



Westside  
Unitarian Universalist  
Congregation

# February 17, 2021

## WSUU BOARD AGENDA

6:30PM PT – 8:30PM PT via Zoom

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

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

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

<b>6:30pm</b> (20 min)	<b>Chalice Lighting &amp; Welcome - marissa</b>	<ul style="list-style-type: none"> <li>o Land Acknowledgement - marissa</li> <li>o Chalice lighting &amp; prayer - Rev. Christopher</li> <li>o Grounding practice - marissa</li> <li>o Covenant - <b>volunteer, please</b></li> <li>o check-in w/ Access needs &amp; realities</li> </ul>
<b>6:50 pm</b> (5 min)	<b>Minutes - Liz</b>	<ul style="list-style-type: none"> <li>o Changes in January's Minutes or approve as written</li> </ul>
<b>6:55 pm</b> (30 min)	<b>Post Start Up &amp; Right Relations Action Plan - Jade, Liz &amp; Rev. Christopher</b>	<ul style="list-style-type: none"> <li>o Do we want to take the offer of the Healthy Congregations Assessment from the PNWR - vote</li> </ul>
<b>7:25 pm</b> (20 min)	<b>Disruptive Behavior Policy Revision - Vanessa, marissa</b>	<ul style="list-style-type: none"> <li>• see proposed revised policy in meeting materials folder.</li> <li>• Suggest edits and vote on final</li> </ul>
<b>7:45</b> (15 min)	<b>February Reports - marissa</b>	<ul style="list-style-type: none"> <li>o Minister</li> <li>o Administrator</li> <li>o Auction</li> <li>o DRE</li> <li>o Music</li> <li>o Finance Committee</li> <li>o Treasurer</li> <li>o Transition Working Group</li> <li>o RJT</li> </ul> <p>Please sign up for Thank you's!  <a href="https://docs.google.com/spreadsheets/d/1UeG3AdQZf2CE8uc7zFT8bLe7CSEj0OVGqNtuMMnBUCE/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1UeG3AdQZf2CE8uc7zFT8bLe7CSEj0OVGqNtuMMnBUCE/edit?usp=sharing</a></p>
<b>8:00</b> (10 min)	<b>Liaison Updates – varied</b>	<ul style="list-style-type: none"> <li>o RJCT, Clusters, COVID 19</li> </ul>
<b>8:10</b> (10 min)	<b>Minister Time off - Rev. Christopher</b>	<ul style="list-style-type: none"> <li>o Rev. Christopher will present regarding taking time for family leave in Spring</li> </ul>



8:20pm (10 min)	Close of the Meeting - <i>Vanessa</i>	<ul style="list-style-type: none"><li>o Personal Process Observations</li><li>o Extinguishing the Chalice</li><li>o <b>8:30 End</b></li></ul>
--------------------	---------------------------------------	---

MINUTES: MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN

UNIVERSALIST CONGREGATION

February 17, 2021

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

STAFF: Shannon Day, Rev. Christopher Wulff

GUESTS: None

---

WELCOME, LAND ACKNOWLEDGMENT AND PRAYER: The meeting started at 6:35 pm. marissa shared a land acknowledgment and Rev. Christopher read the prayer called Hamster Wisdom.

COVENANT, ACCESS NEEDS, AND GROUNDING PRACTICE: marissa shared a grounding practice and Shelley read the covenant. Board members did a check-in and stated access needs.

APPROVAL OF MINUTES: The minutes from the two board meetings held on January 20, 2021 and February 3, 2021 were approved as amended.

RIGHT RELATIONS PRESENTATION: On behalf of the Right Relations team, Jade and Liz presented a draft summary of the work which the team has done in Phase 1 and requested Board discernment on what the next steps should be for Phase 2. Liz and Reverend Christopher will consult the Pacific Northwest Region office about Healthy Congregation resources which might be available to the congregation.

DISRUPTIVE BEHAVIOR POLICY: The revised policy was adopted and will be posted on the WSUU website.

REPORTS:

MINISTER: See attached report.

ADMINISTRATOR: See attached report. Rev. Christopher will talk with another congregation which has approached WSUU about renting space.

AUCTION COMMITTEE: See attached report

DRE: See attached report.

MUSIC: See attached report. The Board is supportive of exploring the concept of expanding the purview of the Music Committee from music alone to expressive arts.

FINANCE COMMITTEE: See attached report.

TREASURER: See attached report.

LIAISON UPDATES:

RJCT: Events relevant to the mission of the RJCT are being publicized in the weekly e-news. A more full report is forthcoming in March.

CLUSTERS: No update at this time.

COVID-19 TASK FORCE: No update at this time.

MINISTER TIME OFF: Rev. Christopher has two weeks left of his family leave and plans to be off during the week of May 10-16 and also the last week of June after General Assembly.

CLOSE OF MEETING: Rev. Christopher read closing words and the Board adjourned at 8:38 pm. The next regular meeting of the Board will be held on March 17, 2021.

ADDENDUM: Due to the urgency of the matter, the board voted by email to accept the UUA's offer to extend interest only payments for six months through November of 2021.

