



# WSUU February BOARD AGENDA —2022

Feb. 17, 2022 6:30PM PT – 8:30PM PT via Zoom

<https://zoom.us/j/96975275313?pwd=elB5RkNmENsNUsvUGJQY1J6RThidz09>

[Google Drive Folder](#) for this meeting.

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

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

6:30pm	<b>Chalice Lighting &amp; Welcome – Kristina Darnell (March: Jim)</b>	<ul style="list-style-type: none"> <li>o Land Acknowledgement &amp; Covenant</li> <li>o Chalice lighting</li> <li>o Quick Check in/Access Needs</li> </ul>
	<b>Covenant Review</b>	<ol style="list-style-type: none"> <li>1. Share workload, responsibilities, joys, and sorrows</li> <li>2. Slow down and seek consensus when possible</li> <li>3. Listen to minority and marginalized voices</li> <li>4. Seek additional perspectives, particularly those most impacted by decisions</li> <li>5. Honor confidentiality</li> <li>6. Focus our energy on established priorities</li> <li>7. Right-size the board's work and maintain healthy boundaries</li> <li>8. Share what we are doing. Be intentional about honest, timely communication.</li> <li>9. Work to stay in right relationship with each other</li> <li>10. Support our collective decisions. The board speaks with one voice</li> <li>11. Name the elephant in the room</li> <li>12. Hold this covenant as a living document</li> </ol>
	<b>Minutes</b>	<ul style="list-style-type: none"> <li>o Changes to Jan minutes or approve as written.</li> <li>o Approval of Jan minutes.</li> <li>o Board Tasker Tracker has been updated</li> </ul>
	<b>Reports</b>	<ul style="list-style-type: none"> <li>o Minister (Rev Christopher)</li> <li>o Administrator (Shannon) <ul style="list-style-type: none"> <li>▪ Recognition of new or leaving members</li> </ul> </li> <li>o RE Program (Rev. Christopher) + DRE timeline</li> <li>o Music (Scott)</li> <li>o Finance Committee: 2022/23 Budget</li> <li>o Treasurer (Jim)</li> </ul>
	<b>Liaison Updates</b>	<ul style="list-style-type: none"> <li>o Stewardship Campaign? Auction?</li> </ul>
6:45pm	<b>In Person/Hybrid Worship Update start up April 3rd</b>	<ul style="list-style-type: none"> <li>o Updates, Staff &amp; Committee Needs? Hospitality 1x/month? Schedule</li> </ul>
7:00pm	<b>Update from 8th Principle Discernment Team</b>	<ul style="list-style-type: none"> <li>o Report out from team (Tracy, Cindy, possibly John?)</li> <li>o <a href="#">8th Principle Learning space</a> on website</li> </ul>



		<ul style="list-style-type: none"><li>o discussion of congregational vote</li><li>o support needed</li></ul>
7:30pm	Right Relations Next Steps	<ul style="list-style-type: none"><li>o Right Relations - process for following up on <a href="#">May 2021 Recommendations</a></li><li>o Interest from previous members of the team?</li></ul>
7:45pm	Accessibility Updates	<ul style="list-style-type: none"><li>o Accessibility &amp; Chancel Project - discussion after reading the past work done in the <a href="#">Accessibility Documents</a></li><li>o How to recruit volunteer committee to move this work forward?</li></ul>
7:55pm	Open Leadership Position Recruitment	<ul style="list-style-type: none"><li>o RE Council</li><li>o A/V Support position (paid)</li></ul>
8:05pm	Other Business	<ul style="list-style-type: none"><li>o Nom Com GA survey set for Feb. 14th?</li><li>o Mid-Year draft Priority List</li><li>o Auction Update-Board sponsored event, mtg for additional events/services upcoming (Laura)</li><li>o Strategic Plan - location of the last WSUU Plan adopted on Nov. 20, 2012?</li></ul>
8:15pm	Administrative Session?	<ul style="list-style-type: none"><li>o Next Steps for Limited Access Agreement</li><li>o Facilitated Meeting plans and/or implementation post evaluation meeting</li></ul>
	Upcoming Meetings Dates/Times	<ul style="list-style-type: none"><li>o Sun, Feb. 27th Board Social Hour - who can attend? <a href="#">Board Tabling Sign Up Sheet 2021-2022</a></li><li>o March Westside Week article (Who? Theme?)</li><li>o WA UU presidents meeting Feb. 28th @6pm</li><li>o Thu, March 17th Board Meeting (April: Marco, May: Laura White, June: Laura Pierce to read land acknowledgement, provide chalice reading and closing).</li><li>o Thank you notes</li><li>o Upcoming Vacation/Out of Town Schedules</li></ul>
8:25pm	Close of the Meeting - <i>Kristina Darnell</i>	<ul style="list-style-type: none"><li>o Personal Reflections/Gratitude</li><li>o Extinguishing the Chalice</li><li>o <b>8:30 End</b></li></ul>

# MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION

February 17, 2022

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

**STAFF:** Rev. Christopher Wulff

**GUESTS:** Tracy Burrows and Cindy Jackson representing the 8th Principle Discernment Team

*Not attending: Laura Pierce and Shannon Day: checked in with reports*

Kristina began our meeting with land acknowledgement, chalice lighting words, and a personal check-in including access needs.

