



WSUU BOARD AGENDA — February 20, 2020

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

Timekeeper? Process Observer?

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

- | | |
|--|---|
| 6:30pm Chalice Lighting & Welcome
<i>15 min</i> | <ul style="list-style-type: none">○ Check-In |
| 6:45pm Covenant
<i>5 min</i> | <ul style="list-style-type: none">○ How are we living our covenant? Review the covenant together. |
| 6:50pm Updates
<i>20 min</i> | <ul style="list-style-type: none">○ Report from 1st Thursday Zoom session and budget review○ Fragrance issue and purchase of a filtration system○ New lock for the former men's bathroom on the 1st floor – John Britt has offered to purchase○ Nominating Committee – starting their work now, will try to be transparent, helping to form new music council○ Stewardship – starting March 22, Rev. Deanna preaching March 8th – <i>Westside Starts with WE</i>○ Leadership Workshop Sunday from 1-3○ TWG Meeting March 2 from 7-9○ Equity Training March 14 from 1-5○ Next steps for policy and bylaw review |
| 7:10pm Minutes | <ul style="list-style-type: none">○ Changes or approve as written |
| <i>15 min</i> Reports | <ul style="list-style-type: none">○ Bridge Minister – CPR/First Aid Certification for Staff, adjustment in worship funds for this fiscal year○ Administrator○ DRE○ Music Report – Riser and chancel accessibility○ Finance Committee Report○ Treasurer Report○ Transition Working Group Report |
| 7:25pm Board Goals and Liaison Role Planning
<i>30 min</i> | <ul style="list-style-type: none">○ Goal tracking updates○ Liaison updates<ul style="list-style-type: none">• Roseanne – Leadership Assembly• Aimee and Thomas – Policy Work• Tony – RJCT – Equity Training• Shelley – Budget & Stewardship• Thomas – Personnel Committee |



7:55pm Right Relations
30 min

- Review right relations research info
- Identify next steps in our process

8:25pm Accessibility
20 min

- Discuss UUA's Accessibility and Inclusion Ministry (AIM)
- Review status of input gathering for Raise the Paddle project – April 15 target start date
- Identify next steps in our process

8:45pm Music Ministry Contract
10 min

- Planning for contract for Scott Farrell to join Westside as our Music Director

9:00pm Close of the Meeting

- Process Observer Report, Thank you notes

MINUTES: MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION

February 20, 2020

BOARD ATTENDING: Jade Lowry, Roseanne Lorenzana, Matt Aspin, Aimee Schiefelbein, Tony Ricardi, Thomas Terrence NOT ATTENDING: Shelley Webb

STAFF: Shannon Day, Rev. Deanna Vandiver

TIMEKEEPER: Roseanne PROCESS OBSERVER: Thomas

CHECK IN: 6:33pm

COVENANT: The Board and staff read the covenant and agreed to covenant together.

UPDATES:

- ACCESSIBILITY: A member of the congregation brought forth the concern of fragrance sensitivity as an accessibility issue and offered some potential solutions. The Board supports spending money from our accessibility fund on air filtration options. **Action:** Jade, Tony, and Shelley will research air filtration options and present them to the Board. Tony will share resources via email of ways to increase accessibility around fragrance sensitivities.
- BATHROOM LOCKS: John Britt has offered to buy and install locks on the downstairs bathroom. He offered to pay for them but following discussion it was noted that reimbursement for materials will be possible. A Board member suggested we consider locks for the upstairs sanctuary level bathroom. Some people don't find the facilities accessible and need to shut the door for privacy. An installed lock would make it possible for someone to use the facilities without another person having to guard the door for people who might enter.
- NOMINATING COMMITTEE: The Nominating Committee has started the work of accepting nominations for next year's Board. They are committed to being transparent as their search progresses. A request was made by Don Wahl for The Board to send their experiences of time, commitment, and values needed to serve on the Board.
- STEWARDSHIP CAMPAIGN: The Stewardship Campaign is kicking off on March 22nd. Rev. Deanna will be offering a sermon to kick us off.
- BUDGET: The Finance Committee is waiting for budget requests to be returned from congregants in order to complete the budget process.

- LEADERSHIP WORKSHOP: A reminder that Rev. Deanna is leading workshop entitled, Beloved Leadership: A Practice Space for the Leadership Curious workshop on February 23rd from 1-3pm. All are welcome to attend.
- EQUITY TRAINING: Only two people have registered for the Equity Training on March 14th. A potential barrier to attending may be the cost and it was determined it would be better if offered when it can be budgeted. There was a suggestion to try to offer it later in the spring or next year. The Board proposed cancelling the training for now.
- TRANSITION WORKING GROUP: Reminder that there is a Transition Working Group meeting from March 3rd from 7-9pm. All Board members who are able may attend.
- AUCTION GAME DAY PLANNING: We discussed the need for someone on the Board to take the lead for sending out emails and organizing the game day event scheduled for March 7th.
- NEXT STEPS FOR POLICY AND BYLAW REVIEW: There was a suggestion to have a small group of people of RJCT review the policies and bylaws from an equity lens. Shannon reminded everyone not to spend any time on reviewing the employee manual since we have a new one from the UUA. An email could be sent out to prior members of Beloved Conversations and potentially the BIPOC email group to see if anyone else is interested.

REPORTS:

- APPROVAL OF MINUTES: January minutes approved as corrected.
- BRIDGE MINISTER REPORT: *See report attached*. There will be money in the budget allocated for CPR First Aid Certification and updated AED upgrades, as requested by the staff. Tony, a nurse in his professional life, will explore what is involved in becoming a CPR trainer to offer it to the church every year for free. Shannon already asked the Finance Committee to add a safety line in the budget for these requests. Rev. Deanna requests more money for worship funds as we are a little short for the rest of this fiscal year. That will be made available.
- ADMINISTRATOR REPORT: *See report attached*.
- DRE REPORT: *See report attached*.
- MUSIC REPORT: *See report attached*. Scott has asked to be involved in decisions about the chancel and riser changes. His request will be taken in to consideration if those changes occur.
- FINANCE COMMITTEE REPORT: *See report attached*.
- TREASURER REPORT: *See report attached*.