As of: **Tuesday, February 2, 2021****BUDGET SUMMARY**% thru Year: **58%**

	Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
<b>Income</b>					
Pledges	\$ 16,803	\$ 169,060	59%	\$ 285,400	\$ 116,340
Sunday Plate	2,443	15,977	62%	25,733	9,756
Other Donations	200	8,798	107%	8,250	(548)
Fund Raising	5	135	0%	37,000	36,865
Affinity Programs	1	155	6%	2,700	2,545
RE Ministry	51	51	3%	1,850	1,799
Youth Group Ministry	-	-	0%	1,033	1,033
Music Ministry	-	-	0%	1,000	1,000
Program and Misc	57	54,051	98%	55,100	1,049
Rentals	4,227	28,749	54%	53,118	24,369
<b>Total Income</b>	<b>\$ 23,787</b>	<b>\$ 276,977</b>	<b>59%</b>	<b>\$ 471,184</b>	<b>\$ 194,207</b>
<b>Expenses</b>					
Minister Compensation	\$ 13,953	\$ 67,673	52%	\$ 129,102	\$ 61,429
Additional Minister	-	410	18%	\$ 2,300	1,890
RE Director Compensation	5,893	43,639	58%	\$ 75,146	31,507
RE Staff	592	4,372	43%	\$ 10,220	5,849
RE Training	-	-	0%	\$ 1,650	1,650
RE Youth Group	-	-	0%	\$ 1,633	1,633
RE Operations	12	390	11%	\$ 3,450	3,060
Music Director Compensation	2,499	18,776	54%	\$ 34,692	15,916
Music Staff	550	4,600	39%	\$ 11,884	7,284
Other Music	109	393	32%	\$ 1,241	848
Administrator Compensation	4,581	30,690	56%	\$ 55,140	24,451
Additional Employee Benefits	621	1,905	49%	\$ 3,900	1,995
UUA Dues	-	5,685	49%	\$ 11,569	5,885
Loans, Taxes, Fees	2,311	17,226	50%	\$ 34,169	16,943
Discretionary	777	11,670	82%	\$ 14,210	2,540
Facility	4,151	27,613	41%	\$ 66,728	39,115
Fundraising & Rentals	-	1,500	67%	\$ 2,250	750
Committees	877	3,632	31%	\$ 11,900	8,268
<b>Total Expenses</b>	<b>\$ 36,927</b>	<b>\$ 240,172</b>	<b>51%</b>	<b>\$ 471,184</b>	<b>\$ 231,012</b>
<b>Cash Flow (GF):</b>	<b>\$ (13,139)</b>	<b>\$ 36,805</b>			

	YTD Balance	Start of FY	YTD Change
<b>BANK ACCOUNT BALANCES</b>			
Umpqua General Fund Checking #7545	\$ 70,554	64,631	\$ 5,923
Sound Credit Union Money Market #6299	159,178	208,696	(49,519)
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
<b>Total Account Balances</b>	<b>\$ 229,956</b>	<b>\$ 273,552</b>	<b>\$ (43,596)</b>
<b>ASSETS</b>			
Church Bldg & Land (book value)	\$ 2,918,600	\$ 2,889,800	\$ 28,800
Cash - Operations	56,438	117,085	(60,647)
Cash - Building Fund	\$ 69,576	76,959	(7,384)
Cash - Accessibility	25,093	3,808	21,284
Other Dedicated Fund Balances	22,592	43,813	(21,221)
<u>Undesignated Donations</u>	<u>56,258</u>	<u>31,886</u>	<u>24,371</u>
<i>Total Fund Balances</i>	<i>\$ 173,518</i>	<i>156,467</i>	<i>17,051</i>
<b>Total Assets</b>	<b>\$ 3,148,557</b>	<b>\$ 3,163,353</b>	<b>\$ (14,796)</b>
<b>LIABILITIES</b>			
Loan fm UUA	\$ 419,602	\$ 435,136	\$ (15,535)
Loan fm Pacific NW Growth Fdtn	56,516	61,474	(4,958)
Other Current Liabilities	32,453	94,982	(62,530)
Other Dedicated Fund Balances	22,592	43,813	(21,221)
<b>Total Liabilities</b>	<b>\$ 531,163</b>	<b>\$ 635,406</b>	<b>\$ (104,243)</b>
<b>CONGREGATIONAL EQUITY</b>			
<b>Beginning of FY Equity</b>	<b>\$ 2,617,394</b>	<b>\$ 2,527,947</b>	<b>\$ 89,447</b>
<i>YTD Change in Equity</i>	<i>489,077</i>		
<b>DEDICATED FUND BALANCES</b>			
<b>Beginning of FY Dedicated Fund Balances</b>	<b>\$ 156,467</b>		
<i>YTD Change in Dedicated Fund Balances</i>	<i>17,051</i>		
<b>Overall YTD Cash Flow with Fund Balances:</b>	<b>\$ 53,856</b>		

As of: <b>Tuesday, February 2, 2021</b>				% Thru Year: <b>58%</b>				
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes	
<b>GENERAL FUND INCOME</b>								
<b>Pledges</b>								
4.100.100	Pledges - Current Year Income	16,802.78	166,654.95	283,400.00	<div><div>59%</div></div>	-		
4.100.110	Pledges - Prior Year Income	-	2,405.00	2,000.00	<div><div>120%</div></div>	405.00		
	Total Pledges	\$ 16,803	\$ 169,060	\$ 285,400	59%	\$ 405		
<b>Sunday Plate</b>								
4.100.140	Contributions - Sunday WSUU	1,663.36	10,416.71	18,400.00	<div><div>57%</div></div>	-		
4.100.141	Contributions - Sunday WSUU Minister Discretion	-	480.00	600.00	<div><div>80%</div></div>	-		
4.100.142	Contributions - Sunday WSUU Kitchen/Hospitality	-	-	-	<div><div>0%</div></div>	-		
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	600.00	<div><div>0%</div></div>	-		
4.100.150	Contributions Sunday Charities	780.08	5,080.55	6,133.00	<div><div>83%</div></div>	-		
	Total Sunday Plate Income	\$ 2,443	\$ 15,977	\$ 25,733	62%	\$ -		
<b>Other Donations</b>								
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	200.00	8,797.50	8,250.00	<div><div>107%</div></div>	547.50	special gift in honor of Chris McEwen from her parents	
4.100.244	Accessibility Fund Donations	-	-	-	<div><div>0%</div></div>	-		
	Total Other Donations	\$ 200	\$ 8,798	\$ 8,250	107%	\$ 548		
<b>Fund Raising</b>								
4.100.245	Auction Income	5.13	35.13	22,000.00	<div><div>0%</div></div>	-		
4.100.247	Raise the Paddle Income	-	-	15,000.00	<div><div>0%</div></div>	-		
4.100.250	Rummage & Book Sale Income	-	-	-	<div><div>0%</div></div>	-		
4.100.257	Misc. Fundraising Income	-	100.00	-	<div><div>0%</div></div>	100.00		
	Total Fund Raising Income	\$ 5	\$ 135	\$ 37,000	0%	\$ 100		
<b>Affinity Program Income</b>								
4.100.210	E Scrip GF Income	0.70	11.49	-	<div><div>0%</div></div>	11.49		
4.100.211	Amazon Rebate Income	-	143.47	1,500.00	<div><div>10%</div></div>	-		
4.100.212	Thriftway Rebate Program	-	-	1,200.00	<div><div>0%</div></div>	-		
	Total Affinity Program Income	\$ 1	\$ 155	\$ 2,700	6%	\$ 11		
<b>RE Ministry Income</b>								
4.100.258	RE Fund Transfers IN	-	-	-	<div><div>0%</div></div>	-		
4.100.259	RE Fundraising & Donations	51.38	51.38	-	<div><div>0%</div></div>	51.38	targeted gift	
4.100.260	OWL Registration Fees	-	-	800.00	<div><div>0%</div></div>	-		
4.100.263	OWL Fund Transfers IN	-	-	1,050.00	<div><div>0%</div></div>	-		
4.100.264	RE Coming of Age Program Fees	-	-	-	<div><div>0%</div></div>	-		
	Total RE Ministry Income	\$ 51	\$ 51	\$ 1,850	3%	\$ 51		
<b>Youth Group Ministry Income</b>								
4.100.261	RE Youth Group Fund Transfers IN	-	-	1,033.00	<div><div>0%</div></div>	-		
4.100.262	RE Youth Group Fundraising & Gifts	-	-	-	<div><div>0%</div></div>	-		
	Total Youth Group Ministry Income	\$ -	\$ -	\$ 1,033	0%	\$ -		