*We are sharing the Board monthly meeting responsibilities of chalice lighting words, land acknowledgement, check-in and closing words as per our first Board covenant.*

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

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

## **MINUTES**

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

We reviewed and approved the January minutes, motion to approve made by Jim, seconded by Kristina, all in favor. Approved minutes will be posted by Shannon.

**Board Task Tracker** Has now been updated for current tasks of the Board.

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

**Minister:**

Rev. Christopher reports an extremely busy schedule, with reflections of fatigue and overwhelm for himself and in some cases the congregation at large. There are challenges with canceled meetings and limited volunteers to move forward identified projects at this time. For example, Rev. Christopher has had to cancel the last 2 Committee on Ministry meetings due to scheduling problems within the committee.

Henry Sikora has been hired to work up to 5 hours per week as a Sunday worship tech support person. Rev. Christopher has preached 11 out of the last 12 Sundays since going back to virtual services due to challenges with delegating or planning services since our last in-person closing. A new Sunday service schedule has been released after using a UUA consultant. Rev. Christopher requested to re-adjust funds for additional Guest Speakers and personal expenses. This request will be considered by the Board in consultation with the Finance Committee. He also noted that the Worship Planning Team is playing a less significant planning role than in the past.

Rev. Christopher is spending significant time on the 8th Principle section of our website and other communication tasks. In the future, a volunteer communications team will be needed. He has met with the Pastoral Care and Covenant Group Leaders to clarify and support process questions around the limited access and updated expectations agreements. Joan Whitley has stepped back from the Pastoral Care Team. Rev. Christopher has been meeting with the Stewardship team and supporting branding and developing a Pledge Campaign brochure for this year's campaign.

*Rev. Christopher will have shoulder surgery on March 9th and a Meal Train will be set up by the Board for the week following as support to him and his family.*

*RE related notes included in the RE report.*

**Administrator:**

Our projected in-person/hybrid Sunday Service reopening date is set for April 3rd. A second COVID survey has been distributed via the Westside Weekly to members, friends and visitors to determine comfort level with slightly revised COVID protocol such as masks, distancing, and in person vaccination verification (versus pre-registration). Consultation with the COVID Task Force will occur to review the survey and recommend our safety policy especially as KC and Washington State metrics are changing.

Shannon is meeting weekly with the Auction Team. The Auction will focus around events, experiences and services, rather than items. The general online Auction items will open on Monday April 18th-21st, Friday, April 22nd, the Almost Live items (those usually reserved for the Live Auction event) and will culminate Saturday, April 23rd in an in-person/live streamed Music Revue Raise the Paddle evening in the Sanctuary, with a Tailgate Party in the parking lot.

Shannon continues to provide many other essential responsibilities including support to the Stewardship Team, assisting Finance with the UUA congregational renewal report, arranging repairs of narthex windows and plumbing leaks. There appears to be a 6 foot building crack on the NE corner of the building which will need removal and repair.

- Membership: current membership 177. John and Viveca Monahan have sent in their resignation letter (membership exit interview with Laura H. White completed).

#### **DRE/RE Program:**

Rev. Christopher reports that there have been several opportunities over the last month to connect RE families including several Playground Meetups and sending valentines to RE children. Thirty five congregants participated in sending valentines to RE children in our congregation. Kerri Schurr, Liz Bucklew and Kat Grubb organized mailing addresses benefiting from the work of Stina Lane-Cummings and Shannon.

There remains no timeline or clarified process for hiring a new DRE. Rev. Christopher noted that we are probably not looking at a conventional RE program in the future. Understandably, most RE potential volunteers are interested in supporting, rather than leading RE activities.

**Music:** Scott is on vacation, no report this month.

#### **Finance Committee:**

The Finance Committee is continuing to research building mortgage loan refinancing options and putting together a preliminary 22-23 budget for review by the Board. YTD, we are about 5K less than expected for this time of year. Income is usually in the negative until the Auction.

**Treasurer:** As predicted, the Sunday plate giving is down. Shelley is doing initial budget predictions for the 2022/23 FY and it is estimated that we will need to use 40-50K reserves to cover next year. The UUA is willing to reamortize with a new 25 year loan at 3% above the 5 year US Treasury Note rates. The existing loan is due May 15th. It is likely we will continue our loan mortgages with UUA rather than an outside bank or credit union because of the simplicity of the re-application process, favorable rates and support of the UUA. Unused RE funds are being held over with a request for use from Rev. Christopher.

#### **LIAISON UPDATES:**

##### **8th Principle Discernment Team Tracy Burrows and Cindy Jackson**

Tracy and Cindy reported that the 8th Principle Learning Space is up on our website and congregants are actively posting their perspectives on a WSUU vote for the 8th Principle. The committee (Tracy Burrows, Cindy Jackson and John Britt) is working towards providing the congregation learning resources and opportunities to speak about the proposed vote in order for congregants to make an informed decision. Tracy and Cindy explained that this principle is a logical next step to continue moving forward in our commitment to equity and racial justice and building on our past congregational work such as equity workshops, Beloved Conversations, and

Equity Tool development. It is also critical to our BIPOC members. Tracy and Cindy clarified that this vote is for our congregation to consider, as an independent congregation. How we choose to implement the principle is up to us, not the UUA.

