



WSUU December BOARD AGENDA —2021/22

Dec. 16, 2021 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 – Laura Pierce (<i>January: Laura White</i>)	<ul style="list-style-type: none">o Land Acknowledgement & Covenanto Chalice lightingo Quick Check in/Access Needs
	Covenant Review	<ol style="list-style-type: none">1. Share workload, responsibilities, joys, and sorrows2. Slow down and seek consensus when possible3. Listen to minority and marginalized voices4. Seek additional perspectives, particularly those most impacted by decisions5. Honor confidentiality6. Focus our energy on established priorities7. Right-size the board's work and maintain healthy boundaries8. Share what we are doing. Be intentional about honest, timely communication.9. Work to stay in right relationship with each other10. Support our collective decisions. The board speaks with one voice11. Name the elephant in the room12. Hold this covenant as a living document
	Minutes	<ul style="list-style-type: none">o Changes to Nov minutes or approve as written.o Approval of Nov minutes.
	November Reports	<ul style="list-style-type: none">o Minister (Rev Christopher)o Administrator (Shannon)<ul style="list-style-type: none">▪ Recognition of new or leaving memberso RE Program (Rev. Christopher)o Music (Scott) <i>riser installation update</i>o Finance Committeeo Treasurer (Jim)
	Liaison Updates	<ul style="list-style-type: none">o As needed
6:45pm	In Person/Hybrid Worship Update	<ul style="list-style-type: none">o Attendance, check in, greeter, social hro Need to continue pre-check in online? How to reduce workload for Shannon? COVID team and/or congregational survey?



7:00pm	Open Leadership Position Recruitment/Comprehensive Leadership Directory	<ul style="list-style-type: none"> ○ Auction Co-Chair Team in place-Paula vanHaagen, Kerrie Schurr, Mike West, Shared Drive created ○ Hospitality ○ Stewardship ○ Posting of Comprehensive Directory Members Area
	Congregational Relationship Building	<ul style="list-style-type: none"> ○ Planning for January 23rd Mid Year Congregational Update including Financial Update (in person/Zoom)
7:20pm	Other Business	<ul style="list-style-type: none"> ○ RE status & next steps ○ David Cycleback status & next steps ○ Ministerial Evaluation Update ○ January Westside Week article, who? theme? ○ Who's available to table Sun, Dec 26th Board Social Hour? Theme? Board Tabling Sign Up Sheet 2021-2022 ○ Who reads the upcoming items during service?
7:30pm	Administrative Session	<ul style="list-style-type: none"> ○ Update on Supervision process for Rev. Christopher ○ Committee on Ministry, Personnel Committee collaboration/communication ○ UUA Ministerial Report due date
	Upcoming Meetings Dates/Times	<ul style="list-style-type: none"> ○ Sun, January 23rd Board Social Hour—Midyear ○ Thu, January 20th Board Meeting (<i>Laura White will read land acknowledgement, provide chalice reading and closing</i>). ○ Office schedule over holiday ○ <p><u>Q4 Vacations Schedule</u> Office will be closed during at least one week around Christmas as determined by Rev. Christopher in consultation with staff members.</p> <ul style="list-style-type: none"> ● <i>Jim in New Mexico 12/20th-27th</i> ● <i>Laura White in Port Townsend 12/26-30th</i> ● <i>Kristina not out of town after all, so someone will be in town to sign checks if necessary</i>
8:20pm	Close of the Meeting - Laura Pierce	<ul style="list-style-type: none"> ○ Personal Reflections/Gratitude ○ Extinguishing the Chalice ○ 8:30 End

MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION

December 16th, 2021

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

STAFF: Rev. Christopher Wulff, Shannon Day, administrator

GUESTS: no guests for this meeting

Laura Pierce began our meeting with chalice lighting words highlighting our 10th Board Covenant, land acknowledgement highlighting our Unitarian history and accountability around the treatment of Crow indigenous tribe children in the Unitarian-run Montana Industrial Mission School for Indians 1886-1895 and a personal check-in including access needs.

We are sharing the Board monthly meeting responsibilities of chalice lighting words, land acknowledgement, check-in and closing words starting in October as per our first Board covenant. January 2022: Laura H. White. New rotation needed February 2022.

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

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

MINUTES

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

We reviewed and approved the November minutes, motion to approve made by Laura Pierce, seconded by Jim, all in favor. Once minutes are approved, they will be marked as approved, sent to Shannon for posting and filed under Board meetings. Laura White has contacted Jade Lowry about the June 2021 Annual meeting minutes.

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

Minister: Rev. Christopher reports a very positive response to our in person Sunday services with an infusion of energy from congregants, visitors, greeters, musicians and the worship team. Special acknowledgement goes to Shannon and Scott for their significant efforts around the success of our reopening. Pastoral needs have been high and sometimes complex over the last month. Followup work on congregational communication around the probationary agreement with David Cycleback is not yet completed by Rev. Christopher. He has agreed to send an email of appreciation for participation and thanking participants for their patience to the November 16th Planning group participants by Friday, December 17th. A revised A/V 5 hr/week job description position is being re-advertised. A Board supervisory meeting with Laura Pierce and Marco will be rescheduled due to a cancellation by Rev. Christopher. Rev. Christopher has had some health challenges and is planning on shoulder surgery in January 2022 which will involve at least one week leave.