As of: <b>Tuesday, February 2, 2021</b>				% Thru Year: <b>58%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
<b><u>Music Ministry Income</u></b>							
4.100.221	Music Fund Transfers IN	-	-	-	0%	-	
4.100.222	Music Fundraising and Donations	-	-	1,000.00	0%	-	
4.100.223	Music Programs Income	-	-	-	0%	-	
	Total Music Ministry Income	\$ -	\$ -	\$ 1,000	0%	\$ -	
<b><u>Program and Misc Income</u></b>							
4.100.220	Coffee Income	-	-	-	0%	-	
4.100.225	Membership Fundraising and Donations	-	-	500.00	0%	-	
4.100.240	Interest Income	47.30	481.43	1,000.00	48%	-	
4.100.241	Board Designated Fund Transfers to GF	-	53,500.00	53,500.00	100%	-	
4.100.242	Building Fund Transfer IN	-	-	-	0%	-	
4.100.251	Social & Envir. Justice Fundraising	10.00	70.00	-	0%	70.00	
4.100.255	Common Quest Income	-	-	100.00	0%	-	
4.100.265	Ministerial Intern Inc	-	-	-	0%	-	
4.100.267	Minister Search Fund Transfers IN	-	-	-	0%	-	
4.100.268	Web Development Fund Transfers IN	-	-	-	0%	-	
4.100.270	Building Maintenance/Janitorial transfer IN	-	-	-	0%	-	
	Total Program and Misc Income	\$ 57	\$ 54,051	\$ 55,100	98%	\$ 70	
<b><u>Rentals</u></b>							
4.100.300	Cell Tower Rental & Elec Reimb	1,226.55	7,359.30	14,718.00	50%	-	
4.100.302	Cell Tower Electricity Reimb True-up	-	-	1,600.00	0%	-	
4.100.305	Rental Income - Single Events	-	-	-	0%	-	
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	3,000.00	21,000.00	36,000.00	58%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	-	390.00	800.00	49%	-	
	Total Rental Income	\$ 4,227	\$ 28,749	\$ 53,118	54%	\$ -	
<b>TOTAL GENERAL FUND INCOME</b>		<b>\$ 23,787</b>	<b>\$ 276,977</b>	<b>\$ 471,184</b>	<b>59%</b>	<b>\$ 1,185</b>	

As of: <b>Tuesday, February 2, 2021</b>				% Thru Year: <b>58%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
<b>GENERAL FUND EXPENSE</b>							
<b>MINISTER POSITION</b>							
<b>Minister Compensation</b>							
5.100.100	Minister Housing Allow Exp	3,000.00	9,400.00	44,475.00	21%	-	
5.100.101	Minister Salary Exp	4,412.50	48,737.74	44,975.00	108%	3,762.74	
5.100.105	Minister Medical Ins Exp	4,296.97	4,296.97	11,385.00	38%	-	
5.100.106	Minister Group Term Life Ins Exp	201.81	290.81	730.00	40%	-	
5.100.107	Minister Long Term Disability Ins Exp	289.08	289.08	1,073.00	27%	-	
5.100.108	Minister Dental Insurance	444.00	444.00	1,776.00	25%	-	
5.100.110	Minister Retirement Exp	741.25	2,440.16	8,945.00	27%	-	
5.100.115	Minister-FICA Exp	567.06	1,773.83	6,843.00	26%	-	
5.100.125	Minister's Professional Exp	-	-	8,900.00	0%	-	
	Total Minister Compensation	\$ 13,953	\$ 67,673	\$ 129,102	52%	\$ 3,763	
<b>Additional Minister Exp</b>							
5.100.102	Minister Moving Exp	-	-	-	0%	-	
5.100.120	Minister's Sabbatical Exp	-	-	-	0%	-	
5.100.126	Minister Installation Exp	-	410.00	2,300.00	18%	-	
5.100.128	Minister Search Exp	-	-	-	0%	-	
	Total Additional Minister Exp	\$ -	\$ 410	\$ 2,300	18%	\$ -	
<b>Total Minister Position Expense</b>		<b>\$ 13,953</b>	<b>\$ 68,083</b>	<b>\$ 131,402</b>	<b>52%</b>	<b>\$ 3,763</b>	