The next phrase of the committee includes:

1. Meeting with different WSUU committees to discuss and answer questions about the 8th principle. Tracy reports a very positive response already to requests to meet.

2. A review of the reflections posted on the website, with further information provided as needed to provide clarity and additional resources.

3. Listening Circles or sessions are also a possible followup to the educational work above to allow for deeper processing and moving forward after the vote. Riley Anderson, Jade Lowry, Cindy, Tracy and John have been in discussions of proposed formats and group structures. For example, there might be space created for white folx to support each other in exploring, learning about and examining their own biases. Cindy is also willing to offer a followup to her fall educational offering.

*The 8th Principle Discernment Team requested the Board provide a statement on the 8th principle and encouraged each Board member to include their individual perspective in the Learning Space. They also asked that the 8th Principle vote be included at the June 5th Annual Meeting. The vote would be introduced by the 8th Principle Discernment Team.*

Link to WSUU 8th Principle Learning Space: <https://wsuu.org/8th-uu-principle-learning-space/>

### **IN PERSON /HYBRID WORSHIP UPDATE**

*See Rev. Christopher and Administration reports above for details.*

Projected reopening date is April 3rd. There was some surprise that the Board was not consulted on the re-opening date prior to publishing in the Westside Weekly. An all congregational Google survey has been distributed to get feedback about comfort with safety protocols for opening including simplifying pre-registration. The results will be reviewed by the COVID Task Force, staff and Board. Rev. Christopher reports he has received good feedback on recent Sunday services which may be related to the newer personal, relational, congregational, and social theme-based sermons. A Board member in attendance will make the announcements. A request for a Hospitality Team and additional Greeters will be sent out through the Westside Weekly.

*Kristina will send an email to the COVID Task Force for their input on an update on masks, vaccination and social distancing requirements.*

### **RIGHT RELATIONS NEXT STEPS**

Kristina stated that Right Relations work is tied fundamentally to the creation of a Strategic Plan— and a major undertaking. The Board will review the Right Relations report in readiness for the March Board meeting to discuss next steps. A re-centering of the next steps of this important work, after the 1st Right Relations Report, chaired by Jade Lowry, is needed. This

must be led by members in the congregation (outside the Board) willing to commit substantial time and focus on concrete ways to build healthier right relations in our congregation.

### **ACCESSIBILITY UPDATES**

An active ongoing volunteer committee will be needed to move this work forward beyond the recently installed risers. At present the most active core planning group has been Scott, Jim Schlough and Rev. Christopher. Related outstanding projects to consider are 1/full accessibility to the chancel, 2/better visibility of the overhead screen which is washed out by window and overhead lighting, 3/electrical up to code, 4/extend chancel to offer more space.

**RE COUNCIL** *see RE report above.*

**HOSPITALITY/GREETERS** A Hospitality Team and additional Greeters are needed to help support the welcoming back of congregants for our reopening April 3rd. Should we consider a small stipend to 1-2 individuals to set up coffee/tea for the services if no volunteers come forward? *A request for volunteers will be placed in the Westside Weekly.*

### **OTHER BUSINESS**

#### **NOMINATION COMMITTEE GA VOTE**

The Nominations Committee sent out, with Shannon's support, an online GA Candidates Voting Form open from 2/13/22 to 2/20/22. This year's slate for 2022 GA are returning delegates, Kerrie Schurr and Paula vanHaagen.

#### **MID-YEAR PRIORITY GRID**

Laura White proposed a mid-year review of Board priorities and submitted a 4 part grid (1/deadline/urgent, 2/ important upcoming with long term impact, 3/ important delegate major portions, and 4/consider hold, merge or drop) for consideration.

#### **AUCTION UPDATE**

*See Administrators report for more detail.*

Active auction planning is underway with the Auction Team and regular support from Shannon. A Board sponsored event was discussed to submit to the Auction Team.

*Laura White will contact the Auction Team and invite them to the March Board meeting as guests.*

#### **STRATEGIC PLAN**

The current Board is operating on a year to year basis with no overall Strategic Plan. Shannon has provided documentation on past Strategic Plans for our review.

#### **FEBRUARY SOCIAL HOUR HOSTS AND TOPIC FEB 27TH**

Jim and Marco will attend with re-opening, Auction and general questions as topics.

### **MARCH WESTSIDE ARTICLE BOARD UPDATE**

Laura Pierce will summarize the Ministerial Evaluation Survey.

Marco will post the Board Midyear Update and Midyear Financial Update slide presentations, with a short introduction, for the Westside Weekly recognizing that some members were not able to attend the Zoom meeting on January 23rd.

### **CHALICE LIGHTING/ACKNOWLEDGMENT/CLOSING WORDS FOR BOARD MEETINGS**

March: Jim, April: Marco, May: Laura White, June: Laura Pierce

### **BUDGET DEVELOPMENT FOR 2022/23 FY**

Shelley Webb and Finance Committee members will be contacting committee chairs and staff for budget requests, as well as making budget recommendations based on Auction proceeds, Stewardship Pledging, expected expenses and staffing in planning for next fiscal year. A schedule is included in the monthly Finance Committee report.