Administrator: There was discussion of Shannon's increasing workload and future adjustments for sustainability. Shannon is now working regularly on Sunday mornings to provide support for live Sunday services as well as balancing pre-registration logistics, greeter communication, and prep in addition to her normal workload. Additional committee support this month: holiday decor, riser deconstruction, AV slides, Auction team and Finance committee. Copier: Kudos to Shannon for saving \$3420 a year by arranging for a less expensive office copier. R-1 Visa Renewal: Shannon has also arranged for a renewal contract with Robert Gibbs, our immigration attorney, for work involving the second R-1 renewal for Rev. Christopher and his family. Jim and Kristina are signing the contract. Cost: \$3253.95. R-1 Renewal for an additional 30 months must be in place by June 2022.

- Membership: no new members this month although 1 regular visitor has expressed interest in joining in January. A building tour was offered December 12th after the service by Rev. Christopher and Laura White for recent new members.

DRE/RE Program: *please see Minister's report.* Rev. Christopher has had over 12 meetings with RE parents to check in and ask about current needs and suggested ways to knit this community together. There remains a need for an active RE Council. Rev. Christopher has organized several RE activities and events this last month.

Music: Scott, Jim and music program supporters have disassembled the original choir seating. Jim Schlough has been our riser engineer/builder and will work with others to install the risers. The risers will be used with folding chairs in order to make the choir performance area more flexible and accessible. Scott expressed gratitude, on behalf of the congregation, to John Monahan at the December 12th Sunday service for the gift of his beautifully built original choir seating.

Finance Committee: Marion Kee and Lisa Reitzes (in a limited role) have joined Kevin Lane-Cummings in the Stewardship Committee. The Finance Committee is working on a forecast for income and expenses through the end of the year as well as a mid-year update. There is a strong preference for the Auction to be held before early April so as to not interfere with the Stewardship Pledge Campaign and allowing enough time for the upcoming FY budget planning process.

Treasurer: There are some variances of expenses due to severance final paycheck and benefits due to Rev. Cynthia Westby and a start up of the full building loan payment schedule one month earlier than anticipated. The plate collection is lower but pledges are in line with our budget. This time of year there is a period of financial deficits (temporarily “in the red”) with expenses exceeding income until a reset and rebalancing after the Auction income. Visa expenses have been pulled out separately this year. A visual graphic with our annual income and expenses flow month by month, as well as explanations of areas such as the general funds and undesignated funds might be helpful to make the budget more understandable to the congregation. Shelley Web’s graphics have been very helpful in the past in this regard. We are using carry over funds to finance our budget this year as outlined in our Mind the Gap discussions.

IN PERSON /HYBRID WORSHIP UPDATE

December 5th 67 in persons, concurrent streaming 33, additional views 20=120, December 12th 75 in persons, concurrent streaming 22, additional views 12=109

Rev. Christopher and Shannon asked if the COVID team can do an updated congregational re-survey in January to release our 30% capacity (and pre-registration) and re-address our policy for unvaccinated children under 5 years of age. Kristina will email the COVID Team about this request. The possibility of having unvaccinated children in the Christmas holiday services was discussed. It was agreed to wait until after the congregational survey in January to make any changes in policy except where children are outdoors singing with their parents/caregivers.

OPEN LEADERSHIP POSITIONS/RECRUITMENT/COMPREHENSIVE LEADERSHIP DIRECTORY See

DRAFT Comprehensive Leadership Directory proposed for posting in Members Only section of our website. Kristina has contacted each person listed on our Comprehensive Leadership Directory asking for consent to be listed in the Members Only section of the website. Directory is now up to date and is ready to go live and will be given to Shannon for posting. An Auction Team of Paul vanHaagen, Kerri Shurr, and Mike West is in place with a shared Google Drive document folder. Lisa Reitzes, and Marion Kee have stepped up to join Kevin Lane -Cummings on the Stewardship Team. Leadership remains needed for the Hospitality Team (outdoor coffee/hot water under the tent), Right Relations Team, RE Council and A/V support position (paid). Laura White will place a request for Hospitality Lead/Point Person(s) in the Westside Weekly. A reminder that the Comprehensive Leadership Directory is a living document and ongoing updates will be submitted to Shannon as needed after consent. Laura Pierce is willing to review ways to categorize committees, ad hoc groups and advisory groups. Shannon stated that she has the ability to use an organizational email instead of individual emails for the Comprehensive Leadership Directory if that is preferred by the volunteer leads. Laura Pierce stated that it would be ideal in the beginning of each FY for current leadership chairs to submit

names of the incoming committee chairs and statement of purpose, ideally in advance of the Sept Board meeting. To ease Board transition, the present Board should also be capturing action items recommended for next year's Board.

Moved by Laura White, and seconded by Laura Pierce, Shelley Webb approved as Finance Committee Chair, all in favor.

CONGREGATIONAL RELATIONSHIP BUILDING—Midyear Board Report to the Congregation

Our mid-year Board and Financial Committee report to the congregation will be January 23rd at 1pm on Zoom. Usually this is a short slide presentation of progress on our Board goals and focus activities, a financial update from the Finance Committee and time for questions from the congregation. Laura Pierce is willing to take the lead on planning for this meeting and Kristina will invite Shelley Webb to present the financial update. An email "Save the Date" Blast will be sent to the congregation. All Board members will attend.

OTHER BUSINESS

JANUARY BOARD UPDATE WESTSIDE ARTICLE

Laura White will write the January Board Westside Weekly Update. Laura Pierce, with input from Board members, will write a December Board Westside Weekly update.

JANUARY BOARD COFFEE HOUR

Sunday, January 23rd, 1pm via Zoom for mid-year report to the congregation (see congregational relationship building above).