As of: <b>Tuesday, February 2, 2021</b>				% Thru Year: <b>58%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
<b>CHILDREN AND YOUTH MINISTRY</b>							
<b>RE Director Compensation</b>							
5.100.150	RE Director Salary Exp	4,763.08	35,174.91	57,157.00	62%	-	
5.100.153	RE Director Group Term Life Ins Exp	-	-	-	0%	-	
5.100.154	RE Director Long Term Disability Ins Exp	-	-	-	0%	-	
5.100.155	RE Director Medical Insurance	507.93	1,359.80	4,400.00	31%	-	
5.100.158	RE Director FICA Exp	346.16	2,556.32	4,373.00	58%	-	
5.100.160	RE Director Retirement Exp	476.31	3,517.62	5,716.00	62%	-	
5.100.165	RE Director Professional Exp	(200.00)	1,030.54	3,500.00	29%	-	
	Total RE Director Compensation	\$ 5,893	\$ 43,639	\$ 75,146	58%	\$ -	
<b>RE Staff Expense</b>							
5.100.162	RE Story Time Toddler Teacher Exp	-	-	-	0%	-	
5.100.163	RE Nursery Lead Teacher Exp	160.00	1,160.00	2,200.00	53%	-	
5.100.164	RE Nursery Assistant Exp	-	187.50	1,920.00	10%	-	
5.100.168	RE Program Assistant Exp	432.00	3,024.00	5,300.00	57%	-	
5.100.169	RE Summer Coordinator Exp	-	-	-	0%	-	
5.100.170	Childcare Exp	-	-	800.00	0%	-	
	Total RE Staff Exp	\$ 592	\$ 4,372	\$ 10,220	43%	\$ -	
<b>RE Training Expense</b>							
5.100.151	RE Youth Leadership Development Exp	-	-	-	0%	-	
5.100.152	RE OWL Leadership Development Exp	-	-	1,650.00	0%	-	
5.100.166	RE Leader Training Exp	-	-	-	0%	-	
5.100.167	RE Teacher Appreciation Exp	-	-	-	0%	-	
	Total RE Training Expense	\$ -	\$ -	\$ 1,650	0%	\$ -	
<b>RE Youth Group Expense</b>							
5.100.161	RE Lead Youth Advisor Exp	-	-	-	0%	-	
5.100.132	RE High School Youth Programs Exp	-	-	1,633.00	0%	-	
5.100.136	RE High School Youth Scholarships Exp	-	-	-	0%	-	
5.100.227	RE Youth Group Fund Transfers OUT	-	-	-	0%	-	
	Total RE Youth Group Expense	\$ -	\$ -	\$ 1,633	0%	\$ -	
<b>RE Operations Expense</b>							
5.100.131	RE OWL Program Exp	-	-	200.00	0%	-	
5.100.133	RE Middle School Youth Programs Exp	-	-	-	0%	-	
5.100.134	RE Operational Exp	11.98	390.49	3,250.00	12%	-	
5.100.135	RE Middle School Scholarships Exp	-	-	-	0%	-	
5.100.171	RE Program Support Exp	-	-	-	0%	-	
5.100.172	RE Curricula Exp	-	-	-	0%	-	
5.100.225	RE Fund Transfers OUT	-	-	-	0%	-	
5.100.229	RE OWL Fund Transfers OUT	-	-	-	0%	-	
	Total RE Operations Expense	\$ 12	\$ 390	\$ 3,450	11%	\$ -	
<b>Total Children &amp; Youth Ministry Expense</b>		\$ 6,497	\$ 48,401	\$ 92,099	53%	\$ -	

As of: <b>Tuesday, February 2, 2021</b>				% Thru Year: <b>58%</b>		Over Budget	Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt		
<b>MUSIC MINISTRY</b>							
<b><u>Music Director</u></b>							
5.100.185	Music Dir Salary Exp	2,124.43	15,761.44	25,493.00	<div><div></div></div> 62%	-	
5.100.186	Music Dir Medical Insurance	-	232.60	2,200.00	<div><div></div></div> 11%	-	
5.100.187	Music Dir Retirement Exp	212.44	1,576.15	2,549.00	<div><div></div></div> 62%	-	
5.100.188	Music Dir FICA Exp	162.51	1,205.72	1,950.00	<div><div></div></div> 62%	-	
5.100.190	Music Dir Professional Exp	-	-	2,500.00	<div><div></div></div> 0%	-	
5.100.200	Music Dir Group Term Life Insurance	-	-	-	<div><div></div></div> 0%	-	
5.100.205	Music Dir Long Term Disability Ins Exp	-	-	-	<div><div></div></div> 0%	-	
	Total Music Director Compensation	\$ 2,499	\$ 18,776	\$ 34,692	54%	\$ -	
<b><u>Music Staff</u></b>							
5.100.193	Music Sunday Service Pianist Exp	-	2,250.00	4,875.00	<div><div></div></div> 46%	-	
5.100.195	Music Percussionist Exp	300.00	2,100.00	3,800.00	<div><div></div></div> 55%	-	
5.100.197	Music Chorale Rehearsal Pianist Exp	-	-	1,680.00	<div><div></div></div> 0%	-	
5.100.198	Music Bassist Exp	250.00	250.00	800.00	<div><div></div></div> 31%	-	
5.100.199	Music Administrator Exp	-	-	729.00	<div><div></div></div> 0%	-	
	Total Other Music Staff Expense	\$ 550	\$ 4,600	\$ 11,884	39%	\$ -	
<b><u>Other Music Expense</u></b>							
5.100.191	Music Purchase Exp	109.00	393.00	766.00	<div><div></div></div> 51%	-	
5.100.192	Music Equipment Maint Exp	-	-	400.00	<div><div></div></div> 0%	-	
5.100.194	Music Programs Exp	-	-	-	<div><div></div></div> 0%	-	
5.100.196	Music Council Fundraising Exp	-	-	75.00	<div><div></div></div> 0%	-	
5.100.201	Music Equipment Purchase Exp	-	-	-	<div><div></div></div> 0%	-	
5.100.202	Music Marketing Exp	-	-	-	<div><div></div></div> 0%	-	
	Total Other Music Expense	\$ 109	\$ 393	\$ 1,241	32%	\$ -	
<b>Total Music Ministry Exp</b>		<b>\$ 3,158</b>	<b>\$ 23,769</b>	<b>\$ 47,817</b>	<b>50%</b>	<b>\$ -</b>	
<b>ADMIN STAFF &amp; SUPPORT</b>							
<b><u>Congr Administrator &amp; Bookkeeper</u></b>							
5.100.173	Congr Admin Group Term Life Ins Exp	-	-	-	<div><div></div></div> 0%	-	
5.100.174	Congr Admin Salary Exp	3,893.44	26,069.98	45,423.00	<div><div></div></div> 57%	-	
5.100.175	Congr Admin Medical Insurance	-	-	1,200.00	<div><div></div></div> 0%	-	
5.100.176	Congr Administrator Retirement Exp	389.34	2,625.16	4,542.00	<div><div></div></div> 58%	-	
5.100.177	Congr Administrator FICA Exp	297.84	1,994.36	3,475.00	<div><div></div></div> 57%	-	
5.100.230	Congr Admin Long Term Disability Ins Exp	-	-	-	<div><div></div></div> 0%	-	
5.100.231	Congr Admin Professional Exp	-	-	500.00	<div><div></div></div> 0%	-	
	Total Congr Administrator & Bookkeeper Compensation	\$ 4,581	\$ 30,690	\$ 55,140	56%	\$ -	