### **NEXT STEPS FOR LIMITED ACCESS AGREEMENT/SET OF EXPECTATIONS**

An updated Set of Expectations from the Board has been sent to David Cycleback prior to any further communication with members. A summary letter will be sent to members only, as promised in our earlier communications with members next week.

**Feb 28th Regional UUA Presidents Meeting:** Kristina is out of town and will send a link to the Zoom meeting. Jim has offered to attend as Board representative.

### **Q1 Out of Town/Vacation/Leave Schedule**

- *Kristina Feb 22nd-27th out of town*
- *Marco*
- *Jim*
- *Laura Pierce*
- *Laura H White*
- *Shannon*
- *Rev. Christopher Mar 9th shoulder surgery, 2 wks leave + schedule adjustment*

### **UPCOMING MEETINGS DATES/TIMES**

- *Board Coffee Hour, February 27th following the service, Jim and Marco will attend*
- *Board Monthly Meeting, Thursday, March 17th (Jim will read land acknowledgement, provide chalice reading and closing).*
- *UUA, Laura Pierce & Marco from the Board, Rev. Christopher meetings TBA*

**CLOSE OF MEETING** *Kristina closed our meeting with ending reflections and extinguished the chalice. The meeting ended at 9pm.*

Respectfully submitted: Laura White, Board of Trustees, Secretary





As of: **Tuesday, March 1, 2022****BUDGET SUMMARY**% thru Year: **67%**

	Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
<b>Income</b>					
Pledges	\$ 19,915	\$ 189,279	68%	\$ 277,533	\$ 88,254
Sunday Plate	1,677	11,475	38%	29,999	18,524
Other Donations	-	914	0%	-	(914)
Fund Raising	-	-	0%	63,000	63,000
Affinity Programs	-	216	36%	600	384
RE Ministry	-	-	0%	700	700
Youth Group Ministry	-	-	0%	-	-
Music Ministry	-	220	44%	500	280
Program and Misc	38	332	18%	1,833	1,501
Rentals	5,074	39,548	71%	55,365	15,817
Carry-over	-	73,077	170%	43,042	(30,035)
<b>Total Income</b>	<b>\$ 26,704</b>	<b>\$ 315,060</b>	<b>67%</b>	<b>\$ 472,572</b>	<b>\$ 157,512</b>
<b>Expenses</b>					
Minister Compensation	\$ 7,423	\$ 87,665	70%	\$ 125,348	\$ 37,683
Additional Minister	-	4,975	199%	\$ 2,500	(2,475)
RE Director Compensation	(122)	22,151	57%	\$ 38,773	16,622
RE Staff	-	1,755	23%	\$ 7,547	5,792
RE Training	-	-	0%	\$ -	-
RE Youth Group	-	-	0%	\$ 833	833
RE Operations	139	603	30%	\$ 2,000	1,397
Music Director Compensation	1,390	11,794	65%	\$ 18,026	6,232
Music Staff	450	4,050	68%	\$ 5,975	1,925
Other Music	-	725	36%	\$ 2,041	1,316
Administrator Compensation	4,970	35,838	65%	\$ 55,140	19,302
Additional Employee Benefits	-	1,836	64%	\$ 2,875	1,039
Community Impact-Internal	-	5,829	17%	\$ 33,836	28,008
Community Impact-External	526	4,581	50%	\$ 9,181	4,600
Worship	168	5,658	47%	\$ 12,055	6,397
Loans, Taxes, Fees	4,346	28,332	59%	\$ 47,959	19,627
Facility	2,706	37,102	65%	\$ 56,653	19,551
Fundraising & Rentals	-	-	0%	\$ 12,667	12,667
Reserves	-	73,077	187%	\$ 39,163	(33,914)
<b>Total Expenses</b>	<b>\$ 21,995</b>	<b>\$ 325,972</b>	<b>69%</b>	<b>\$ 472,572</b>	<b>\$ 146,600</b>
<b>Cash Flow (GF):</b>	<b>\$ 4,709</b>	<b>\$ (10,911)</b>			

	YTD Balance	Start of FY	YTD Change
<b>BANK ACCOUNT BALANCES</b>			
Umpqua General Fund Checking #7545	\$ 56,241	107,401	\$ (51,160)
Sound Credit Union Money Market #6299	199,705	199,373	332
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
<b>Total Account Balances</b>	<b>\$ 256,172</b>	<b>\$ 306,999</b>	<b>\$ (50,827)</b>
<b>ASSETS</b>			
Church Bldg & Land (book value)	\$ 2,901,200	\$ 2,918,600	\$ (17,400)
Cash - Operations	19,813	133,131	(113,318)
Cash - Building Fund	\$ 93,404	69,576	23,829
Cash - Accessibility	22,462	24,319	(1,858)
Other Dedicated Fund Balances	21,582	23,715	(2,133)
<u>Undesignated Donations</u>	<u>98,910</u>	<u>56,258</u>	<u>42,652</u>
<i>Total Fund Balances</i>	<i>\$ 236,358</i>	<i>173,868</i>	<i>62,490</i>
<b>Total Assets</b>	<b>\$ 3,157,372</b>	<b>\$ 3,225,600</b>	<b>\$ (68,227)</b>
<b>LIABILITIES</b>			
Loan fm UUA	\$ 419,602	\$ 419,602	\$ -
Loan fm Cascadia Growth Fund	58,825	56,516	2,309
Other Current Liabilities	17,528	71,565	(54,037)
Other Dedicated Fund Balances	21,582	23,715	(2,133)
<b>Total Liabilities</b>	<b>\$ 517,537</b>	<b>\$ 571,398</b>	<b>\$ (53,861)</b>
<b>CONGREGATIONAL EQUITY</b>			
<b>Beginning of FY Equity</b>	<b>\$ 2,639,835</b>	<b>\$ 2,654,201</b>	<b>\$ (14,366)</b>
<i>YTD Change in Equity</i>	<i>(14,366)</i>		
<b>DEDICATED FUND BALANCES</b>	<b>\$ 236,358</b>	<b>\$ 173,868</b>	<b>\$ 62,490</b>
<b>Beginning of FY Dedicated Fund Balances</b>	<b>\$ 173,868</b>		
<i>YTD Change in Dedicated Fund Balances</i>	<i>62,490</i>		
<b>Overall YTD Cash Flow with Fund Balances:</b>	<b>\$ 51,579</b>		