SUNDAY SERVICE ANNOUNCEMENTS

After some discussion, it was decided that, if present, a member of the Board would approach Rev. Christopher if they were willing to read the Sunday Service Announcements at the end of the service. Rev. Christopher will provide a written script. The purpose of a Board member reading the announcements is to increase the visibility of Board members.

DECEMBER 26TH BOARD COFFEE HOUR CANCELED. Due to the day after Christmas schedule, the monthly Board Coffee Hour was canceled. This cancellation will be included in the December Board Westside Weekly update.

Q4 Revised Vacation Schedule

(Office will be closed during at least one week around Christmas as determined by Rev. Christopher in consultation with staff members).

- *Jim in New Mexico 12/20th-27th*
- *Laura White in Port Townsend 12/20th-30th*
- *Shannon in town but out of the office 12/27-30th*
- *Kristina will be in town and available to sign checks.*

UPCOMING MEETINGS DATES/TIMES

- Sunday, January 23rd, 1pm Zoom mid-year report to congregation —Board Coffee Hr
- Thursday, January 20th, Board Monthly Meeting (*Laura White will read land acknowledgement, provide chalice reading and closing*).

As there was no additional general business, the meeting was adjourned for an executive session.

CLOSE OF MEETING *Laura Pierce closed our meeting with ending reflections and extinguished the chalice. The meeting ended at 8:16pm*

Respectfully submitted: Laura H White, Board of Trustees, Secretary

As of: **Tuesday, January 4, 2022****BUDGET SUMMARY**% thru Year: **50%**

	Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
Income					
Pledges	\$ 23,000	\$ 151,809	55%	\$ 277,533	\$ 125,724
Sunday Plate	2,032	8,174	27%	29,999	21,825
Other Donations	661	914	0%	-	(914)
Fund Raising	-	-	0%	63,000	63,000
Affinity Programs	-	216	36%	600	384
RE Ministry	-	-	0%	700	700
Youth Group Ministry	-	-	0%	-	-
Music Ministry	-	220	44%	500	280
Program and Misc	42	251	14%	1,833	1,582
Rentals	6,286	30,601	55%	55,365	24,764
Carry-over	-	73,077	170%	43,042	(30,035)
Total Income	\$ 32,021	\$ 265,263	56%	\$ 472,572	\$ 207,309
Expenses					
Minister Compensation	\$ 10,727	\$ 66,016	53%	\$ 125,348	\$ 59,332
Additional Minister	3,150	3,150	126%	2,500	(650)
RE Director Compensation	-	22,273	57%	38,773	16,500
RE Staff	-	1,755	23%	7,547	5,792
RE Training	-	-	0%	-	-
RE Youth Group	-	-	0%	833	833
RE Operations	-	464	23%	2,000	1,536
Music Director Compensation	1,172	8,795	49%	18,026	9,231
Music Staff	900	3,150	53%	5,975	2,825
Other Music	-	725	36%	2,041	1,316
Administrator Compensation	4,191	25,898	47%	55,140	29,242
Additional Employee Benefits	-	1,281	45%	2,875	1,594
Community Impact-Internal	144	5,829	17%	33,836	28,008
Community Impact-External	412	2,998	33%	9,181	6,183
Worship	720	4,412	37%	12,055	7,643
Loans, Taxes, Fees	4,372	19,646	41%	47,959	28,313
Facility	8,188	29,271	52%	56,653	27,382
Fundraising & Rentals	-	-	0%	12,667	12,667
Reserves	-	73,077	187%	39,163	(33,914)
Total Expenses	\$ 33,977	\$ 268,742	57%	\$ 472,572	\$ 203,830
Cash Flow (GF):	\$ (1,956)	\$ (3,479)			

	YTD Balance	Start of FY	YTD Change
BANK ACCOUNT BALANCES			
Umpqua General Fund Checking #7545	\$ 67,123	107,401	\$ (40,278)
Sound Credit Union Money Market #6299	199,625	199,373	251
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
Total Account Balances	\$ 266,973	\$ 306,999	\$ (40,027)
ASSETS			
Church Bldg & Land (book value)	\$ 2,901,200	\$ 2,918,600	\$ (17,400)
Cash - Operations	27,904	133,131	(105,227)
Cash - Building Fund	\$ 93,404	69,576	23,829
Cash - Accessibility	24,319	24,319	-
Other Dedicated Fund Balances	22,434	23,715	(1,281)
<u>Undesignated Donations</u>	<u>98,910</u>	<u>56,258</u>	<u>42,652</u>
<i>Total Fund Balances</i>	<i>\$ 239,068</i>	<i>173,868</i>	<i>65,200</i>
Total Assets	\$ 3,168,173	\$ 3,225,600	\$ (57,427)
LIABILITIES			
Loan fm UUA	\$ 419,602	\$ 419,602	\$ -
Loan fm Cascadia Growth Fund	56,516	56,516	-
Other Current Liabilities	25,366	71,565	(46,200)
Other Dedicated Fund Balances	22,434	23,715	(1,281)
Total Liabilities	\$ 523,918	\$ 571,398	\$ (47,481)
CONGREGATIONAL EQUITY			
Beginning of FY Equity	\$ 2,654,201	\$ 2,654,201	\$ (9,946)
<i>YTD Change in Equity</i>	<i>(9,946)</i>		
DEDICATED FUND BALANCES	\$ 239,068	\$ 173,868	\$ 65,200
Beginning of FY Dedicated Fund Balances	\$ 173,868		
<i>YTD Change in Dedicated Fund Balances</i>	<i>65,200</i>		
Overall YTD Cash Flow with Fund Balances:	\$ 61,721		

