expense | | \$ 3,585 | \$ 15,441 | \$ 45,738 | 34% | \$ - | |
| DISCRETIONARY EXPENSE | | | | | | | |
| Discretionary Expense | | | | | | | |
| 5.100.757 | Sunday Morning Contributions Given to Charity | 723.82 | 3,639.52 | 6,133.00 | 59% | - | |
| 5.100.758 | Minister Discretionary Fund Transfer OUT | - | - | 600.00 | 0% | - | |
| 5.100.760 | Undesignated Donation FB Exp | - | 7,477.00 | 7,477.00 | 100% | - | |
| | Total Discretionary Expense | \$ 724 | \$ 11,117 | \$ 14,210 | 78% | \$ - | |
| Total Discretionary Expense | | \$ 724 | \$ 11,117 | \$ 14,210 | 78% | \$ - | |

| As of: Wednesday, December 2, 2020 | | | | % Thru Year: 42% | | | |
|---|--|------------------|-------------|-------------------------|-----------------------------|-------------|-----------------------------|
| Account # | Account Name | Curr Mo Activity | YTD Balance | FY20-21 Budget | YTD %ofBgt | Over Budget | Notes |
| OTHER OPERATIONAL EXPENSE | | | | | | | |
| Facility Expense | | | | | | | |
| 5.100.450 | Telephone/Cable/Internet | - | 1,112.05 | 3,200.00 | <div><div></div></div> 35% | - | |
| 5.100.460 | Web Hosting Exp | - | - | 300.00 | <div><div></div></div> 0% | - | |
| 5.100.470 | Web Maintenance Exp Bud | - | - | 100.00 | <div><div></div></div> 0% | - | |
| 5.100.475 | Technology Management | 63.77 | 878.68 | 4,600.00 | <div><div></div></div> 19% | - | |
| 5.100.480 | Office Expenses | - | - | 1,000.00 | <div><div></div></div> 0% | - | |
| 5.100.481 | Postage Exp Bud | - | 110.00 | 500.00 | <div><div></div></div> 22% | - | |
| 5.100.482 | Printing / Copying | 447.05 | 941.62 | 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 | (559.00) | 3,310.50 | 7,450.00 | <div><div></div></div> 44% | - | safety dividend |
| 5.100.452 | Security Alarm System | - | 436.70 | 500.00 | <div><div></div></div> 87% | - | |
| 5.100.453 | Electricity - SCL | 1,495.22 | 4,376.14 | 11,000.00 | <div><div></div></div> 40% | - | |
| 5.100.454 | Water/Sewer - SPU | - | 207.24 | 2,000.00 | <div><div></div></div> 10% | - | |
| 5.100.455 | Waste/Recycling/Green | 127.22 | 438.62 | 2,000.00 | <div><div></div></div> 22% | - | |
| 5.100.456 | Gas - PSE | 137.00 | 461.70 | 4,500.00 | <div><div></div></div> 10% | - | |
| 5.100.451 | Janitorial Supplies | 37.63 | 37.63 | 1,500.00 | <div><div></div></div> 3% | - | |
| 5.100.458 | Landscaping Exp | 89.00 | 416.54 | 500.00 | <div><div></div></div> 83% | - | soil materials |
| 5.100.459 | Building Maintenance Supplies & Small Labor Vendor | 81.01 | 192.58 | 2,700.00 | <div><div></div></div> 7% | - | light bulbs, plumbing parts |
| 5.100.461 | Building Capital Reserve Exp-GF | - | 3,000.00 | 3,000.00 | <div><div></div></div> 100% | - | |
| 5.100.462 | Lift Phone Monitoring | - | 198.58 | 360.00 | <div><div></div></div> 55% | - | |
| 5.100.463 | Elevator Fund Reserve Exp | - | - | - | <div><div></div></div> 0% | - | |
| 5.100.471 | Janitorial Service | 125.00 | 625.00 | 8,000.00 | <div><div></div></div> 8% | - | |
| 5.100.484 | Marketing and Advertising | - | - | - | <div><div></div></div> 0% | - | |
| 5.100.726 | AV Tech Expense | 120.00 | 390.00 | 6,720.00 | <div><div></div></div> 6% | - | Ivy |
| 5.100.727 | AV Equipment & Maintenance | - | - | 225.00 | <div><div></div></div> 0% | - | |
| 5.100.728 | Real Rent Duwamish | 54.00 | 270.00 | 648.00 | <div><div></div></div> 42% | - | |
| 5.100.900 | Transfers to Operations Cash Reserve Fund or Bldg | - | - | - | <div><div></div></div> 0% | - | |
| Total Facility Expense | | \$ 2,218 | \$ 17,404 | \$ 66,728 | 26% | \$ - | |