As of: <b>Tuesday, March 1, 2022</b>				% Thru Year: <b>67%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
<b>GENERAL FUND INCOME</b>							
<b>Pledges</b>							
4.100.100	Pledges - Current Year Income	19,914.60	184,266.31	275,533.00	67%	-	
4.100.110	Pledges - Prior Year Income	-	5,012.78	2,000.00	251%	3,012.78	
	Total Pledges	\$ 19,915	\$ 189,279	\$ 277,533	68%	\$ -	
<b>Sunday Plate</b>							
4.100.140	Contributions - Sunday WSUU	1,035.77	7,611.67	20,000.00	38%	-	
4.100.141	Contributions - Sunday WSUU Congr Care Fund	-	-	833.00	0%	-	
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	833.00	0%	-	
4.100.144	Contributions - Sunday WSUU Real Rent Duwamish	-	-	833.00	0%	-	
4.100.145	Contributions - Sunday WSUU Partner Church	100.00	170.99	600.00	28%	-	
4.100.150	Contributions Sunday Charities	541.29	3,691.86	6,900.00	54%	-	
	Total Sunday Plate Income	\$ 1,677	\$ 11,475	\$ 29,999	38%	\$ -	
<b>Other Donations</b>							
4.100.160	Special Gifts & Campaigns	-	913.90	-	0%	913.90	
4.100.244	Accessibility Fund Donations	-	-	-	0%	-	
	Total Other Donations	\$ -	\$ 914	\$ -	0%	\$ 914	
<b>Fund Raising</b>							
4.100.245	Auction Income	-	-	48,000.00	0%	-	
4.100.247	Raise the Paddle Income	-	-	15,000.00	0%	-	
	Total Fund Raising Income	\$ -	\$ -	\$ 63,000	0%	\$ -	
<b>Affinity Program Income</b>							
4.100.210	E Scrip GF Income	-	3.54	-	0%	3.54	
4.100.211	Amazon Rebate Income	-	212.06	-	0%	212.06	
4.100.212	Thriftway Rebate Program	-	-	600.00	0%	-	
	Total Affinity Program Income	\$ -	\$ 216	\$ 600	36%	\$ -	
<b>RE Ministry Income</b>							
4.100.259	RE Fundraising & Donations	-	-	700.00	0%	-	
4.100.258	RE Fund Transfers IN	-	-	-	0%	-	
4.100.260	OWL Registration Fees	-	-	-	0%	-	
4.100.263	OWL Fund Transfers IN	-	-	-	0%	-	
	Total RE Ministry Income	\$ -	\$ -	\$ 700	0%	\$ -	
<b>Youth Group Ministry Income</b>							
4.100.261	RE Youth Group Fund Transfers IN	-	-	-	0%	-	
	Total Youth Group Ministry Income	\$ -	\$ -	\$ -	0%	\$ -	

As of: <b>Tuesday, March 1, 2022</b>				% Thru Year: <b>67%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
<b><u>Music Ministry Income</u></b>							
4.100.222	Music Fundraising and Donations	-	220.00	500.00	44%	-	
	Total Music Ministry Income	\$ -	\$ 220	\$ 500	44%	\$ -	
<b><u>Program and Misc Income</u></b>							
4.100.220	Coffee Income	-	-	333.00	0%	-	
4.100.225	Membership Fundraising and Donations	-	-	500.00	0%	-	
4.100.240	Interest Income	38.29	332.07	1,000.00	33%	-	
4.100.255	Common Quest Income	-	-	-	0%	-	
	Total Program and Misc Income	\$ 38	\$ 332	\$ 1,833	18%	\$ -	
<b><u>Rentals</u></b>							
4.100.300	Cell Tower Rental & Elec Reimb	1,983.73	14,732.82	14,718.00	100%	14.82	includes elec. Reimb.
4.100.302	Cell Tower Electricity Reimb True-up	-	-	1,600.00	0%	-	
4.100.305	Rental Income - Single Events	-	-	1,667.00	0%	-	
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	3,090.00	24,620.00	36,600.00	67%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	-	195.00	780.00	25%	-	
	Total Rental Income	\$ 5,074	\$ 39,548	\$ 55,365	71%	\$ -	
<b><u>Carry-over</u></b>							
4.100.241	Board Designated Fund Transfers to GF	-	73,077.47	43,042.00	170%	30,035.47	
	Total Carry-over Income	\$ -	\$ 73,077	\$ 43,042	170%	\$ 30,035	
<b>TOTAL GENERAL FUND INCOME</b>		<b>\$ 26,704</b>	<b>\$ 315,060</b>	<b>\$ 472,572</b>	<b>67%</b>	<b>\$ -</b>	