As of: Tuesday, January 4, 2022				% Thru Year: 50%				
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	20,499.84	146,796.51	275,533.00	<div><div></div></div> 53%	-		
4.100.110	Pledges - Prior Year Income	2,500.00	5,012.78	2,000.00	<div><div></div></div> 251%	3,012.78	Large prior year payment came in	
	Total Pledges	\$ 23,000	\$ 151,809	\$ 277,533	55%	\$ -		
Sunday Plate								
4.100.140	Contributions - Sunday WSUU	1,375.05	5,497.87	20,000.00	<div><div></div></div> 27%	-	800 below target, impacted by cancelled Christmas eve service	
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	-	70.99	600.00	<div><div></div></div> 12%	-		
4.100.150	Contributions Sunday Charities	657.01	2,605.54	6,900.00	<div><div></div></div> 38%	-		
	Total Sunday Plate Income	\$ 2,032	\$ 8,174	\$ 29,999	27%	\$ -		
Other Donations								
4.100.160	Special Gifts & Campaigns	660.60	913.90	-	<div><div></div></div> 0%	913.90	Donation to cover exp of elevator modification	
4.100.244	Accessibility Fund Donations	-	-	-	<div><div></div></div> 0%	-		
	Total Other Donations	\$ 661	\$ 914	\$ -	0%	\$ 914		
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	-	3.54	-	<div><div></div></div> 0%	3.54		
4.100.211	Amazon Rebate Income	-	212.06	-	<div><div></div></div> 0%	212.06		
4.100.212	Thriftway Rebate Program	-	-	600.00	<div><div></div></div> 0%	-		
	Total Affinity Program Income	\$ -	\$ 216	\$ 600	36%	\$ -		
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: Tuesday, January 4, 2022				% Thru Year: 50%				
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	-	220.00	500.00	<div><div>44%</div></div>	-		
	Total Music Ministry Income	\$ -	\$ 220	\$ 500	44%	\$ -		
<u>Program and Misc Income</u>								
4.100.220	Coffee Income	-	-	333.00	<div><div>0%</div></div>	-		
4.100.225	Membership Fundraising and Donations	-	-	500.00	<div><div>0%</div></div>	-		
4.100.240	Interest Income	42.38	251.39	1,000.00	<div><div>25%</div></div>	-		
4.100.255	Common Quest Income	-	-	-	<div><div>0%</div></div>	-		
	Total Program and Misc Income	\$ 42	\$ 251	\$ 1,833	14%	\$ -		
<u>Rentals</u>								
4.100.300	Cell Tower Rental & Elec Reimb	3,195.79	11,966.27	14,718.00	<div><div>81%</div></div>	-	2 months of rental fee plus elect. Reimb.	
4.100.302	Cell Tower Electricity Reimb True-up	-	-	1,600.00	<div><div>0%</div></div>	-		
4.100.305	Rental Income - Single Events	-	-	1,667.00	<div><div>0%</div></div>	-		
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	3,090.00	18,440.00	36,600.00	<div><div>50%</div></div>	-		
4.100.311	Donations- Service Groups Meeting at WSUU	-	195.00	780.00	<div><div>25%</div></div>	-		
	Total Rental Income	\$ 6,286	\$ 30,601	\$ 55,365	55%	\$ -		
<u>Carry-over</u>								
4.100.241	Board Designated Fund Transfers to GF	-	73,077.47	43,042.00	<div><div>170%</div></div>	30,035.47		
	Total Carry-over Income	\$ -	\$ 73,077	\$ 43,042	170%	\$ 30,035		
TOTAL GENERAL FUND INCOME		\$ 32,021	\$ 265,263	\$ 472,572	56%	\$ -		

As of: Tuesday, January 4, 2022				% Thru Year: 50%				Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget		
GENERAL FUND EXPENSE								
MINISTER POSITION								
<u>Minister Compensation</u>								
5.100.100	Minister Housing Allow Exp	3,000.00	18,000.00	36,000.00	<div><div></div></div> 50%	-		
5.100.101	Minister Salary Exp	4,474.77	26,853.62	52,950.00	<div><div></div></div> 51%	-		
5.100.105	Minister Medical Ins Exp	1,596.99	9,287.89	11,663.00	<div><div></div></div> 80%	-		
5.100.106	Minister Group Term Life Ins Exp	67.27	403.62	747.00	<div><div></div></div> 54%	-		
5.100.107	Minister Long Term Disability Ins Exp	96.36	578.16	1,156.00	<div><div></div></div> 50%	-		
5.100.108	Minister Dental Insurance	148.00	888.00	1,132.00	<div><div></div></div> 78%	-		
5.100.110	Minister Retirement Exp	-	3,706.25	8,895.00	<div><div></div></div> 42%	-		
5.100.115	Minister-FICA Exp	567.06	3,402.36	6,805.00	<div><div></div></div> 50%	-		
5.100.125	Minister's Professional Exp	776.99	2,896.01	6,000.00	<div><div></div></div> 48%	-		
	Total Minister Compensation	\$ 10,727	\$ 66,016	\$ 125,348	53%	\$ -		
<u>Additional Minister Exp</u>								
5.100.126	Minister Installation Exp	-	-	2,500.00	<div><div></div></div> 0%	-		
5.100.128	Minister Search Exp	3,150.00	3,150.00	-	<div><div></div></div> 0%	3,150.00		
	Total Additional Minister Exp	\$ 3,150	\$ 3,150	\$ 2,500	126%	\$ 650		
Total Minister Position Expense		\$ 13,877	\$ 69,166	\$ 127,848	54%	\$ -		