- TRANSITION WORKING GROUP REPORT: *See report attached.*

BOARD GOALS AND LIASON UPDATES: Reminder to update our progress and evidence on tracking spreadsheets.

- LEADERSHIP ASSEMBLY: There is a Leadership Assembly meeting on March 29th from 1-3pm. **Action**: Jade will send out an email two weeks before the meeting to remind people. An announcement will be shared from the pulpit on March 22nd and 29th.
- PHOTOGRAPHY POLICY: *See policy attached.* Roseanne motioned to accept the policy as written. Thomas seconded. Motion approved. **Action**: Thomas will meet with Jonathan Rawle and talk with people about the varied new roles and procedures based on the policy. Consider training the Leadership Assembly how to speak to it.
- RJCT: The Board discussed continued anti-racism work within the congregation. Part of this includes building our current Communications Committee from one that functions as a task force working with Shannon to one that represents diverse views and contains 7-8 people. The future hope is to add a diverse group of voices to our current Communications Committee and potentially sub-groups could form for certain pieces.
- BUDDGET/STEWARDSHIP: *See report attached.*
- RIGHT RELATIONS: Matt shared information learned in his meeting with Tandi Rogers, Congregational Life Staff for the Pacific Western Region. Jade shared information learned from Louise Wilkenson, Chair of the Right Relations Task Force at Eastshore Unitarian. The Board discussed revised goals for moving forward with Right Relations process:
 - ❖ Add Aimee and Jade to the Right Relations initiative to support the work.
 - ❖ The Board will recommend names for a discernment team to Right Relations formation.
 - ❖ Matt, Aimee, and Jade will meet to draft the charge of the discernment team.

Action: Matt will send emails and information he has gathered to Aimee and Jade.

- PERSONNEL COMMITTEE: *See report attached.*

UPDATES AND FOLLOW-UP:

ACCESSIBILITY: The Board discussed the AIM Program (Accessibility and Inclusion Ministry) as a resource for our accessibility initiative. A suggestion was offered that we might have Vashon, a congregation that recently went through the AIM process talk to our congregation about their experience. The Board recognized that engaging in the AIM Program would involve whole congregation involvement. **Action**: Rev. Deanna and Jade will hold an in-person accessibility

meeting to witness accessibility concerns on March 1st. All are welcome to attend and various announcements will be made to invite congregants to attend.

MUSIC MINISTRY CONTRACT: The Music Ministry contract is in process of being written. The Right Relations information previously discussed will be added to the employee handbook rather than re-writing all the position descriptions. **Action**: Jade will email the letter of agreement for the Board to review before it is signed.

CLOSE OF THE MEETING:

- THANK YOU NOTES: Completed.
- PROCESS OBSERVER REPORTS: Thomas shared feedback on interactions among board members.

The Board adjourned March 19th at 8:55pm. The next regular meeting of the board will be held on March 19, 2020 in the Admin Office.

Aimee Schiefelbein, Secretary

Bridge Minister's Report
February 2020

"Love makes your soul crawl out from its hiding place." – **Zora Neale Hurston**

Dear Ones, thank you for your generous and faithful leadership in ever shifting realities. It continues to be a gift to co-create faithful community with y'all. A few notes to share this month:

Money notes:

A note of celebration for the liberatory leadership of this board in raising the paddle towards accessibility at Westside - well done, beloveds! I joyfully anticipate supporting y'all on this journey until Rev. Christopher arrives to accompany you.

I will be preaching "Westside Begins with We" stewardship sermon on March 8th and the Stewardship team will officially launch on March 22nd.

ACTION ITEM: In staff meeting this month, we realized that Westside does not have a formal commitment to staff having CPR/First Aid Red Cross certification and we strongly recommend as a collective that this be prioritized in funding by the Board and calendaring by the religious professional staff.

ACTION ITEM: Worship Team will need a slight budget adjustment to adequately fund worship through the end of the calendar year. We will work with Shannon to determine the precise amount of requested adjustment. As we set the budget for next year, I offer that it is faithful hospitality practice for congregations provide travel expenses (mileage, ferry fees, etc.) to guest speakers, so anticipate a greater rise in this budget line. The Worship calendar is scheduled through the end of May, including two services being offered in collaboration with the Racial Justice Change Team.

Resource notes: A resource from the UU to assist in determining whether the Administrator position should be considered exempt or non-exempt: <https://www.uua.org/leadership/library/fair-labor> and beaucoup more resources at the UUA Leaderlab Library: <https://www.uua.org/leadership/library/archive>

Weekly messages of courage and compassion provided by our UUA here: <https://www.uua.org/braverwiser> and UU the Vote 2020 resources here: <https://www.uua.org/justice/vote2020>

And as you may have noticed in the Pacific Western Region newsletter, the UU College of Social Justice has created a beautiful interactive and sharable map of our UU justice universe: <https://prezi.com/view/Xi4sDwB4jnvnQA4fuqOD/>

Love, Rev. Deanna Vandiver

Administrator Report to Board February 2020

Happy February! January was a very busy month and February brought a bit of respite as I took a few days off the visit the beautiful Methow Valley. I am very grateful to Judi Finney, Patti McCall, Joan Whitley and Laura White for covering the office hours in my absence.

No action items for me this month.

Sunday Morning Attendance and Offering (Charity Portion)

Date	Speaker/Special Circumstances	Attendance	Collection (charity portion)
1.12.20	Ron Hammond	82	134.60
1.19.20	Marcus Green	120	192.47
1.26.20	Margo Rinehart	106	174.32
2.2.20	Rev. Deanna	92	164.00
2.9.20	Rev. Amy Moses-Lagos	121	156.36

Membership: No changes in Membership as new members were reported last month. Membership count this month is 194

Stewardship: Theme will be 'Westside Starts with We'. Team is working on brochure. There will be a stewardship sermon from Deanna on March 8 and our official stewardship campaign launch is 3.22.20. Pledges in hand are \$301,869.

Furnace: Puget Sound Energy is ending their furnace burner rental program that we have been a part of. Our furnace is fully ours as of March. We had a final inspection which was provided for free and learned that the furnace is currently functioning but that the firebox will soon need a rebuild. I have learned that this is something that requires a specialist – so I will try to find some and get some bids.