As of: <b>Tuesday, March 1, 2022</b>				% Thru Year: <b>67%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 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	24,000.00	36,000.00	67%	-	
5.100.101	Minister Salary Exp	4,474.77	35,803.16	52,950.00	68%	-	
5.100.105	Minister Medical Ins Exp	(2,997.05)	9,748.78	11,663.00	84%	-	JE done to correct error. Bill should have been set up as WSUU portion only. Pymt full amt.
5.100.106	Minister Group Term Life Ins Exp	67.27	605.43	747.00	81%	-	
5.100.107	Minister Long Term Disability Ins Exp	96.36	867.24	1,156.00	75%	-	
5.100.108	Minister Dental Insurance	(300.00)	884.00	1,132.00	78%	-	JE done to correct error. Bill should have been set up as WSUU portion only. Pymt full amt.
5.100.110	Minister Retirement Exp	1,482.50	6,671.25	8,895.00	75%	-	
5.100.115	Minister-FICA Exp	567.06	4,536.48	6,805.00	67%	-	
5.100.125	Minister's Professional Exp	1,031.83	4,548.75	6,000.00	76%	-	
	Total Minister Compensation	\$ 7,423	\$ 87,665	\$ 125,348	70%	\$ -	
<b>Additional Minister Exp</b>							
5.100.126	Minister Installation Exp	-	-	2,500.00	0%	-	
5.100.128	Minister Search Exp	-	4,975.00	-	0%	4,975.00	
	Total Additional Minister Exp	\$ -	\$ 4,975	\$ 2,500	199%	\$ 2,475	
<b>Total Minister Position Expense</b>		\$ 7,423	\$ 92,640	\$ 127,848	72%	\$ -	

As of: <b>Tuesday, March 1, 2022</b>				% Thru Year: <b>67%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
<b>CHILDREN AND YOUTH MINISTRY</b>							-
<b>RE Director Compensation</b>							-
5.100.150	RE Director Salary Exp	-	17,138.05	29,293.00	59%	-	
5.100.155	RE Director Medical Insurance	-	1,437.30	2,310.00	62%	-	
5.100.158	RE Director FICA Exp	-	1,245.53	2,241.00	56%	-	
5.100.160	RE Director Retirement Exp	(122.05)	1,591.76	2,929.00	54%	-	JE to correct payable account, emp exp not WSUU
5.100.165	RE Director Professional Exp	-	738.31	2,000.00	37%	-	
	Total RE Director Compensation	\$ (122)	\$ 22,151	\$ 38,773	57%	\$ -	
<b>RE Staff Expense</b>							-
5.100.168	RE Program Assistant Exp	-	1,539.00	4,680.00	33%	-	
5.100.163	RE Nursery Lead Teacher Exp	-	120.00	2,200.00	5%	-	
5.100.164	RE Nursery Assistant Exp	-	-	-	0%	-	
5.100.170	Childcare Exp	-	96.00	667.00	14%	-	
	Total RE Staff Exp	\$ -	\$ 1,755	\$ 7,547	23%	\$ -	
<b>RE Training Expense</b>							-
5.100.152	RE OWL Leadership Development Exp	-	-	-	0%	-	
	Total RE Training Expense	\$ -	\$ -	\$ -	0%	\$ -	
<b>RE Youth Group Expense</b>							-
5.100.132	RE High School Youth Programs Exp	-	-	833.00	0%	-	
	Total RE Youth Group Expense	\$ -	\$ -	\$ 833	0%	\$ -	
<b>RE Operations Expense</b>							-
5.100.131	RE OWL Program Exp	-	-	-	0%	-	
5.100.134	RE Operational Exp	138.99	603.47	2,000.00	30%	-	Holiday expenses for cookie event etc.
	Total RE Operations Expense	\$ 139	\$ 603	\$ 2,000	30%	\$ -	
<b>Total Children &amp; Youth Ministry Expense</b>							-
		\$ 17	\$ 24,509	\$ 49,153	50%	\$ -	