| As of: Wednesday, December 2, 2020 | | | | % Thru Year: 42% | | | |
|--|---------------------------------------|------------------|-------------|-------------------------|------------|-------------|------------|
| Account # | Account Name | Curr Mo Activity | YTD Balance | FY20-21 Budget | YTD %ofBgt | Over Budget | Notes |
| Fundraising & Rentals Expense | | | | | | | |
| 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% | \$ - | |
| Committees Expense | | | | | | | |
| 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 | 950.00 | 1,450.00 | 6,575.00 | 22% | - | Honorarium |
| 5.100.754 | Partner Church Program Exp | - | - | - | 0% | - | |
| 5.100.756 | Social Action Expense | - | - | - | 0% | - | |
| 5.100.759 | Board Discretionary Fund | - | 150.00 | 300.00 | 50% | - | |
| 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 | \$ 950 | \$ 1,600 | \$ 11,900 | 13% | \$ - | |
| Total Other Operational Support Expense | | \$ 3,168 | \$ 19,004 | \$ 80,878 | 23% | \$ - | |
| TOTAL GENERAL FUND EXPENSE | | \$ 23,225 | \$ 166,213 | \$ 471,184 | 35% | \$ - | |
| Income less Expense | | \$ 7,758 | \$ 46,983 | - | | | |

| As of: Wednesday, December 2, 2020 | | | | | | |
|---|--|----------------------|----------------------|---|---------------------------|---------------------|
| Fund Acct | Fund Balances | Curr Balance | Mo. Change | Notes/Explanation | Prior Year Balance | Ann. Change |
| 3.200.100 | Building Fund FB | 70,765.92 | (5,592.72) | balance due on the window masonry repairs; \$100 member donation | 76,959.46 | (6,193.54) |
| 3.201.100 | Accessibility FB | 25,072.65 | (990.00) | \$1000 payment to Neve Mazique-Bianco for consultation on accessibility projects; monthly \$10 donation | 3,808.31 | 21,264.34 |
| 3.202.100 | Building Maintenance/Janitorial Fund Balance | 329.42 | - | | 329.42 | - |
| 3.302.100 | Minister's Discretion FB | 2,246.73 | - | | 2,296.73 | (50.00) |
| 3.303.100 | Minister Search Fund Balance | 142.88 | - | | 142.88 | - |
| 3.304.100 | Gifts to be Designated by Board FB | - | - | | - | - |
| 3.305.100 | Undesignated Donations FB | 56,417.57 | 15.00 | | 31,886.18 | 24,531.39 |
| 3.307.100 | PPP Loan/Grant FB Balance | - | - | | | |
| 3.310.100 | Conference Scholarship FB | 171.21 | - | | 171.21 | - |
| 3.321.100 | Miscellaneous Grants | 160.33 | - | | 160.33 | - |
| 3.345.100 | Hymnals FB | 98.71 | - | | 98.71 | - |
| 3.350.100 | Music FB | 290.53 | - | | 290.53 | - |
| 3.355.100 | WSUU Sponsored Events Balance | 1,513.47 | - | | 1,513.47 | - |
| 3.360.100 | Youth Group FB | 6,249.01 | - | | 5,830.74 | 418.27 |
| 3.370.100 | OWL Fund Balance | 4,208.28 | - | | 3,608.28 | 600.00 |
| 3.380.100 | Religious Ed Misc FB | 2,041.84 | - | | 1,883.46 | 158.38 |
| 3.385.100 | Raise the Paddle FB | - | - | | 22,214.34 | (22,214.34) |
| 3.390.100 | Art and Aesthetics Fund Balance | 2,929.50 | - | | 2,929.50 | - |
| 3.391.100 | Social Justice FB Balance | 775.54 | - | | 775.54 | - |
| 3.400.100 | Endowment FB | 55.00 | - | | 55.00 | - |
| 3.405.100 | Little Free Library Balance | 40.00 | - | | 40.00 | - |
| 3.815.100 | Partner Church FB | 1,103.36 | - | | 1,103.36 | - |
| 3.835.100 | Community Meal Trust Fund Balance | 369.87 | - | | 369.87 | - |
| Total Dedicated Funds | | \$ 174,981.82 | \$ (6,567.72) | | \$ 156,467.32 | \$ 18,514.50 |

Finance Committee Report December 2020

This report includes an action item for the Board, to review and (hopefully) approve the Finance Committee Charter.