Things requiring extra attention and time this month :

Tax reports for employees, and contractors. End of year giving receipts production and mailing along with auction receipts for donations. Quarterly L&I, Family and Med. Leave Ins report, employer's quarterly tax report, Common Quest promotions/registrations, auction support, facilitation of repairs to building issues toilet repair this month. A bank reconciliation which took more than a couple of days to sort out. Committee supported: Common Quest, Auction, Stewardship, Finance, Communications, Facilities, Transitions Working Group, Worship Planning Team.

In loving Community,

Shannon

February 12, 2020

To: WSUU Board Members

From: Rev. Cynthia Westby, DRE

May you experience moments of delight this week! Spring seems to be surprising us with curious explosions of so many wonders!

Here is my Board Report for February 2020.

Attendance: Below is the attendance from September 2019 through February 9, 2020.

Class	Sept				Oct				Nov				Dec			
	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29
Nursery	7	5	2	6	2	6	2	2	3	2	3	1	5	-	-	-
Spiritplay	-	-	5	5	5	-	4	7	-	9	-	-	8	-	-	-
4-6	-	-	6	6	4	-	4	6	-	5	-	-	6	-	-	-
MS OWL	-	13	-	13	12	13	12	13	-	13	-	-	-	-	-	-
COA	-	7	-	7	-	7	0	6	5	0	-	6	-	-	-	-
HSYG	-	-	-	1	4	-	-	3	8	2	-	-	2	-	-	-
Chalice Chapel/ Multi-Gen	-	12	-	-	-	-	-	-	7	-	-	5	5	-	-	-
Daily Total	7	37	13	38	27	26	22	37	23	31	3	12	26	0	0	0

Jan				Feb			
5	12	19	26	2	9	16	23
3	3	0	1	3	4		
7	8	0	2	5	4		
2	5	0	3	4	2		
11	11	-	10	11	10		
-	0	0	7	0	7		
1	3	0	0	2	2		
-	-		-	-	-		
24	30	0	23	25	29		

RE Classes: This year, pre-K children are in the nursery. K-3 children are in a Spirit Play class focused on our UU principles and sources. 4th-6th graders are in a class focused on "The Questing Year" to engage in four important quests learning more about UU, social justice, mystery, and themselves, over the course of the year. 9th-10th graders are participating in a year-long Coming of Age class. Youth Group (9th-12th graders) is held two Sunday mornings a month from 10:30-noon.

Chalice Chapels and Multi-Gen Services:

Chalice Chapels and multi-gens are held on Sundays of school breaks and holidays. Our next Chalice Chapel will be held on Sunday, February 16 and will be led by Moreah Vestan and Cheryl Brown. Our focus during our multi-gens this year is cooperative games to foster friendships and understanding between and among our children.

We will be holding our next multi-gen on Sunday, February 23 led by Stephen Scheuric,, Rev. Deanna with my participation as the storyteller.

RE Council: The RE Council met on February 2nd. Nola Balch is the RE Council chair, with members Jeanette Hitch, Vanessa Shaughnessy, David Edwards, Mike Fox, Kasey Langley, Amy Hance-Brancati, Cara Mathison, and Laura Strand. Our next meeting will be March 1st. The Council is an incredibly important support and source of inspiration and ideas for RE. I am extremely fortunate to have such a strong and involved Council.

Youth Group is led by lead youth advisor, Simon Knaphus, with Amy Hance-Brancati, Julie Forkasdi, Neve Mazique-Bianco, Marissa Ohoyo, and Laura Strand. They are working on their Youth-Led Service which will be held on Sunday, March 15th. Two of our youth will be going on the Youth Pilgrimage to Transylvania in July of 2020. During two of their February Sunday meeting they focused on learning about and creating pocket altars. Altars will be the focus of their March 15th service.

YAC (Youth-Adult Committee which helps facilitate the youth group activities) meets quarterly and will next on Wednesday, February 26th. This committee is comprised of myself, Simon Knaphus, Amy Hance-Brancati, Julie Forkasdi, Stephen Scheurich, Claire Bucklew, Talulla Shaughnessy, and Quinn Douros.

COA (Coming of Age) is led by Shelley Webb, John Monahan, and Steve Burrows. Seven ninth and tenth graders meet twice a month on Sunday mornings in this year-long program Westside offers our 9th and 10th graders. This is a valuable opportunity for our youth, teachers, and mentors to engage in learning together. These youth also participate in youth group 1-2 weeks of the month, on Sunday mornings.

Nursery: Ivy Ficarra and Julie Vance are our nursery teachers, with substitute teaching by Marie Kaz. This wonderful team supports our youngest children.

MS OWL: This year-long program for Middle School 7th-8th graders in OWL (Our Whole Lives) has 13 children participating in this class. Class meets 2-3 Sunday mornings a month. This important Westside social justice program is led by the inspiring commitment of six trained teachers: Liz Bucklew, David Edwards, Marissa Ohoyo, Kevin Lane-Cummings, and Anne Fox.

Stories for All Ages: I'm working with a strong team of tellers with a wonderfully diverse range of styles and strengths. Storytellers are scheduled through May 2020.

MUSIC DIRECTOR MONTHLY REPORT

February 2020

ACTION ITEM: No specific action items this month.