As of: <b>Tuesday, February 2, 2021</b>				% Thru Year: <b>58%</b>		
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget
<b>Additional Employee Benefits</b>						
5.100.178	Labor & Industries Ins Exp	436.30	1,158.54	2,500.00	<div><div>46%</div></div>	-
5.100.181	Family and Medical Leave Ins Exp	130.04	361.39	600.00	<div><div>60%</div></div>	-
5.100.184	Part time Empl FICA SS Exp	54.46	384.91	800.00	<div><div>48%</div></div>	-
	Total Additional Employee Benefits Expense	\$ 621	\$ 1,905	\$ 3,900	49%	\$ -
<b>Total Admin Staff &amp; Support Expense</b>		\$ 5,201	\$ 32,594	\$ 59,040	55%	\$ -
<b>DUES &amp; FINANCIAL EXPENSE</b>						
<b>UUA Dues Expense</b>						
5.100.300	Partner Church Dues Exp Bud	-	-	200.00	0%	-
5.100.320	UUA Dues Exp Bud	-	5,684.50	11,369.00	<div><div>50%</div></div>	-
	Total UU Organizations Dues Expense	\$ -	\$ 5,685	\$ 11,569	49%	\$ -
<b>Financial Expense</b>						
5.100.650	Loan Debt Service - UUA	1,699.39	11,895.73	22,043.00	<div><div>54%</div></div>	-
5.100.655	Loan Debt Service - PNW Growth Foundation Exp	260.32	1,822.24	3,526.00	<div><div>52%</div></div>	-
5.100.457	Annual City/County/State Fees	-	1,424.54	3,200.00	<div><div>45%</div></div>	-
5.100.520	Banking & Credit Card Fees e.g.Vanco	351.63	2,083.11	5,400.00	<div><div>39%</div></div>	-
	Total Financial Expense	\$ 2,311	\$ 17,226	\$ 34,169	50%	\$ -
<b>Total Dues &amp; Financial Expense</b>		\$ 2,311	\$ 22,910	\$ 45,738	50%	\$ -
<b>DISCRETIONARY EXPENSE</b>						
<b>Discretionary Expense</b>						
5.100.757	Sunday Morning Contributions Given to Charity	776.98	4,192.76	6,133.00	<div><div>68%</div></div>	-
5.100.758	Minister Discretionary Fund Transfer OUT	-	-	600.00	0%	-
5.100.760	Undesignated Donation FB Exp	-	7,477.00	7,477.00	<div><div>100%</div></div>	-
	Total Discretionary Expense	\$ 777	\$ 11,670	\$ 14,210	82%	\$ -
<b>Total Discretionary Expense</b>		\$ 777	\$ 11,670	\$ 14,210	82%	\$ -

As of: <b>Tuesday, February 2, 2021</b>				% Thru Year: <b>58%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
<b>OTHER OPERATIONAL EXPENSE</b>							
<b>Facility Expense</b>							
5.100.450	Telephone/Cable/Internet	278.06	1,668.17	3,200.00	52%	-	
5.100.460	Web Hosting Exp	121.68	121.68	300.00	41%	-	
5.100.470	Web Maintenance Exp Bud	-	-	100.00	0%	-	
5.100.475	Technology Management	1.99	882.66	4,600.00	19%	-	
5.100.480	Office Expenses	-	-	1,000.00	0%	-	
5.100.481	Postage Exp Bud	-	110.00	500.00	22%	-	
5.100.482	Printing / Copying	447.05	1,835.72	5,500.00	33%	-	
5.100.483	Constant Contact Email Service	-	-	425.00	0%	-	
5.100.550	Liability Insurance Exp Bud	-	7,180.00	7,450.00	96%	-	
5.100.452	Security Alarm System	-	436.70	500.00	87%	-	
5.100.453	Electricity - SCL	1,710.03	6,086.17	11,000.00	55%	-	
5.100.454	Water/Sewer - SPU	-	351.89	2,000.00	18%	-	
5.100.455	Waste/Recycling/Green	104.02	646.66	2,000.00	32%	-	
5.100.456	Gas - PSE	896.48	1,889.90	4,500.00	42%	-	
5.100.451	Janitorial Supplies	-	37.63	1,500.00	3%	-	
5.100.458	Landscaping Exp	-	416.54	500.00	83%	-	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	258.75	803.65	2,700.00	30%	-	fire inspection, plumbing supplies
5.100.461	Building Capital Reserve Exp-GF	-	3,000.00	3,000.00	100%	-	
5.100.462	Lift Phone Monitoring	99.09	297.67	360.00	83%	-	
5.100.463	Elevator Fund Reserve Exp	-	-	-	0%	-	
5.100.471	Janitorial Service	60.00	810.00	8,000.00	10%	-	
5.100.484	Marketing and Advertising	-	-	-	0%	-	
5.100.726	AV Tech Expense	120.00	660.00	6,720.00	10%	-	
5.100.727	AV Equipment & Maintenance	-	-	225.00	0%	-	
5.100.728	Real Rent Duwamish	54.00	378.00	648.00	58%	-	
5.100.900	Transfers to Operations Cash Reserve Fund or Bldg	-	-	-	0%	-	
Total Facility Expense		\$ 4,151	\$ 27,613	\$ 66,728	41%	\$ -	

As of: <b>Tuesday, February 2, 2021</b>				% Thru Year: <b>58%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
<b>Fundraising &amp; Rentals Expense</b>							
5.100.819	Raise the Paddle Purchase Exp -GF	-	-	-	0%	-	
5.100.820	Auction Expense	-	1,500.00	2,000.00	75%	-	
5.100.821	Rummage Sale Expense	-	-	-	0%	-	
5.100.822	Canvass Expense	-	-	250.00	0%	-	
5.100.823	Misc. Fundraising Exp Bud	-	-	-	0%	-	
5.100.305	Facilities Rental Exp - single events	-	-	-	0%	-	
	Total Fundraising & Rentals Expense	\$ -	\$ 1,500	\$ 2,250	67%	\$ -	
<b>Committees Expense</b>							
5.100.222	Coffee and Other Kitchen Exp	-	-	1,100.00	0%	-	
5.100.710	Membership Exp Bud	-	-	500.00	0%	-	
5.100.725	Worship Council Expense Budget	877.31	3,482.31	6,575.00	53%	-	Honorarium on paid in Canadian so US amt lower.
5.100.754	Partner Church Program Exp	-	-	-	0%	-	
5.100.756	Social Action Expense	-	-	-	0%	-	
5.100.759	Board Discretionary Fund	-	150.00	300.00	50%	-	
5.100.800	All Congr Social Events	-	-	175.00	0%	-	
5.100.801	All Congr Retreats and Trainings	-	-	3,000.00	0%	-	
5.100.829	Common Quest Exp	-	-	250.00	0%	-	
	Total Committees Exp	\$ 877	\$ 3,632	\$ 11,900	31%	\$ -	
<b>Total Other Operational Support Expense</b>		\$ 5,028	\$ 32,745	\$ 80,878	40%	\$ -	
<b>TOTAL GENERAL FUND EXPENSE</b>		\$ 36,927	\$ 240,172	\$ 471,184	51%	\$ 3,763	
<b>Income less Expense</b>		\$ (13,139)	\$ 36,805	-			