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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	-	17,138.05	29,293.00	<div><div>59%</div></div>	-	
5.100.155	RE Director Medical Insurance	-	1,437.30	2,310.00	<div><div>62%</div></div>	-	
5.100.158	RE Director FICA Exp	-	1,245.53	2,241.00	<div><div>56%</div></div>	-	
5.100.160	RE Director Retirement Exp	-	1,713.81	2,929.00	<div><div>59%</div></div>	-	
5.100.165	RE Director Professional Exp	-	738.31	2,000.00	<div><div>37%</div></div>	-	
Total RE Director Compensation		\$ -	\$ 22,273	\$ 38,773	57%	\$ -	
RE Staff Expense							-
5.100.168	RE Program Assistant Exp	-	1,539.00	4,680.00	<div><div>33%</div></div>	-	
5.100.163	RE Nursery Lead Teacher Exp	-	120.00	2,200.00	<div><div>5%</div></div>	-	
5.100.164	RE Nursery Assistant Exp	-	-	-	<div><div>0%</div></div>	-	
5.100.170	Childcare Exp	-	96.00	667.00	<div><div>14%</div></div>	-	
Total RE Staff Exp		\$ -	\$ 1,755	\$ 7,547	23%	\$ -	
RE Training Expense							-
5.100.152	RE OWL Leadership Development Exp	-	-	-	<div><div>0%</div></div>	-	
Total RE Training Expense		\$ -	\$ -	\$ -	0%	\$ -	
RE Youth Group Expense							-
5.100.132	RE High School Youth Programs Exp	-	-	833.00	<div><div>0%</div></div>	-	
Total RE Youth Group Expense		\$ -	\$ -	\$ 833	0%	\$ -	
RE Operations Expense							-
5.100.131	RE OWL Program Exp	-	-	-	<div><div>0%</div></div>	-	
5.100.134	RE Operational Exp	-	464.48	2,000.00	<div><div>23%</div></div>	-	
Total RE Operations Expense		\$ -	\$ 464	\$ 2,000	23%	\$ -	
Total Children & Youth Ministry Expense		\$ -	\$ 24,492	\$ 49,153	50%	\$ -	

As of: Tuesday, January 4, 2022				% Thru Year: 50%				Over Budget	Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt				
MUSIC MINISTRY									-
Music Director									-
5.100.185	Music Dir Salary Exp	1,088.77	7,568.28	13,065.00	<div><div>58%</div></div>			-	
5.100.186	Music Dir Medical Insurance	-	-	1,155.00	<div><div>0%</div></div>			-	
5.100.187	Music Dir Retirement Exp	-	647.96	1,307.00	<div><div>50%</div></div>			-	
5.100.188	Music Dir FICA Exp	83.29	578.96	999.00	<div><div>58%</div></div>			-	
5.100.190	Music Dir Professional Exp	-	-	1,500.00	<div><div>0%</div></div>			-	
Total Music Director Compensation		\$ 1,172	\$ 8,795	\$ 18,026	49%		\$	-	
Music Staff									\$ -
5.100.193	Music Sunday Service Pianist Exp	500.00	1,750.00	3,375.00	<div><div>52%</div></div>			-	extra pay for holiday svcs
5.100.195	Music Percussionist Exp	400.00	1,400.00	2,600.00	<div><div>54%</div></div>			-	extra pay for holiday svcs
5.100.197	Music Chorale Rehearsal Pianist Exp	-	-	-	<div><div>0%</div></div>			-	
5.100.198	Music Bassist Exp	-	-	-	<div><div>0%</div></div>			-	
5.100.199	Music Administrator Exp	-	-	-	<div><div>0%</div></div>			-	
Total Other Music Staff Expense		\$ 900	\$ 3,150	\$ 5,975	53%		\$	-	
Other Music Expense									-
5.100.191	Music Purchase Exp	-	-	766.00	<div><div>0%</div></div>			-	
5.100.192	Music Equipment Maint Exp	-	-	400.00	<div><div>0%</div></div>			-	
5.100.194	Music Programs Exp	-	725.09	800.00	<div><div>91%</div></div>			-	
5.100.196	Music Council Fundraising Exp	-	-	75.00	<div><div>0%</div></div>			-	
5.100.201	Music Equipment Purchase Exp	-	-	-	<div><div>0%</div></div>			-	
Total Other Music Expense		\$ -	\$ 725	\$ 2,041	36%		\$	-	
Total Music Ministry Exp		\$ 2,072	\$ 12,670	\$ 26,042	49%		\$	-	
ADMIN STAFF & SUPPORT									-
Congr Administrator & Bookkeeper									-
5.100.174	Congr Admin Salary Exp	3,893.44	22,062.82	45,423.00	<div><div>49%</div></div>			-	
5.100.175	Congr Admin Medical Insurance	-	-	1,200.00	<div><div>0%</div></div>			-	
5.100.176	Congr Administrator Retirement Exp	-	1,816.92	4,542.00	<div><div>40%</div></div>			-	
5.100.177	Congr Administrator FICA Exp	297.84	1,687.78	3,475.00	<div><div>49%</div></div>			-	
5.100.231	Congr Admin Professional Exp	-	330.75	500.00	<div><div>66%</div></div>			-	
Total Congr Administrator & Bookkeeper Compensation		\$ 4,191	\$ 25,898	\$ 55,140	47%		\$	-	