As of: <b>Tuesday, March 1, 2022</b>				% Thru Year: <b>67%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
<b>MUSIC MINISTRY</b>							-
<b>Music Director</b>							-
5.100.185	Music Dir Salary Exp	1,088.77	9,745.82	13,065.00	75%	-	-
5.100.186	Music Dir Medical Insurance	-	-	1,155.00	0%	-	-
5.100.187	Music Dir Retirement Exp	217.76	1,083.48	1,307.00	83%	-	-
5.100.188	Music Dir FICA Exp	83.29	745.54	999.00	75%	-	-
5.100.190	Music Dir Professional Exp	-	219.40	1,500.00	15%	-	-
Total Music Director Compensation		\$ 1,390	\$ 11,794	\$ 18,026	65%	\$ -	-
<b>Music Staff</b>							\$ -
5.100.193	Music Sunday Service Pianist Exp	250.00	2,250.00	3,375.00	67%	-	-
5.100.195	Music Percussionist Exp	200.00	1,800.00	2,600.00	69%	-	-
5.100.197	Music Chorale Rehearsal Pianist Exp	-	-	-	0%	-	-
5.100.198	Music Bassist Exp	-	-	-	0%	-	-
5.100.199	Music Administrator Exp	-	-	-	0%	-	-
Total Other Music Staff Expense		\$ 450	\$ 4,050	\$ 5,975	68%	\$ -	-
<b>Other Music Expense</b>							-
5.100.191	Music Purchase Exp	-	265.00	766.00	35%	-	-
5.100.192	Music Equipment Maint Exp	-	-	400.00	0%	-	-
5.100.194	Music Programs Exp	-	460.09	800.00	58%	-	-
5.100.196	Music Council Fundraising Exp	-	-	75.00	0%	-	-
5.100.201	Music Equipment Purchase Exp	-	-	-	0%	-	-
Total Other Music Expense		\$ -	\$ 725	\$ 2,041	36%	\$ -	-
<b>Total Music Ministry Exp</b>		\$ 1,840	\$ 16,569	\$ 26,042	64%	\$ -	-
<b>ADMIN STAFF &amp; SUPPORT</b>							-
<b>Congr Administrator &amp; Bookkeeper</b>							-
5.100.174	Congr Admin Salary Exp	3,893.44	29,849.70	45,423.00	66%	-	-
5.100.175	Congr Admin Medical Insurance	-	-	1,200.00	0%	-	-
5.100.176	Congr Administrator Retirement Exp	778.68	3,374.28	4,542.00	74%	-	-
5.100.177	Congr Administrator FICA Exp	297.84	2,283.46	3,475.00	66%	-	-
5.100.231	Congr Admin Professional Exp	-	330.75	500.00	66%	-	-
Total Congr Administrator & Bookkeeper Compensation		\$ 4,970	\$ 35,838	\$ 55,140	65%	\$ -	-

As of: <b>Tuesday, March 1, 2022</b>				% Thru Year: <b>67%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
<b>Additional Employee Benefits</b>							
5.100.178	Labor & Industries Ins Exp	-	1,219.98	1,875.00	65%	-	
5.100.181	Family and Medical Leave Ins Exp	-	472.55	500.00	95%	-	
5.100.184	Part time Empl FICA SS Exp	-	143.41	500.00	29%	-	
	Total Additional Employee Benefits Expense	\$ -	\$ 1,836	\$ 2,875	64%	\$ -	
<b>Total Admin Staff &amp; Support Expense</b>		\$ 4,970	\$ 37,674	\$ 58,015	65%	\$ -	
<b>Other OPERATIONAL AND COMMUNITY IMPACT</b>							
<b>Community Impact-Internal Expense</b>							
5.100.320	UUA Dues Exp Bud	-	5,684.50	11,653.00	49%	-	
5.100.801	All Congr Retreats and Trainings	-	144.00	3,000.00	5%	-	
5.100.802	GA Delegate Exp	-	-	2,000.00	0%	-	
5.100.758	Congregational Care Fund Transfer OUT	-	-	833.00	0%	-	
5.100.710	Membership Exp Bud	-	-	500.00	0%	-	
5.100.759	Board Discretionary Fund	-	-	500.00	0%	-	
5.100.800	All Congr Social Events	-	-	300.00	0%	-	
5.100.819	Raise the Paddle Purchase Exp -GF	-	-	15,000.00	0%	-	
5.100.829	Common Quest Exp	-	-	50.00	0%	-	
	Total Community Impact-Internal Expense	\$ -	\$ 5,829	\$ 33,836	17%	\$ -	
<b>Community Impact-External Expense</b>							
5.100.757	Sunday Morning Contributions Given to Charity	471.63	4,148.55	6,900.00	60%	-	
5.100.729	Real Rent Duwamish- Sunday Plate	-	-	833.00	0%	-	
5.100.728	Real Rent Duwamish	54.00	432.00	648.00	67%	-	
5.100.754	Partner Church Program Exp	-	-	600.00	0%	-	
5.100.300	Partner Church Dues Exp Bud	-	-	200.00	0%	-	
	Total Community Impact-External Expense	\$ 526	\$ 4,581	\$ 9,181	50%	\$ -	
<b>Worship Expense</b>							
5.100.726	AV Tech Expense	120.00	2,640.00	5,680.00	46%	-	
5.100.725	Worship Council Expense Budget	47.87	3,018.31	4,650.00	65%	-	
5.100.727	AV Equipment & Maintenance	-	-	1,725.00	0%	-	
	Total Worship Expense	\$ 168	\$ 5,658	\$ 12,055	47%	\$ -	
<b>Financial Expense</b>							
5.100.650	Loan Debt Service - UUA	3,521.78	20,884.68	31,509.00	66%	-	
5.100.655	Loan Debt Service - Cascadia Growth Fund for UU	659.96	4,619.72	7,950.00	58%	-	
5.100.457	Annual City/County/State Fees	-	1,457.44	3,500.00	42%	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	164.10	1,369.82	5,000.00	27%	-	
	Total Financial Expense	\$ 4,346	\$ 28,332	\$ 47,959	59%	\$ -	
<b>Facility Expense</b>							
5.100.450	Telephone/Cable/Internet	351.95	2,611.04	3,865.00	68%	-	
5.100.460	Web Hosting Exp	-	79.50	-	0%	79.50	
5.100.470	Web Maintenance Exp Bud	-	-	-	0%	-	
5.100.475	Technology Management	106.72	1,079.78	3,400.00	32%	-	
5.100.480	Office Expenses	52.34	184.45	750.00	25%	-	
5.100.481	Postage Exp Bud	174.00	174.00	600.00	29%	-	