As of: <b>Tuesday, February 2, 2021</b>						
<b>Fund Acct</b>	<b>Fund Balances</b>	<b>Curr Balance</b>	<b>Mo. Change</b>	<b>Notes/Explanation</b>	<b>Prior Year Balance</b>	<b>Ann. Change</b>
3.200.100	Building Fund FB	69,575.71	(1,190.21)	Furnace Assessment	76,959.46	(7,383.75)
3.201.100	Accessibility FB	25,092.65	10.00		3,808.31	21,284.34
3.202.100	Building Maintenance/Janitorial Fund Balance	329.42	-		329.42	-
3.302.100	Minister's Discretion FB	2,246.73	-		2,296.73	(50.00)
3.303.100	Minister Search Fund Balance	142.88	-		142.88	-
3.304.100	Gifts to be Designated by Board FB	-	-		-	-
3.305.100	Undesignated Donations FB	56,257.57	-		31,886.18	24,371.39
3.307.100	PPP Loan/Grant FB Balance	-	-			
3.310.100	Conference Scholarship FB	171.21	-		171.21	-
3.321.100	Miscellaneous Grants	160.33	-		160.33	-
3.345.100	Hymnals FB	98.71	-		98.71	-
3.350.100	Music FB	290.53	-		290.53	-
3.355.100	WSUU Sponsored Events Balance	1,513.47	-		1,513.47	-
3.360.100	Youth Group FB	6,249.01	-		5,830.74	418.27
3.370.100	OWL Fund Balance	4,208.28	-		3,608.28	600.00
3.380.100	Religious Ed Misc FB	2,041.84	-		1,883.46	158.38
3.385.100	Raise the Paddle FB	-	-		22,214.34	(22,214.34)
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-		2,929.50	-
3.391.100	Social Justice FB Balance	775.54	-		775.54	-
3.400.100	Endowment FB	55.00	-		55.00	-
3.405.100	Little Free Library Balance	40.00	-		40.00	-
3.815.100	Partner Church FB	970.05	(133.31)	Partner church gift supplies	1,103.36	(133.31)
3.835.100	Community Meal Trust Fund Balance	369.87	-		369.87	-
<b>Total Dedicated Funds</b>		<b>\$ 173,518.30</b>	<b>(1,313.52)</b>		<b>\$ 156,467.32</b>	<b>\$ 17,050.98</b>

## Finance Committee Report February 2021

This report has no action items.

### Financial Highlights for January 2021 (58% of the year):

Highlights	Actuals – January	Actuals – YTD	YTD % of Budget	Budget
<b>Total Income</b>	<b>\$ 23,787</b>	<b>\$276,977</b>	<b>59 %</b>	<b>\$ 471,184</b>
Pledges	\$ 16,803	\$169,060	59 %	\$285,400
<b>Total Expenses</b>	<b>\$ 36,927</b>	<b>\$ 240,172</b>	<b>51%</b>	<b>\$ 471,184</b>
<b>Net Income/Expenses</b>	<b>\$ (13,139)</b>	<b>\$ 36,805</b>		

**Financial Status:** This was a relatively quiet month, a typical January. Auction results will show up next month. So far, the auction gross is over \$52k. A little more will come in for the outstanding items that will be available for purchase via the 2/12 Westside Week Auction link. Given our current YTD net actuals and barring unforeseen expenses, we are likely to end the year with carryover.

**Unanticipated Expenses:** None.

**Budget Development:** In progress. FC will meet on 2/20 to dig into the numbers. The Auction's huge success adds breathing space. Paula will send out budget requests to committee chairs in the next few days, asking for flat or reduced spending.

**Upcoming - Ministerial Discretionary Fund Policy:** We will send a proposed Ministerial Discretionary Fund Policy to the Board in advance of March's Board meeting. A draft was sent to Rev. Christopher for his review/comments today.

Submitted by Paula vanHaagen      2/11/2021

February 9, 2021

To: WSUU Board Members

From: Rev. Cynthia Westby, DRE

Re: DRE Board Report for February 2021

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

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

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

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

**Youth Group:** The Youth Group co-lead advisors are Neve Kamilah Mazique-Ricardi and David Edwards. Amy Hance-Brancati is the youth advisor responsible for communicating youth group plans and opportunities to youth and their parents. Julie Forasdi, one of the youth advisors put together small gift packages for our active youth with small chalices and battery candle, some treats, and some stress reducing items. She hand delivered these to our nine or so active youth as a Valentine's gift from Westside. Youth group meets most Sundays and is a dynamic and engaged group currently brainstorming and planning the youth led service to be held March 21st.

**Chalice Chapels:** Leilani Davenberry developed and taught a Chalice Chapel for 3rd-8<sup>th</sup> graders in honor of Martin Luther King, Jr. assisted by Simon Knaphus on January

17, 2021. On Sunday, February 21 Aimee Schiefelbein will lead the continuation of our ongoing year's Chalice Chapel focused on Learning About Our Emotions for children in 3<sup>rd</sup>-8<sup>th</sup> grade. This will be our fourth Chalice Chapel on this topic. On Sunday, February 28<sup>th</sup> Leilani will offer a Chalice Chapel on Intersectionality for children in 3<sup>rd</sup>-8<sup>th</sup> grade with Simon Knaphus assisting.