As of: Tuesday, January 4, 2022				% Thru Year: 50%			
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	-	872.75	1,875.00	47%	-	
5.100.181	Family and Medical Leave Ins Exp	-	265.31	500.00	53%	-	
5.100.184	Part time Empl FICA SS Exp	-	143.41	500.00	29%	-	
	Total Additional Employee Benefits Expense	\$ -	\$ 1,281	\$ 2,875	45%	\$ -	
Total Admin Staff & Support Expense							
		\$ 4,191	\$ 27,180	\$ 58,015	47%	\$ -	
Other OPERATIONAL AND COMMUNITY IMPACT							
Community Impact-Internal Expense							
5.100.320	UUA Dues Exp Bud	-	5,684.50	11,653.00	49%	-	
5.100.801	All Congr Retreats and Trainings	144.00	144.00	3,000.00	5%	-	
5.100.802	GA Delegate Exp	-	-	2,000.00	0%	-	
5.100.758	Congregational Care Fund Transfer OUT	-	-	833.00	0%	-	
5.100.710	Membership Exp Bud	-	-	500.00	0%	-	
5.100.759	Board Discretionary Fund	-	-	500.00	0%	-	
5.100.800	All Congr Social Events	-	-	300.00	0%	-	
5.100.819	Raise the Paddle Purchase Exp -GF	-	-	15,000.00	0%	-	
5.100.829	Common Quest Exp	-	-	50.00	0%	-	
	Total Community Impact-Internal Expense	\$ 144	\$ 5,829	\$ 33,836	17%	\$ -	
Community Impact-External Expense							
5.100.757	Sunday Morning Contributions Given to Charity	303.69	2,620.19	6,900.00	38%	-	
5.100.729	Real Rent Duwamish- Sunday Plate	-	-	833.00	0%	-	
5.100.728	Real Rent Duwamish	108.00	378.00	648.00	58%	-	
5.100.754	Partner Church Program Exp	-	-	600.00	0%	-	
5.100.300	Partner Church Dues Exp Bud	-	-	200.00	0%	-	
	Total Community Impact-External Expense	\$ 412	\$ 2,998	\$ 9,181	33%	\$ -	
Worship Expense							
5.100.726	AV Tech Expense	720.00	2,400.00	5,680.00	42%	-	
5.100.725	Worship Council Expense Budget	-	2,012.03	4,650.00	43%	-	
5.100.727	AV Equipment & Maintenance	-	-	1,725.00	0%	-	
	Total Worship Expense	\$ 720	\$ 4,412	\$ 12,055	37%	\$ -	
Financial Expense							
5.100.650	Loan Debt Service - UUA	3,521.78	13,841.12	31,509.00	44%	-	
5.100.655	Loan Debt Service - Cascadia Growth Fund for UU	659.96	3,299.80	7,950.00	42%	-	
5.100.457	Annual City/County/State Fees	-	1,457.44	3,500.00	42%	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	190.62	1,048.00	5,000.00	21%	-	
	Total Financial Expense	\$ 4,372	\$ 19,646	\$ 47,959	41%	\$ -	
Facility Expense							
5.100.450	Telephone/Cable/Internet	641.84	1,924.82	3,865.00	50%	-	
5.100.460	Web Hosting Exp	3.15	3.15	-	0%	3.15	
5.100.470	Web Maintenance Exp Bud	-	-	-	0%	-	
5.100.475	Technology Management	85.88	838.57	3,400.00	25%	-	
5.100.480	Office Expenses	-	63.52	750.00	8%	-	
5.100.481	Postage Exp Bud	-	-	600.00	0%	-	

As of: Tuesday, January 4, 2022				% Thru Year: 50%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
5.100.482	Printing / Copying	459.97	2,759.82	5,500.00	50%	-	should be last payment on old machine
5.100.483	Constant Contact Email Service	-	-	425.00	0%	-	
5.100.550	Liability Insurance Exp Bud	4,149.50	7,996.00	7,450.00	107%	546.00	
5.100.452	Security Alarm System	-	445.69	500.00	89%	-	
5.100.453	Electricity - SCL	-	8,048.69	10,700.00	75%	-	
5.100.454	Water/Sewer - SPU	128.18	906.93	1,667.00	54%	-	
5.100.455	Waste/Recycling/Green	107.06	642.36	3,300.00	19%	-	
5.100.456	Gas - PSE	540.58	1,133.02	4,500.00	25%	-	
5.100.451	Janitorial Supplies	-	393.25	1,250.00	31%	-	
5.100.458	Landscaping Exp	-	-	500.00	0%	-	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	1,342.65	1,667.09	2,800.00	60%	-	lift modification, choir riser waste disposal, fire inspection, parking lot clean up
5.100.462	Lift Phone Monitoring	99.23	288.46	360.00	80%	-	
5.100.222	Coffee and Other Kitchen Exp	-	-	916.00	0%	-	
5.100.471	Janitorial Service	630.00	2,160.00	8,170.00	26%	-	
Total Facility Expense		\$ 8,188	\$ 29,271	\$ 56,653	52%	\$ -	

As of: Tuesday, January 4, 2022				% Thru Year: 50%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	
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	30,425.00	<div><div></div></div> 100%	-	-
5.100.760	Undesignated Donation FB Exp	-	42,652.47	8,738.00	<div><div></div></div> 488%	33,914.47	-
	Total Reserves	\$ -	\$ 73,077	\$ 39,163	187%	\$ 33,914	-
Total Other Operational & Community Impact Expense		\$ 13,836	\$ 135,234	\$ 211,514	64%	\$ -	-
TOTAL GENERAL FUND EXPENSE		\$ 33,977	\$ 268,742	\$ 472,572	57%	\$ -	-
Income less Expense		\$ (1,956)	\$ (3,479)	-			