Financial Highlights for November 2020 (42% of the year):

| Highlights | Actuals – November | Actuals – YTD | YTD % of Budget | Budget |
|----------------------------|--------------------|------------------|-----------------|-------------------|
| Total Income | \$ 30,983 | \$213,196 | 45% | \$ 471,184 |
| Pledges | \$ 23,744 | \$119,545 | 41% | \$285,400 |
| Total Expenses | \$ 23,225 | \$166,213 | 35% | \$ 471,184 |
| Net Income/Expenses | \$ 7,758 | \$46,983 | | |

Financial Status: This month we end in the black, with expenses less than income. In large part that's due to the transition of Rev. Christopher from contractor to employee, with different pay dates. It was assisted by strong Pledge payments.

The article explaining the distinctions between pledges, shared giving and the auction was in last Friday's Westside Week: "A pledge, an offering and an auction event walked into a bar...". Thank you, Shelley, for taking the lead on this. And incidentally showing that money matters don't have to be boring.

Alan Mendel tallied Morgan Thriftway receipts that accumulated over many months. He estimates we'll receive more than \$300. Thank you, Alan!

FC voted to support Shannon moving \$50,000 from our Money Market Fund to our checking account to maintain a positive balance.

Unanticipated Expenses: None. We're happy to hear the Windows project is complete. The final payment shows in the Building Fund's Fund Balance.

Minister's Discretionary Fund: Questions from Rev. Christopher about this fund revealed that our policy is almost 21 years old and doesn't address current questions. Finance Committee has drafted a new policy and has some questions for Rev. Christopher before we finish our draft. Shannon will discuss our questions with Rev. Christopher. We would like to present the proposed policy at the January Board Meeting.

Finance Committee Charter: Finance Committee has finalized our Charter. The final draft is attached to the email.

December 9, 2020

To: WSUU Board Members

From: Rev. Cynthia Westby, DRE

Re: DRE Board Report for December 2020

I miss seeing all of you! I hope you all enjoy a happy holiday season!

Chalice Chapels:

- This year we are offering a Chalice Chapel once a month focused on learning about our emotions for children 8-12 years of age. Our emotions encourage us to treat people with love and respect, or not; they help us focus our thinking or distract us; fill us with enthusiasm and energy or deplete our will; open us up to the outside world or wall us off from it – all deeply important faith formation issues. Congregant and psychotherapist Aimee Schiefelbein leads this Chalice Chapel. Our third Chalice Chapel on this topic was held on November 8th. The fourth will be offered in January.
- Leilani Davenberry developed and taught two different Chalice Chapels for 4th-8th graders on “The Day of Mourning” assisted by Simon Knaphus. These classes were well-received; children actively participated in heartfelt ways.

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

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

4th-5th Grade RE is offered once-a-month with Thomas Terence, Larry Murphy, and Jim Angell rotating as teachers for this class. With the pandemic, children are on zoom for so many hours during the week for school, that they are ‘zoomed out’ by the weekend. Therefore, a once-a-month class for this age group is ideal faith formation support for these children. These classes are focused on social justice topics.

Middle School RE is offered once-a month focused on friendship, community, discussion, and social justice. The curriculum uses a *Simpson’s* episode revolving around a social justice topic to encourage discussion. Because of the pandemic and considerable time being spent on zoom for classes, middle schoolers’ faith formation is best supported with a once-a-month class.

Youth Group: The Youth Group co-lead advisors are Neve Kamilah Mazique-Ricardi and David Edwards. Amy Hance-Brancati is the youth advisor responsible for

communicating youth group plans and opportunities to youth and their parents. The other youth group advisors are: Julie Forkasdi, Marissa Ohoyo, Stephen Scheurich, and Laura Strand. Youth group meets most Sundays and is a dynamic and engaged group with many wonderful plans for the upcoming year. They are currently brainstorming and planning the youth led service to be held in the spring.

Mindfulness for Kids is nearly once-a-month for kids. The last class was held on November 15th and will be offered again in January. In this class children 6-13 are learning simple practices for bringing a gentle, accepting attitude to the present moment. Mindfulness is an important skill for children to develop, particularly in these challenging times. I continue to be excited about actively engaging children with mindfulness practices that tap the needs and skills of each of them.

YAC: (Youth-Adult Committee) The next YAC meeting will be January 21, 2021. Talulla Shaughnessy is the youth co-chair and Julie Forkasdi is the adult co-chair.

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

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

RE Council: The RE Council's next meeting is on Sunday, December 13th. The Council is a vital group of congregants who help me reflect on our RE mission and offerings. They are: Amy Hance-Brancati, David Edwards, Laura Strand, Kim Frappier, Mike Fox, and Jeanette Hitch.