1. The Westside Chorale and Chalice Singers: We've had some very powerful singing going on, and I feel like the Chorale continues to grow in interpretation and vocal quality. Wednesday rehearsals are truly a highlight of every week for me. I love this group of people. The chameleonic Chalice Singers have been coming through beautifully as well.
2. Meetings: I've had very productive meetings with Jade, Rev. Deanna, staff, and the worship planning team. As I'm moving forward in my new tenure as permanent music director, the teambuilding and collaboration aspects of the job are feeling more and more integral and rewarding.
3. Children and Youth Involvement: Cynthia and I have a meeting set up on February 25th to see how we can find more fun opportunities for the younger folks at Westside to feel like they have an important contribution to be made in music here. I'm super excited about this.
4. Other music at Westside: I'm planning on finding opportunities for the Marimba Band, the Welcome Singers, the Ukulele players and the drumming folks to participate in services in the coming months. I'm also looking to further explore the talents of congregants in sharing their gifts with the rest of us.
5. Risers and chancel: I would love to be included in discussions about moving forward with accessibility and safety concerns for choir members, guests and members to the place where we share our gifts for the congregation. I think that while serving the needs of people with varied sizes and abilities, making the chancel accessibility a priority would be a visual statement as well. It would say "as you can see, all aspects of the worship experience at Westside are available to the wide variety and differing abilities of bodies we have here."
6. Music Worship Support Team: I am thrilled to see this important aspect of music here moving forward with such integrity. I feel it will support everyone involved with music here directly, and indirectly will be serving everyone in our community. Thanks to Jade, the board and everyone involved for their perseverance and hard work.
7. Looking ahead: May 3rd will be an all music service, and I've already been talking with John Britt and Lisa Maynard about programming. I'm super excited about this being an opportunity for us to celebrate the importance of music in our lives here at Westside, and to feature a diverse array of our talents. With the worship planning team, we've looked ahead quite a bit in the future, and I've already got great music planned for the congregation in the coming months.

In Harmony,

Scott Farrell

Finance Committee Report February 2020

This report contains no action items for the Board.

Financial Highlights for January 2020 (58% of the year):

January 2020 Highlights	Actuals – January	Actuals – YTD	YTD % of Budget	Budget
Total Income	\$ 35,104.55	\$253,4286.39	57%	\$ 441,547
Pledges – CY	\$ 17,353.48	\$178,162.26	61%	\$292,183
Total Expenses	\$ 36,231.71	\$228,284.68	52 %	\$ 441,547
Net Income/Expenses	(\$1,127.16)	\$25,201.71		

Financial Status: Our January Expenses exceeded our Income by \$1,127. Our second Wake Now our Vision installment arrived. Pledges were down a little, Auction ticket sales continued to come in. We paid two large bills this month, our semi-annual insurance payment (almost \$1k more than projected; insurance can be hard to project) and a UUA Dues payment. Note the Year-To-Date balance is steady at \$25k.

Unanticipated Expenses: Nothing to report. We understand the Worship Planning Team will submit a revised estimate of their expenses for the remainder of this year.

Other: Starting in March, Finance Committee will meet on second Thursdays to accommodate Shelley's schedule.

Submitted by Paula vanHaagen 2/13/2020

As of: **Tuesday, February 4, 2020****BUDGET SUMMARY**% thru Year: **58%**

	YTD Actuals	%	Full Year Budget	Amount Remaining
Income				
Pledges	\$ 178,587	61%	\$ 294,183	\$ 115,596
Sunday Plate	14,811	62%	24,000	9,189
Other Donations	16,863	60%	28,236	11,373
Fund Raising	7,363	16%	47,000	39,637
Affinity Programs	1,130	70%	1,620	490
RE Ministry	4,523	146%	3,100	(1,423)
Youth Group Ministry	25	0%	-	(25)
Music Ministry	686	66%	1,040	354
Program and Misc	5,610	121%	4,650	(960)
Rentals	23,887	63%	37,718	13,831
Total Income	\$ 253,486	57%	\$ 441,547	\$ 188,061
Expenses				
Minister Compensation	\$ 16,323	22%	\$ 73,125	\$ 56,802
Additional Minister	610	4%	15,500	14,890
RE Director Compensation	44,088	58%	76,079	31,991
RE Staff	5,441	53%	10,220	4,779
RE Training	-	0%	800	800
RE Youth Group	90	0%	-	(90)
RE Operations	2,319	67%	3,450	1,131
Music Director Compensation	18,713	63%	29,741	11,028
Music Staff	6,080	57%	10,733	4,653
Other Music	480	120%	400	(80)
Administrator Compensation	27,288	53%	51,325	24,037
Additional Employee Benefits	2,050	59%	3,453	1,403
UUA Dues	6,890	67%	10,336	3,446
Loans, Taxes, Fees	31,201	56%	55,555	24,354
Discretionary	4,777	65%	7,400	2,623
Facility	36,800	64%	57,880	21,080
Fundraising & Rentals	2,855	25%	11,600	8,745
Committees	22,281	93%	23,950	1,669
Total Expenses	\$ 228,285	52%	\$ 441,547	\$ 213,262
YTD Cash Flow (GF):	\$ 25,202			

	YTD Balance
BANK ACCOUNT BALANCES	
Umpqua General Fund Checking #7545	\$ 61,477
Sound Credit Money Market #6299	113,244
Sound Credit Savings #6290	25
Petty Cash	200
Total Account Balances	\$ 174,947
ASSETS	
Church Bldg & Land (book value)	\$ 2,889,800
Cash - Operations	43,785
Cash - Building Fund	\$ 76,959
Cash - Elevator Fund	5,926
Other Dedicated Fund Balances	16,129
Undesignated Donations	32,146
<i>Total Fund Balances</i>	<i>\$ 131,161</i>
Total Assets	\$ 3,064,747
LIABILITIES	
Loan fm UUA	\$ 435,136
Loan fm Pacific NW Growth Fdtn	61,474
Other Current Liabilities	27,643
Other Dedicated Fund Balances	16,129
Total Liabilities	\$ 540,382
CONGREGATIONAL EQUITY	
Beginning of FY Equity	\$ 2,128,317
<i>YTD Change in Equity</i>	<i>396,048</i>
DEDICATED FUND BALANCES	
Beginning of FY Dedicated Fund Balances	\$ 144,328
<i>YTD Change in Dedicated Fund Balances</i>	<i>(13,167)</i>
Overall YTD Cash Flow with Fund Balances:	\$ 12,035