As of: Tuesday, January 4, 2022							
Fund Acct	Fund Balances	Curr Balance	Mo. Change	Notes/Explanation	Prior Year Balance	Ann. Change	
3.200.100	Building Fund FB	93,404.44	-		69,575.71	23,828.73	
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	500.00	-		2,876.73	(2,376.73)	
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	98,910.04	-		56,257.57	42,652.47	
3.307.100	PPP Loan/Grant FB Balance	-	-		-	-	
3.310.100	Conference Scholarship FB	171.21	-		171.21	-	
3.321.100	Miscellaneous Grants	1,007.44	(949.82)	equipment for streaming services	160.33	847.11	
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	1,705.37	-		1,513.47	191.90	
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	1,329.74	56.69	targeted gift	1,273.05	56.69	
3.835.100	Community Meal Trust Fund Balance	369.87	-		369.87	-	
Total Dedicated Funds		\$ 239,068.07	(893.13)		\$ 173,867.90	\$ 65,200.17	

Fund Balance Steward

Finance Committee
 Board of Trustees + Building Planning Committee
 Congregational Administrator
 Minister

 Board of Trustees
 Finance Committee

 Minister
 Social Justice Chair + Minister

 Music Director
 Members Connect Co-chairs
 DRE
 DRE
 DRE

 Ginger Brewer
 Social Justice Chair
 Endowment Fund Chair
 LFL Coordinator
 Partner Church Chair
 Social Justice Chair

FY21-22

Shelley Webb
 Kristina Darnell (President)
 Shannon Day
 Rev Christopher Wulff

 Kristina Darnell (President)
 Shelley Webb

 Rev Christopher Wulff
 Tracy Burrows + Rev Christopher Wulff

 Scott Farrell
 Viv Monahan & Alice Britt
 Rev Christopher Wulff
 Rev Christopher Wulff
 Rev Christopher Wulff

 Ginger Brewer
 Tracy Burrows
 Marion Kee
 Ursula Ham
 Jennifer Slatkin
 Tracy Burrows

Minister's Report for December 16, 2021 Board Meeting

The church consultant Susan Beaumont wrote a book a couple of years back, called *How to Lead When You Don't Know Where You're Going*. I encourage you to [read this article](#), which details more of the circumstances of the moment (which read as shockingly prescient given she was writing a few months pre-pandemic), and is kind of a summary of the book's insights on how leadership is working in this time. I think there's a lot of value and potential guidance in what Beaumont is offering here and wonder whether we might spend a few minutes talking about this in January.

In-person worship has been a blessing for the congregation. We've had good uptake on the invitation to come back and turnout has been relatively high, compared to other congregations in our cluster. The reservation system is working effectively, the worship team is appreciating their service in new ways, the musicians are enjoying having live feedback, the greeters are welcoming new folks with lots of energy. It has been lovely, particularly to see folks who we hadn't seen or heard much from for many months. We'll take a look at the registrations in the new year to see who has attended in-person, and who hasn't to be sure to check-in with those who haven't attended about how they're doing. In addition to all of the volunteer leaders within the congregation, I'm particularly grateful to Shannon and Scott who have been extraordinary throughout the tumult of this time, doing all kinds of great work to help make this transition back to the building a successful one.

We had really good community turnout for decorating the sanctuary and the dismantling of the choir risers. Doing 'productive' things together remains one of the most effective ways of knitting the community back together. Building the candlelight labyrinth and making cookies next week should have similar benefits. Any thoughts you have on what some more of those types of activities could be would be much appreciated.

We are having technical issues with the worship audio and streaming due to the electromagnetic interference from the new cell array. My gratitude to Mike Blome, Mark Olsoe, and Nate Mesnard, our audio tech, in figuring out the nature of the problem, and to Mark and Shannon who are working with T-Mobile towards a resolution. Because of the issues from the array, we haven't been able to finalize the transition of the worship technology up to the booth, but as that gets resolved we'll be able to finish that work.

Complex pastoral needs remain high. I've had pastoral appointments with eleven folks in the past month around significant life challenges. A couple of those have resulted in referrals to other community services and supports for non-spiritual health concerns. Curiously, I've also had more last-minute cancellations this month than in the past, but these are busy times for many, so it's not surprising that folks are getting overwhelmed.

I've had about a dozen meetings with parents now to get input on how their families are doing and what they're looking for in RE. I'd like to be doing a lot more communicating to parents, but haven't yet found the space. There was almost consensus among the parents that they are mostly looking for opportunities to connect with other parents and families, seeking activities that they can engage in both with and without their kids. Conversations about the content of Sunday mornings revealed few priorities, but there's a lot of interest now in simply knitting folks back together in informal ways. I'm going to try to coordinate a few of these types of events in the winter and spring and from them try to generate interest and energy for serving on the RE Council.

I'm behind in a number of areas, most particularly the follow-up on the disruptive behaviour meeting and the probationary agreement with David Cycleback. Given the number of events over the next two weeks, it's unlikely that I'll make a lot of progress on these before the new year.

Personally, I'm struggling with a number of issues, including some personal health ones. It is likely that I'll have to take a week off following shoulder surgery sometime early in the new year, as the pain continues to worsen and functionality is decreasing.

WSUU Finance Committee Report December 2021

No Action Items for the Board this month.

Open Action Items for Finance Committee this month

Jim is going to start looking into loan re-financing options.

Congregational Certification is due, and Finance is going to fill this out.