**Mindfulness for Kids** is held once-a-month. We offered this class on January 31<sup>st</sup> for children 6-13 to teach them simple practices for bringing a gentle, accepting attitude to the present moment. Mindfulness is an important skill for children to develop, particularly in these challenging times. It has been extremely rewarding to actively engage children with mindfulness practices that tap their needs and skills.

**YAC:** (Youth-Adult Committee) YAC met on January 13, 2021. Talulla Shaughnessy is the youth co-chair and Julie Forkasdi is the adult co-chair. We support Westside's youth and amongst other topics we are currently focused on the youth led service and fundraising ideas for next year. Our next meeting is scheduled for Wednesday, April 7 at 6:30 pm.

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

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

**RE Council:** The RE Council will hold its next meeting on Sunday, February 21<sup>st</sup>. The Council is a group of congregants who help me reflect on our RE mission and offerings. They are: Amy Hance-Brancati, David Edwards, Laura Strand, Kim Frappier, Mike Fox, and Jeanette Hitch.

**Postcard Connection:** Postcards were sent to all 84 registered children and youth expressing how much we missed them, hoped they were doing well, and sending our love and care for them. These postcards were a mix of homemade and coloring-in postcards. Many thanks to Amy Hance-Brancati who helped Cheryl and me by sending out postcards to the 10<sup>th</sup>-12<sup>th</sup> graders.

**June 13<sup>th</sup> RE Transitions Ceremony:** I am now beginning to organize and plan for the Sunday, June 13<sup>th</sup> annual RE Transitions Ceremony that will include the bridging of five seniors! Also included will be three children transitioning into kindergarten, three children transitioning into middle school, and four youth transitioning into high school.

**Young Adults:** I have been reaching out to young adults who have bridged over the past few years to check in on them during this difficult time.

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

**Staff Covenant:** We completed our staff covenant between Rev. Christopher, Shannon, Scott, and myself on February 2<sup>nd</sup>.

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

## **MUSIC DIRECTOR MONTHLY REPORT**

### **February 2021**

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

Continuing to look at new ways to inspire folx musically and creatively.

1. The Westside Chorale: I'm looking at a different way to continue it serve the needs of the Chorale, and singing in general. My feedback from most folks has been that mid-week zoom meetings are just not working, for various reasons. There are a small number of people, usually 3-4, who do tune in when a meeting is scheduled. Here are some of the reasons for not attending given by those who have shared with me: 1. Evenings during the week are family time. 2. It's depressing to be meeting and trying to sing in this way ... miss in person so much. 3. Simply too much screen time with other online obligations. 4. Self-conscious about singing by themselves with other family members around. I completely understand. I'll be reaching out to folks in the next week to see how they want to progress
2. Music Ministry Team (MMT): As a reminder, Our co-chair, John Britt, will be hosting another Westside Cabaret Night on Saturday, March 20<sup>th</sup>. The last couple of these have been very well attended by both presenters and participants Our intention is to open the sharing up to anything that might work in a zoom setting: the usual musical offerings or perhaps more poetry or monologues, or even an video or slideshow of someone's artwork. This is all part of the expanding idea of encouraging people to engage in and share their self-expression with the congregation during this time.
3. Chancel redesign: Continuing conversations with Jim Schlough about the design and workability of the plans. We're trying to figure out the best configuration for both the band and choir.
4. Evensong: I've been talking with Rev. Christopher, and beginning in March, we are looking at adding a once or twice a month Sunday evening vespers/Evensong gathering. I plan on adapting the form created by the UUA for these services and it will include a time for sharing, singing, readings, and sitting in silence. We are still discussing particulars, but I'm quite excited about it.
5. Auction Video: I've received great feedback from folx about our auction video. It took learning a brand new software program and a whole lot of hours of work, but I feel very happy to have been able to share everyone's contributions in this way.

In Harmony,

Scott Farrell  
WSUU Music Director

# Administrator Report to Board February 2021

**No action items for me this month.**

## Sunday Morning Attendance and Offering (Charity Portion)

Date	Speaker/Special Circumstances	Attendance (units)	Collection (charity portion)
1/17/21	Rev. Fulgence Ndagiimana	65	185.03
1/24/21	Rev. Christopher	77	280.36
1/31/21	Rev. Christopher /Start Up Workshop Weekend	76	168.00
2/7/21	Joe Rettenmaier/Day after auction	67	178.67

**Membership:** Current membership 185 Down 4 from last month. 1 member moved, 2 members no contact, 1 resignation

**Church Management Software:** I have begun to do research into a shift to a more robust/modern church management software. Our current software, Church Windows is not web-based and with the recent demise of our server in the office it only accommodates one user. A shift to a new system will allow all staff, volunteers and congregants access for different functions.

## Facilities Issues and Updates:

**Homeless folk in alcove:** There have been no overnight visitors since signage was put up in the alcove.

**Furnace:** Still have not heard back from our contact at M&M. Will reach out again to see if we can schedule repair for summer.

**Leaking Windows:** Still no leaks since all of the drains have been cleared.

**T-Mobile** is still in the planning stages with electrical upgrades and 5G antenna placement.

**Items requiring extra time this month:** Year end tax statements for donors, tax reports for employees and contractors, and quarterly tax reports. Supporting auction team, finance and stewardship teams, helping facilitate accessibility project volunteer, new tasks for virtual worship that I have taken on (graphic design video production of promotional elements, editing and processing videos for worship, rehearsals with chalice lighters, setting up all worship rehearsals and streaming events and YouTube events), bookkeeping issues, hosting coffee hour on Sundays. Research in to current copier lease

In loving community,  
Shannon

## **Minister's Report for February 17, 2021 Board Meeting**

This has been an eventful month, for reasons both planned and unplanned. While the experience of the start-up was not what we'd hoped, there was a lot of learning in that process and a clear desire to move forward with a lot of necessary work in right relations in the congregation. Right relations and trust-building has been recognized as a priority for several years, but now has a more apparent urgency and immediacy, and perhaps more importantly, a sense of shared commitment to doing that work. The Right Relations Phase One team will be bringing forward recommendations on some of the activities and strategies we might employ. I've gotten some positive feedback on the columns from the Westside Week, but feel like there's a lot of space in those for me to be more direct (we're all working on that I think).

The congregation has been offered financial support should we be interested in the assistance of the Pacific Western Region's Healthy Congregations Team (80% of the consulting cost would be covered). My recommendation would be to engage the HCT particularly in supporting the work of assessment and planning for a congregational strategy, and in hosting some of the initial listening circles while we build more internal capacity for the implementation of that strategy.