As of: Tuesday, February 4, 2020				% Thru Year: 58%		Over Budget	Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt		
GENERAL FUND INCOME							
<u>Pledges</u>							
4.100.100	Pledges - Current Year Income	17,353.48	178,162.26	292,183.00	<div><div>61%</div></div>	-	low month
4.100.110	Pledges - Prior Year Income	-	425.00	2,000.00	<div><div>21%</div></div>	-	
	Total Pledges	17,353.48	178,587.26	294,183.00	61%	-	
<u>Sunday Plate</u>							
4.100.140	Contributions - Sunday WSUU	1,417.89	9,921.67	16,000.00	<div><div>62%</div></div>	-	
4.100.141	Contributions - Sunday WSUU Minister Discretion	-	-	600.00	<div><div>0%</div></div>	-	
4.100.142	Contributions - Sunday WSUU Kitchen/Hospitality	-	-	150.00	<div><div>0%</div></div>	-	
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	450.00	<div><div>0%</div></div>	-	
4.100.150	Contributions Sunday Charities	708.74	4,889.76	6,800.00	<div><div>72%</div></div>	-	
	Total Sunday Plate Income	2,126.63	14,811.43	24,000.00	62%	-	
<u>Other Donations</u>							
4.100.135	Give Big (Non-pledge gifts and stretch dollars)	-	-	-	<div><div>0%</div></div>	-	
4.100.155	Endowment Fund Transfers IN	-	-	-	<div><div>0%</div></div>	-	
4.100.160	Special Gifts & Campaigns	8,397.50	16,862.57	28,236.00	<div><div>60%</div></div>	-	WNOV 2nd installment
4.100.244	Elevator Fund Donations	-	-	-	<div><div>0%</div></div>	-	
	Total Other Donations	8,397.50	16,862.57	28,236.00	60%	-	
<u>Fund Raising</u>							
4.100.245	Auction Income	2,345.00	6,144.26	46,000.00	<div><div>13%</div></div>	-	ticket sales
4.100.247	Raise the Paddle Income	-	-	-	<div><div>0%</div></div>	-	
4.100.250	Rummage & Book Sale Income	-	1,218.91	1,000.00	<div><div>122%</div></div>	218.91	
4.100.257	Misc. Fundraising Income	-	-	-	<div><div>0%</div></div>	-	
	Total Fund Raising Income	2,345.00	7,363.17	47,000.00	16%	218.91	
<u>Affinity Program Income</u>							
4.100.210	E Scrip GF Income	4.35	12.54	120.00	<div><div>10%</div></div>	-	
4.100.211	Amazon Rebate Income	127.68	857.24	1,500.00	<div><div>57%</div></div>	-	
4.100.212	Thriftway Rebate Program	-	260.32	-	<div><div>0%</div></div>	260.32	
	Total Affinity Program Income	132.03	1,130.10	1,620.00	70%	260.32	
<u>RE Ministry Income</u>							
4.100.258	RE Fund Transfers IN	-	-	-	<div><div>0%</div></div>	-	
4.100.259	RE Fundraising & Donations	-	1,223.38	1,500.00	<div><div>82%</div></div>	-	
4.100.260	OWL Registration Fees	-	3,300.00	800.00	<div><div>413%</div></div>	2,500.00	
4.100.263	OWL Fund Transfers IN	-	-	800.00	<div><div>0%</div></div>	-	
4.100.264	RE Coming of Age Program Fees	-	-	-	<div><div>0%</div></div>	-	
	Total RE Ministry Income	-	4,523.38	3,100.00	146%	2,500.00	
<u>Youth Group Ministry Income</u>							
4.100.261	RE Youth Group Fund Transfers IN	-	-	-	<div><div>0%</div></div>	-	
4.100.262	RE Youth Group Fundraising & Gifts	-	25.00	-	<div><div>0%</div></div>	25.00	
	Total Youth Group Ministry Income	-	25.00	-	0%	25.00	

As of: Tuesday, February 4, 2020				% Thru Year: 58%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 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	-	685.72	1,040.00	66%	-	
4.100.223	Music Programs Income	-	-	-	0%	-	
	Total Music Ministry Income	-	685.72	1,040.00	66%	-	
<u>Program and Misc Income</u>							
4.100.220	Coffee Income	16.26	235.84	500.00	47%	-	
4.100.225	Membership Fundraising and Donations	-	-	500.00	0%	-	
4.100.240	Interest Income	96.10	760.69	50.00	1521%	710.69	
4.100.241	Board Designated Fund Transfers to GF	-	-	-	0%	-	
4.100.242	Building Fund Transfer IN	-	-	-	0%	-	
4.100.251	Social & Envir. Justice Fundraising	-	4,613.88	3,600.00	128%	1,013.88	
4.100.255	Common Quest Income	-	-	-	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	112.36	5,610.41	4,650.00	121%	1,724.57	
<u>Rentals</u>							
4.100.300	Cell Tower Rental & Elec Reimb	1,226.55	8,585.85	14,718.00	58%	-	
4.100.302	Cell Tower Electricity Reimb True-up	-	-	1,500.00	0%	-	billed T-mobile for \$1830.12 should get next mo
4.100.305	Rental Income - Single Events	411.00	2,916.50	2,000.00	146%	916.50	balance on Feb 7 rental
4.100.310	Leases Income- Pre School	3,000.00	12,000.00	18,000.00	67%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	-	385.00	1,500.00	26%	-	
	Total Rental Income	4,637.55	23,887.35	37,718.00	63%	916.50	
TOTAL GENERAL FUND INCOME		\$ 35,104.55	\$ 253,486.39	\$ 441,547.00	57%	\$ 5,645.30	

As of: Tuesday, February 4, 2020				% Thru Year: 58%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt	Over Budget	Notes
GENERAL FUND EXPENSE							
MINISTER POSITION							
Minister Compensation							
5.100.100	Minister Housing Allow Exp	-	7,000.00	26,975.00	<div>26%</div>	-	2 salary payments will show up in Feb due to shift from contract to payroll
5.100.101	Minister Salary Exp	-	6,250.00	24,542.00	<div>25%</div>	-	
5.100.105	Minister Cost of Living Adj Exp	-	-	5,851.00	<div>0%</div>	-	
5.100.106	Minister Group Term Life Ins Exp	-	34.27	401.00	<div>9%</div>	-	
5.100.107	Minister Long Term Disability Ins Exp	-	84.00	660.00	<div>13%</div>	-	
5.100.110	Minister Retirement Exp	-	1,332.12	5,492.00	<div>24%</div>	-	Deanna conf.
5.100.115	Minister-FICA Exp	-	478.00	3,704.00	<div>13%</div>	-	
5.100.125	Minister's Professional Exp	175.00	1,145.00	5,500.00	<div>21%</div>	-	
	Total Minister Compensation	175.00	16,323.39	73,125.00	22%	-	
Additional Minister Exp							
5.100.102	Minister Moving Exp	-	-	10,000.00	<div>0%</div>	-	
5.100.120	Minister's Sabbatical Exp	-	-	-	<div>0%</div>	-	
5.100.126	Minister Installation Exp	-	-	2,500.00	<div>0%</div>	-	
5.100.128	Minister Search Exp	-	610.00	3,000.00	<div>20%</div>	-	
	Total Additional Minister Exp	-	610.00	15,500.00	4%	-	
Total Minister Position Expense		175.00	16,933.39	88,625.00	19%	0.00	