Financial Highlights for December 2021 (50% of the year):

Highlights	Actuals	Actuals – YTD	YTD % of Budget	Budget
Total Income	\$ 32,021	\$ 265,263	56%	\$ 472,572
Pledges	\$ 23,000	\$ 151,809	55%	\$277,533
Total Expenses	\$ 33,977	\$ 268,742	57%	\$ 472,572
Net Income/Expenses	- \$1,956	- \$ 3,479		

Financial Status:

- Due to timing of Income & Expenses, expectation is that monthly Net Income/Expenses will be negative until the Auction. That is normal.
- We are about \$3k less than expected for the Current Month driven by the R-1 visa fees.
- YTD, we are about \$5k less than expected at this time of year.
- Pledges remain strong.
- Sunday plate collection is low, and the cancellation of the Christmas Eve service will have additional impact.

Unanticipated Variance(s) to Budget:

- Large (\$2.5k) prior year pledge payment came in.
- Cancellation of the Christmas Eve service.
- R-1 Visa legal fees (\$3k).
- Lift modification costs covered by congregant donation, so neutral, but unanticipated.

Additional Notes:

- The Finance Committee reviewed a forecast of finances through the end of the year. We are forecasting about a -\$2k difference, which is very close to plan.
- The Finance Committee reviewed the first draft of the Mid-Year congregational update slides.
- Timing of the Auction (4/23) is very late, but workable. It means we will have many months of Expenses greater than Income than typical.
- We discussed some of the membership changes and what that could look like for next year's budget. There will likely be a gap, but there are also Reserves. Continued discussion will happen as it gets closer to budget planning time.

Prior Action Items for the Board:

Jim to include Finance Chair (Shelley Webb) among the list of committee chairs to be approved by the board.

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

WSUU Finance Committee Calendar

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

General Calendar and Responsibilities	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Budget Boot Camp for New Board			X									
Annual Financial Report - Prior Fiscal Year	P	P	P	X								
Raise the Paddle Project Selection			P	P	P	P	X					
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 December 2021

Action Item: Consider 2nd Covid Survey to assess if distancing is still necessary.

Date	Speaker/Special Circumstances	Attendance In-person/Concurrent views while streaming/ views since published/total views	Collection (charity portion)
11/14/21	Rev. Crystal Zerfoss	0/36/15/51	78.67
11/21/21	Rev. Emese Finta	0/41/28/69	51.34
12/28/21	Rev. Christopher	0/44/21/65	102.34
12/05/21	Rev. Christopher – 1 st multi-platform worship service with 33% capacity limits	67/33/20/120	136.00
12/12/21	2 nd multi-platform with 33% capacity limits	75/22/12/109	154.33

Membership: Current membership 181. Sara Campbell-Nelson had been removed from membership list at fiscal year-end 2020 due to lack of response to communications around membership but recently reached out to affirm her membership.

Reopening: As of this writing, we have had two in-person worship services. I'm pleased to report that our systems for creating a safe environment for worship seem to be going well. We have had four greeters each time working different areas of the building to ensure that all that enter are registered and seated in pre-determined areas. The tasks of creating, managing, and reporting the registrations is time consuming. Most of the folx registering (12/13 on Dec. 5 and 15/15 on Dec. 12) as single attendees are willing to be seated with other single registrants. It may be that we could designate several pews as socially distanced and open up attendance to all and let people self-select into those areas. We would keep a list of attendees but not limit attendance. We have had open seats at each of the two worship services and I fear that some people may not be coming to save space for others - particularly our newcomers. I recommend we run another survey early in the new year to assess the comfort level of this approach. This could of course be impacted by what we are experiencing in our community with the new omicron variant.

R1 Visa Renewal Process: Prior to learning that Sue Holly had agreed to facilitate the R1 visa renewal I had reached out to Robert Gibbs for information about the process. Now that Sue has indicated that she cannot step into that role, I contacted Robert again to prepare a contract for us to review. He has done this, and it was sent to the board for approval and signatures. Once it is reviewed and signed, I will return to the firm with payment.

Facilities Issues and Updates:

No Leaks Still no leaks. Halleluia! Big gratitude to Dan Day and John Monahan for frequent visit to the roof to keep the downspouts clear of leaves! I now believe with great certainty that this is the secret to staying dry.

Lift Update You may have read in the Westside Week but I wanted to document that Mark Olsoe facilitated the modification to our lift to enable it to function without the toggle key that confused all of us and made our lift a bit frustrating. This is a wonderful improvement.

Cell Tower – When we welcomed attendees back to the sanctuary and fired up our PA system for the first time since our shut down, we noted some high-pitched noises that invade our amplified sound. We have exhausted our internal investigation and now believe that the source may be the new 5G cell tower that was installed on our roof last April. I am in communication with T-Mobile and will soon meet with one of their reps and ask them for remediation. Mark Olsoe will accompany me to the meeting as he has experience with sound technology. Stay tuned.

Copier – Good news on the copier front. At the beginning of the pandemic, I was attempting to get a less expensive copier from Sharp to complete our 5 year contract but they could not accommodate us. This week I heard from our Sharp rep that they can switch us to a new unit that will cost \$2080/yr vs. \$5500 that we have been paying. That's an annual savings of \$3420!

Other tasks this month: Creating projected lyric slides as well as preparing live-stream studio for in person/virtual services. Helping facilitate preparations of the space for re-opening. Helping facilitate holiday décor in the sanctuary. Helping with riser deconstruction. Working Sunday mornings to help with extra facility demands and AV. Helping the auction team with early decisions. Supporting stewardship.

In loving community,
Shannon