I'm grateful to the Finance Committee who created a comprehensive policy for the Ministerial Discretionary Fund, which will be presented at next month's meeting. I'm using the draft policy as my guiding document at this time. We continue to receive contributions to the fund from congregants, but few requests for support, so will be seeking ways of 1) increasing awareness of the availability of supports available to congregants, and 2) using these funds in more proactive ways to support both congregants and community. As always, I'm grateful to the congregants who make donations directly to this fund so that we can offer confidential support to folks in times of need.

Staff are aware that the financial status of the congregation is in an uncertain state, and that there may be requirements coming forward from the board and finance team that will necessitate adjustments to staffing levels, for both the near and long-term. Staff were not surprised by this reality, given previous years' budget reports, but certainly hope that efforts will be made to include them in the deliberations around how best to resolve the budget challenges. I would note for the Board that, by virtue of the terms of my contract, the allocation of resources for staff is my responsibility (with Board input), which is a shift from experiences/practices in the congregation in recent years. From my contract, "The Minister has authority to hire, discharge, change the compensation of Congregational staff or implement other major personnel-related changes in consultation with the Board." The personnel committee have been advised that they will be consulted in this process as well, if it is determined that changes to staffing levels and personnel are necessary.

The worship life of the congregation has remained strong this month, with lots of appreciation from folks for the services on January 31st and February 14th in particular. The spring calendar for worship is mostly complete, with only a few dates still in discernment. The welcome and integration of new worship associates is moving forward, as well as a program of team development, beginning with this weekend's WA retreat. One of the things we'll be considering is whether we want to move forward with a thematic approach to each month, in order to ensure that we're regularly addressing major issues of concern in a manner that supports our goal of developing spiritual maturity in the congregation. There is the possibility of integration of those themes with other elements of congregational life (RE and small groups as examples), but that is certainly not a requirement of using them in our worship planning.

We've had an inquiry from All Souls, an Anglican community planted in West Seattle in 2010, about rental opportunities for their own worship gatherings. Before engaging in even the initial stages of that conversation with them, I'd appreciate hearing from folks with their perspectives on this possibility.

The first invitation to a Tea with the Minister has gone out to past-Presidents of the congregation. I'll be hosting that as the first of a series of group meetings, which will become recurring events if they prove valuable.

In accounting for the parental leave afforded by my contract (12 weeks) and reviewing the leave spent in the summer and fall, there remain two weeks of leave afforded. My hope is to take that leave in the form of a week in May, and the last week of June (after General Assembly).

Throughout this month, I've been finding more places where there is a need for important congregational conversation and development, mostly in areas that seem to have been worn a little thin during the interim years. I'll be working with the Committee on Ministry, the executive and others to identify some of these areas as well as opportunities to consult with the leadership and the congregation on how best to address them and where they fall in terms of priorities.

One of the struggles of this moment, I think for all of us, is to recognize that there are many things we need to be doing, and that there is a sense of urgency around almost everything, and that part of our work is helping folks to take a breath through this anxiety.

### **Auction Committee Report**

January 31 – February 6 was the WSUU A New Dawn....Together annual auction. It was a fun evening of camaraderie, music, and bidding. Todd Crooks as auctioneer and Lisa Reitzes as MC did a wonderful job of adapting to the new online format. Scott Farrell invested tens of hours and produced a wonderful Zoom version of a WSUU favorite, "Blue Boat Home," which everyone loved. The energy was upbeat and members truly came together to support the church and the general fund.

The week-long online silent auction was a very successful rendering over \$13,000 towards the total funds raised from bidding on items, desserts and drinks. The Live Virtual Auction on Sat. Feb 6 had approximately 60 people in attendance, not including the 6-person team. After a moving video (Shelley Webb's brainchild and Wendy Swyt and son Leo Winiecki's masterful videography work) a record of \$24,166 was raised in the paddle raise. The live auction made over \$13,000 for a grand total of \$52,000 (\$17,000 over our goal of \$35,000!).

This auction was a complete group effort of many capable individuals on the auction team in addition to the participation of donors and volunteers throughout the church. Team members included Leah LaCivita, Don Wahl, Wendy Swyt, Amy Youngblood, Mike West, Alice Britt, Viv Monahan, and Paula VanHaagen. However, many more people helped in the weeks and hours leading up to the event, including Jonathon Rawle for access to his wonderful photo collection, dessert and drink makers, and delivery folks who helped shepherd the desserts/drinks to the winning bidders. The post auction action has similarly relied of many volunteers to deliver items won during the online auction to winning bidders as well as hard work of cleaning up catalogue and connecting auction item donors with bidders. Many of you on the Board, including Rev. Christopher played integral parts in the auction's success. Thanks to you all!

As we move forward, we now know that an online format can work for Westside. Whether part of the annual auction, or for other events throughout the year, we believe this can be another fundraising tool we can effectively utilize.

MINUTES: MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN

UNIVERSALIST CONGREGATION

February 3, 2021

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

STAFF: Rev. Christopher Wulff

GUEST: Paula van Haagen

WELCOME, LAND ACKNOWLEDGMENT AND CHALICE LIGHTING: The meeting began at 6:30 pm. marissa read chalice lighting words and acknowledged our presence on the lands of the Coast Salish people.

COVENANT, CHECK IN AND ACCESS NEEDS: marissa read the board covenant. Board members and guest shared check-in and access needs.

BUDGET DISCUSSION: The board discussed various approaches to addressing the projected shortfall in the budget. These include (1) solving the shortfall in a long lasting way, including a focus on increasing pledges and making adjustments in program budgets based on membership and income; (2) adopting more short term cuts, which would provide temporary relief and require revisiting the issue again next year; and (3) doing nothing. The board took into consideration the Finance Committee's recommendation to keep at least half of the current reserves available for the following year rather than using all or most of the reserves to cover the shortfall.

Having discussed these options, the board concluded that the first option is preferable. The board will consider what guidance to provide to the stewardship committee for the upcoming pledge campaign and also what program adjustments could be made. During this process, the board is committed to maintaining transparency with the congregation.

NOMINATING COMMITTEE: With the resignation of the current Nominating Committee chair, the board voted to approve Kristina Darnell as the chair for the rest of the year. The committee will invite a third member to join them.

CLOSE OF MEETING: The meeting was adjourned at 8:07 pm.