As of: Tuesday, February 4, 2020				% Thru Year: 58%		Over Budget	Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt		
CHILDREN AND YOUTH MINISTRY							
<u>RE Director Compensation</u>							
5.100.150	RE Director Salary Exp	5,129.75	35,808.50	61,557.00	<div><div>58%</div></div>	-	
5.100.153	RE Director Group Term Life Ins Exp	-	-	-	<div><div>0%</div></div>	-	
5.100.154	RE Director Long Term Disability Ins Exp	-	-	-	<div><div>0%</div></div>	-	
5.100.155	RE Director Cost of Living Adj Exp	-	-	-	<div><div>0%</div></div>	-	
5.100.158	RE Director FICA Exp	372.80	2,602.38	4,800.00	<div><div>54%</div></div>	-	
5.100.160	RE Director Retirement Exp	513.00	3,925.18	6,222.00	<div><div>63%</div></div>	-	
5.100.165	RE Director Professional Exp	718.00	1,752.11	3,500.00	<div><div>50%</div></div>	-	
	Total RE Director Compensation	6,733.55	44,088.17	76,079.00	58%	-	
<u>RE Staff Expense</u>							
5.100.162	RE Story Time Toddler Teacher Exp	-	-	-	<div><div>0%</div></div>	-	
5.100.163	RE Nursery Lead Teacher Exp	120.00	1,273.75	2,200.00	<div><div>58%</div></div>	-	
5.100.164	RE Nursery Assistant Exp	90.00	885.00	1,920.00	<div><div>46%</div></div>	-	
5.100.168	RE Program Assistant Exp	425.00	3,077.00	5,300.00	<div><div>58%</div></div>	-	
5.100.169	RE Summer Coordinator Exp	-	-	-	<div><div>0%</div></div>	-	
5.100.170	Childcare Exp	-	205.00	800.00	<div><div>26%</div></div>	-	
	Total RE Staff Exp	635.00	5,440.75	10,220.00	53%	-	
<u>RE Training Expense</u>							
5.100.151	RE Youth Leadership Development Exp	-	-	-	<div><div>0%</div></div>	-	
5.100.152	RE OWL Leadership Development Exp	-	-	800.00	<div><div>0%</div></div>	-	
5.100.166	RE Leader Training Exp	-	-	-	<div><div>0%</div></div>	-	
5.100.167	RE Teacher Appreciation Exp	-	-	-	<div><div>0%</div></div>	-	
	Total RE Training Expense	-	-	800.00	0%	-	
<u>RE Youth Group Expense</u>							
5.100.161	RE Lead Youth Advisor Exp	-	-	-	<div><div>0%</div></div>	-	
5.100.132	RE High School Youth Programs Exp	-	90.03	-	<div><div>0%</div></div>	90.03	
5.100.136	RE High School Youth Scholarships Exp	-	-	-	<div><div>0%</div></div>	-	
5.100.227	RE Youth Group Fund Transfers OUT	-	-	-	<div><div>0%</div></div>	-	
	Total RE Youth Group Expense	-	90.03	-	0%	90.03	
<u>RE Operations Expense</u>							
5.100.131	RE OWL Programs Exp	-	125.72	200.00	<div><div>63%</div></div>	-	
5.100.133	RE Middle School Youth Programs Exp	-	-	-	<div><div>0%</div></div>	-	
5.100.134	RE Operational Exp	777.88	2,193.12	3,250.00	<div><div>67%</div></div>	-	Stipend to youth group leader and other exp
5.100.135	RE Middle School Scholarships Exp	-	-	-	<div><div>0%</div></div>	-	
5.100.171	RE Program Support Exp	-	-	-	<div><div>0%</div></div>	-	
5.100.172	RE Curricula Exp	-	-	-	<div><div>0%</div></div>	-	
5.100.225	RE Fund Transfers OUT	-	-	-	<div><div>0%</div></div>	-	
5.100.229	RE OWL Fund Transfers OUT	-	-	-	<div><div>0%</div></div>	-	
	Total RE Operations Expense	777.88	2,318.84	3,450.00	67%	-	
Total Children & Youth Ministry Expense		8,146.43	51,937.79	90,549.00	57%	90.03	