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

Christmas Eve Family Service: I have developed the Christmas Eve Family 5 pm Service script and am very excited about this service. We will offer Christmas songs and stories as we did last year. Christopher and I will be telling stories and he will be offering a homily. Cheryl Brown, the RE Program Assistant, will host a social time before the service begins.

Faith-Defining Stories or Credo for Parents: I will be offering a 4-week class to discern and write of core experience(s) that point toward what participants want to align their hearts. We will come together to take time to remember our faith defining stories, and the meaning our experiences have given to our life. For those who wish, we will create a service around our faith stories and the process of shaping those stories, in 2021. This class will offer parents an opportunity to contemplate their credo and faith in

support of helping them encourage their children's faith formation. Class will begin in the new year.

There will be no RE pre-recorded or live classes on December 20th or 27th because of the holidays. I am hearing that children and families are looking forward to a break from their computers and zoom over the holidays. Cheryl and I will be working on December 20th to prepare for the new year classes that begin right away on January 3rd. Everyone in RE will be off on December 27th.

Please don't hesitate to contact me if you have any questions!

MUSIC DIRECTOR MONTHLY REPORT

December 2020

ACTION ITEMS: No action items at this time

Looking ahead to the holidays and more creative ways to feature and engage more music.

1. The Westside Chorale: We've been meeting every other week, and the new format seems to be working well. There's been a bit of a challenge trying to meet everyone's needs, but I think it's working!
2. Music Ministry Team (MMT): During our meeting on November 23rd we talked about several things, including exploring the idea of expanding the scope of the Team to be a kind of umbrella for other expressive arts other than music. We all agreed that we would be up for opening up to coordinating other offerings, such as online poetry readings, movement classes, arts and crafts workshops, etc. I think offering
3. Chancel redesign: I've been in contact with Jim Schlough regarding the redesign of the the chancel. One of the questions was to see if Larry Jones would be willing to use an electric drum kit (provided by the church) instead of the acoustic one we now have. I was happy to hear that he was very open to this. Since his placement will likely be next to the choir on an upper platform, the electric kit will be a much better option. It's also much easier to mix from a sound point of view.
4. Larry Jones: We are continuing to compensate Larry at his regular monthly rate. I wanted to pass on a couple of sentences from him in his reply to the electric drum inquiry: "I would like to say thanks to you and the church community at WUUC for continuing to support John and I throughout these very "trying times", I extend my wholehearted gratitude to the church council and every single member of WUUC for the love that you continue to send our way. I look forward to being with the congregation at church soon...!"
5. Future offerings: Beginning in January or February I plan on offering an every-other Wednesday singing skills workshop for the entire congregation. I've had lots of experience teaching "non-singers" to sing. I hope a lot of people take advantage of this!
6. Christmas Eve: We have decided to do zoom services (as opposed to the Streamyard/YouTube technology we've been using). This is so that we can have some congregational participation "live" during the services, and so that the community will be able to see one another. It'll mean a whole lot of videos for me to create, but I love Holiday music and look forward to cocreating these services with Revs. Cynthia and Christopher!

In Harmony,

Scott Farrell
WSUU Music Director

Administrator Report to Board December 2020

No action items for me this month.

Sunday Morning Attendance and Offering (Charity Portion)

| Date | Speaker/Special Circumstances | Attendance (units) | Collection (charity portion) |
|----------|---|--------------------|------------------------------|
| 11/15/20 | Rev. Erin J Walter | 63 | \$177.37 |
| 11/22/20 | Rev. Christopher – Thanksgiving Week | 73 | \$162.37 |
| 11/29/20 | Paul Chiyokten Wagner | 68 | \$141.03 |
| 12/06/20 | Rev. Christopher & New Member Welcoming | 73 | \$210.37 |

Membership: Current membership 189. We welcomed Cilla Longoria into membership and we had three resignations in November.

Facilities Issues and Updates:

Leaking Windows: Work is complete on the masonry repair around the windows and so far so good with leaks as in no leaks!

T-Mobile is still in the planning stages with electrical upgrades and antenna replacement. We received specific details about the electrical upgrades and our facilities team feel that it will make our electric reimbursements from T-Mobile easier to report.

PPP Loan Forgiveness: I submitted supporting document for our loan expenses in November and just this week we have received word from Umpqua that our PPP loan has been forgiven. This is great news

Items requiring extra time this month: Supporting auction team, onboarding Rev. Christopher as a new employee, helping facilitate accessibility projects, new tasks for virtual worship that I have taken on (graphic design video production of promotional elements, editing and processing videos for worship, rehearsals with chalice lighters, setting up all worship rehearsals and streaming events and YouTube events), bookkeeping issues, recruiting volunteers for AV team, learning about Coda docs, new member admin tasks.

In loving community,
Shannon