As of: Tuesday, February 4, 2020				% Thru Year: 58%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt	Over Budget	Notes
MUSIC MINISTRY							
Music Director							
5.100.185	Music Dir Salary Exp	2,281.54	16,000.73	24,984.00	64%	-	
5.100.186	Music Dir Cost of Living Adj Exp	-	-	-	0%	-	
5.100.187	Music Dir Retirement Exp	-	-	1,320.00	0%	-	
5.100.188	Music Dir FICA Exp	174.54	1,224.05	937.00	131%	287.05	
5.100.190	Music Dir Professional Exp	-	1,487.77	2,500.00	60%	-	
5.100.200	Music Dir Group Term Life Ins Exp	-	-	-	0%	-	
5.100.205	Music Dir Long-Term Disability Ins Exp	-	-	-	0%	-	
Total Music Director Compensation		\$ 2,456.08	\$ 18,712.55	\$ 29,741.00	63%	\$ 287.05	
Music Staff							
5.100.193	Music Sunday Service Pianist Exp	625.00	3,500.00	4,974.00	70%	-	
5.100.195	Music Percussionist Exp	400.00	2,300.00	3,725.00	62%	-	
5.100.197	Music Chorale Rehearsal Pianist Exp	-	80.00	1,084.00	7%	-	
5.100.198	Music Bassist Exp	-	200.00	950.00	21%	-	
5.100.199	Music Administrator Exp	-	-	-	0%	-	
Total Other Music Staff Expense		1,025.00	6,080.00	10,733.00	57%	-	
Other Music Expense							
5.100.191	Music Purchase Exp	-	369.91	-	0%	369.91	
5.100.192	Music Equipment Maint Exp	-	110.00	400.00	28%	-	
5.100.194	Music Programs Exp	-	-	-	0%	-	
5.100.196	Music Council Fundraising Exp	-	-	-	0%	-	
5.100.201	Music Equipment Purchase Exp	-	-	-	0%	-	
5.100.202	Music Marketing Exp	-	-	-	0%	-	
Total Other Music Expense		-	479.91	400.00	120%	369.91	
Total Music Ministry Exp		3,481.08	25,272.46	40,874.00	62%	656.96	
ADMIN STAFF & SUPPORT							
Congr Administrator & Bookkeeper							
5.100.173	Congr Admin Group Term Life Ins Exp	-	-	-	0%	-	
5.100.174	Congr Admin Salary Exp	3,630.00	23,414.12	43,200.00	54%	-	
5.100.175	Congr Admin Cost of Living Adj Exp	-	-	-	0%	-	
5.100.176	Congr Admin Retirement Exp	381.18	1,981.78	4,320.00	46%	-	
5.100.177	Congr Admin FICA Exp	277.70	1,791.20	3,305.00	54%	-	
5.100.230	Congr Admin Long Term Disability Ins Exp	-	-	-	0%	-	
5.100.231	Congr Admin Professional Exp	29.17	100.44	500.00	20%	-	
Total Congr Administrator & Bookkeeper Compensation		4,318.05	27,287.54	51,325.00	53%	-	

As of: Tuesday, February 4, 2020			% Thru Year: 58%				
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt	Over Budget	Notes
<u>Additional Employee Benefits</u>							
5.100.178	Labor & Industries Ins Exp	367.34	1,162.17	2,200.00	<div><div>53%</div></div>	-	
5.100.181	Family and Medical Leave Ins Exp	89.02	470.52	453.00	<div><div>104%</div></div>	17.52	
5.100.184	Part time Empl FICA SS Exp	48.58	417.41	800.00	<div><div>52%</div></div>	-	
	Total Additional Employee Benefits Expense	504.94	2,050.10	3,453.00	59%	17.52	
Total Admin Staff & Support Expense		4,822.99	29,337.64	54,778.00	54%	17.52	
<u>DUES & FINANCIAL EXPENSE</u>							
<u>UUA Dues Expense</u>							
5.100.300	Partner Church Dues Exp Bud	-	-	-	0%	-	
5.100.320	UUA Dues Exp Bud	3,445.16	6,890.32	10,336.00	<div><div>67%</div></div>	-	
	Total UU Organizations Dues Expense	3,445.16	6,890.32	10,336.00	67%	-	
<u>Financial Expense</u>							
5.100.650	Loan Debt Service - UUA	3,287.66	23,013.62	39,455.00	<div><div>58%</div></div>	-	
5.100.655	Loan Debt Service - PNW Growth Fdtn Exp	659.96	4,619.72	7,950.00	<div><div>58%</div></div>	-	
5.100.457	Annual City/County/State Fees	-	1,441.81	2,750.00	<div><div>52%</div></div>	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	281.40	2,125.46	5,400.00	<div><div>39%</div></div>	-	
	Total Financial Expense	4,229.02	31,200.61	55,555.00	56%	-	
Total Dues & Financial Expense		7,674.18	38,090.93	65,891.00	58%	-	
<u>DISCRETIONARY EXPENSE</u>							
<u>Discretionary Expense</u>							
5.100.757	Sunday Morning Contrib to Charity	1,101.51	4,777.01	6,800.00	<div><div>70%</div></div>	-	
5.100.758	Minister Discretionary Fund	-	-	600.00	0%	-	
	Total Discretionary Expense	1,101.51	4,777.01	7,400.00	65%	-	
Total Discretionary Expense		1,101.51	4,777.01	7,400.00	65%	-	

As of: Tuesday, February 4, 2020				% Thru Year: 58%		Over Budget	Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt		
OTHER OPERATIONAL EXPENSE							
Facility Expense							
5.100.450	Telephone/Cable/Internet	260.49	1,756.47	3,000.00	<div><div></div></div> 59%	-	
5.100.460	Web Hosting Exp	98.18	176.31	250.00	<div><div></div></div> 71%	-	
5.100.470	Web Maintenance Exp Bud	-	51.88	100.00	<div><div></div></div> 52%	-	
5.100.475	Technology Management	-	509.92	1,500.00	<div><div></div></div> 34%	-	
5.100.480	Office Expense	192.96	354.73	1,000.00	<div><div></div></div> 35%	-	
5.100.481	Postage Exp Bud	(18.14)	168.01	500.00	<div><div></div></div> 34%	-	reimb. For postage exp
5.100.482	Printing / Copying	428.80	3,001.60	5,500.00	<div><div></div></div> 55%	-	
5.100.483	Constant Contact Email Service	-	405.02	425.00	<div><div></div></div> 95%	-	
5.100.550	Liability Insurance Exp Bud	3,846.00	7,429.00	6,500.00	<div><div></div></div> 114%	929.00	
5.100.452	Security Alarm System	-	437.10	500.00	<div><div></div></div> 87%	-	
5.100.453	Electricity - SCL	1,652.43	5,913.08	10,000.00	<div><div></div></div> 59%	-	
5.100.454	Water/Sewer - SPU	-	1,249.77	2,000.00	<div><div></div></div> 62%	-	
5.100.455	Waste/Recycling/Green	161.06	1,405.22	3,000.00	<div><div></div></div> 47%	-	
5.100.456	Gas - PSE	839.41	2,005.89	5,000.00	<div><div></div></div> 40%	-	
5.100.451	Janitorial Supplies	56.13	461.82	1,500.00	<div><div></div></div> 31%	-	soap and dispenser
5.100.458	Landscaping Exp	-	60.00	500.00	<div><div></div></div> 12%	-	
5.100.459	Building Maint Supplies & Small Labor	322.96	1,410.63	2,500.00	<div><div></div></div> 56%	-	fire inspection
5.100.461	Building Capital Reserve Exp-GF	-	-	-	0%	-	
5.100.462	Lift Phone Monitoring	99.09	189.37	-	0%	189.37	
5.100.463	Elevator Fund Reserve Exp	-	-	-	0%	-	
5.100.471	Janitorial Service	630.00	5,400.90	8,000.00	<div><div></div></div> 68%	-	
5.100.484	Marketing and Advertising	-	-	-	0%	-	
5.100.726	AV Tech Expense	480.00	3,800.00	5,880.00	<div><div></div></div> 65%	-	
5.100.727	AV Equipment & Maintenance	547.90	613.02	225.00	<div><div></div></div> 272%	388.02	hand held wireless mics
5.100.900	Transfers to Operations Cash Reserve Fund	-	-	-	0%	-	
Total Facility Expense		9,597.27	36,799.74	57,880.00	64%	1,506.39	

As of: Tuesday, February 4, 2020				% Thru Year: 58%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt	Over Budget	Notes
Fundraising & Rentals Expense							
5.100.819	Raise the Paddle Purchase Exp-GF	-	-	-	0%	-	
5.100.820	Auction Expense	-	2,579.96	11,000.00	23%	-	
5.100.821	Rummage Sale Expense	-	-	-	0%	-	
5.100.822	Canvass Expense	-	-	100.00	0%	-	
5.100.823	Misc. Fundraising Exp Bud	-	-	-	0%	-	
5.100.305	Facilities Rental Exp - single events	-	275.00	500.00	55%	-	
	Total Fundraising & Rentals Expense	-	2,854.96	11,600.00	25%	-	
Committees Expense							
5.100.222	Coffee and Other Kitchen Exp	-	535.45	1,100.00	49%	-	
5.100.710	Membership Exp Bud	106.71	233.77	500.00	47%	-	
5.100.725	Worship Council Expense Budget	586.54	17,821.54	18,475.00	96%	-	honorarium and supplies
5.100.754	Partner Church Program Exp	-	-	-	0%	-	
5.100.756	Social Action Expense	340.00	590.00	-	0%	590.00	reimb. Gift cards purchased from holiday collection
5.100.759	Board Discretionary Fund	-	-	100.00	0%	-	
5.100.800	All Congr Social Events	-	-	175.00	0%	-	
5.100.801	All Congr Retreats and Trainings	200.00	3,100.00	3,600.00	86%	-	BC Panelists
5.100.829	Common Quest Exp	-	-	-	0%	-	
	Total Committees Exp	1,233.25	22,280.76	23,950.00	93%	590.00	
Total Other Operational Support Expense		10,830.52	61,935.46	93,430.00	66%	2,096.39	
TOTAL GENERAL FUND EXPENSE		\$ 36,231.71	\$ 228,284.68	\$ 441,547.00	52%	\$ 2,860.90	
Income less Expense		\$ (1,127.16)	\$ 25,201.71	\$ -			

As of: Tuesday, February 4, 2020								
Fund Acct	Fund Balances	Curr Balance	Mo. Change	Notes/Explanation	Prior Year Balance	YTD Income	YTD Expense	Ann. Change
3.200.100	Building Fund FB	76,959.46	-		77,621.35			(661.89)
3.201.100	Elevator FB	5,926.49	2,989.76	stock gift	49,323.59	32,411.03	(75,808.13)	(43,397.10)
3.202.100	Building Maintenance/Janitorial Fund Balanc	329.42	-		329.42			-
3.302.100	Minister's Discretion FB	807.77	-		807.77			-
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	32,146.18	-		1,163.27	24,982.91		30,982.91
3.310.100	Conference Scholarship FB	321.21	-		596.21			(275.00)
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	1,201.31	-		931.99			269.32
3.360.100	Youth Group FB	5,036.74	-		4,904.24			132.50
3.370.100	OWL Fund Balance	1,240.10	-		1,240.10			-
3.380.100	Religious Ed Misc FB	1,883.46	-		1,883.46			-
3.385.100	Raise the Paddle FB	114.34	-		114.34			-
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-		2,929.50			-
3.391.100	Social Justice FB Balance	705.54	-		705.54			-
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	402.36	(210.00)	gift to Partner church	620.00			(217.64)
3.835.100	Community Meal Trust Fund Balance	369.87	-		369.87			-
Total Dedicated Funds		\$ 131,161.20	\$ 2,779.76		\$ 144,328.10			\$ (13,166.90)

2.12.20 Transition Working Group Report to Board

- The Transition Working Group is continuing to work closely with the Board to facilitate a healthy transition to Rev. Christopher's arrival at Westside as we seek the completion of the longer than expected R-1 Visa process.
- TWG provided feedback regarding Rev. Deanna and Scott Farrell employment contracts. We have received overall positive feedback on the Board's action to secure Rev. Deanna for 60% transition employment and Scott Farrell's music director position. We will continue to monitor congregational feedback.
- 1.27.20 and 2.5.20 Zoom meetings with Rev. Christopher, Jade, Laura and Judi. Topics have focused around housing preferences, UUA health insurance, current USCIS policy changes, new baby leave (expected in July), 2020/21 budget considerations and updates of congregational issues and activities.
- Our expected USCIS visit can happen at any time (February, March, April according to their 5-7 month timeline). Our focus has transitioned to more concrete tasks regarding bringing Rev. Christopher and his family to Seattle. We are mindful of the impact of this extended timeline on staff (Judi and Laura were part of a team who provided office coverage for Shannon's time off recently and our congregation (Judi and Laura are also active in the upcoming Members Connect Dinner).
- 3.2.20 7-9pm TWG Planning Meeting. We have called a TWG meeting to create a task timeline and sign up members for concrete responsibilities.
- Submitted by TWG Co-Chairs, Laura White and Judi Finney.