As of: <b>Tuesday, March 1, 2022</b>				% Thru Year: <b>67%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
5.100.482	Printing / Copying	(298.45)	2,760.70	5,500.00	50%	-	Got refund for last payment for previous copier! New rate is 161/mo
5.100.483	Constant Contact Email Service	-	-	425.00	0%	-	
5.100.550	Liability Insurance Exp Bud	-	7,996.00	7,450.00	107%	546.00	
5.100.452	Security Alarm System	-	445.69	500.00	89%	-	
5.100.453	Electricity - SCL	-	10,610.98	10,700.00	99%	-	
5.100.454	Water/Sewer - SPU	151.34	1,058.27	1,667.00	63%	-	
5.100.455	Waste/Recycling/Green	170.82	920.24	3,300.00	28%	-	
5.100.456	Gas - PSE	1,187.33	3,232.82	4,500.00	72%	-	
5.100.451	Janitorial Supplies	-	393.25	1,250.00	31%	-	
5.100.458	Landscaping Exp	-	-	500.00	0%	-	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	180.00	1,847.09	2,800.00	66%	-	1/2 of window repair fee
5.100.462	Lift Phone Monitoring	-	288.46	360.00	80%	-	
5.100.222	Coffee and Other Kitchen Exp	-	-	916.00	0%	-	
5.100.471	Janitorial Service	630.00	3,420.00	8,170.00	42%	-	
Total Facility Expense		\$ 2,706	\$ 37,102	\$ 56,653	65%	\$ -	

As of: <b>Tuesday, March 1, 2022</b>				% Thru Year: <b>67%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
<b>Fundraising &amp; Rentals Expense</b>							
5.100.305	Facilities Rental Exp - single events	-	-	417.00	0%	-	-
5.100.820	Auction Expense	-	-	12,000.00	0%	-	-
5.100.822	Canvass Expense	-	-	250.00	0%	-	-
	Total Fundraising & Rentals Expense	\$ -	\$ -	\$ 12,667	0%	\$ -	-
<b>Reserves Expense</b>							
5.100.461	Building Capital Reserve Exp-GF	-	30,425.00	30,425.00	100%	-	-
5.100.760	Undesignated Donation FB Exp	-	42,652.47	8,738.00	488%	33,914.47	-
	Total Reserves	\$ -	\$ 73,077	\$ 39,163	187%	\$ 33,914	-
<b>Total Other Operational &amp; Community Impact Expense</b>		\$ 7,745	\$ 154,579	\$ 211,514	73%	\$ -	-
<b>TOTAL GENERAL FUND EXPENSE</b>							
		\$ 21,995	\$ 325,972	\$ 472,572	69%	\$ -	-
<b>Income less Expense</b>		\$ 4,709	\$ (10,911)	-			

As of: <b>Tuesday, March 1, 2022</b>											
Fund Acct	Fund Balances	Curr Balance	Mo. Change	Notes/Explanation	Prior Year Balance	Ann. Change	Fund Balance Steward	FY21-22			
3.200.100	Building Fund FB	93,404.44	-		69,575.71	23,828.73	Finance Committee	Shelley Webb			
3.201.100	Accessibility FB	22,461.68	-		24,319.25	(1,857.57)	Board of Trustees + Building Planning Committee	Kristina Darnell (President)			
3.202.100	Building Maintenance/Janitorial Fund Balance	329.42	-		329.42	-	Congregational Administrator	Shannon Day			
3.302.100	Minister's Discretion FB	-	(500.00)	wrote check to fund to transfer new donations from this quarter	2,876.73	(2,876.73)	Minister	Rev Christopher Wulff			
3.303.100	Minister Search Fund Balance	142.88	-		142.88	-					
3.304.100	Gifts to be Designated by Board FB	190.00	-		190.00	-	Board of Trustees	Kristina Darnell (President)			
3.305.100	Undesignated Donations FB	98,910.04	-		56,257.57	42,652.47	Finance Committee	Shelley Webb			
3.307.100	PPP Loan/Grant FB Balance	-	-								
3.310.100	Conference Scholarship FB	171.21	-		171.21	-	Minister	Rev Christopher Wulff			
3.321.100	Miscellaneous Grants	461.65	-		160.33	301.32	Social Justice Chair + Minister	Tracy Burrows + Rev Christopher Wulff			
3.345.100	Hymnals FB	98.71	-		98.71	-					
3.350.100	Music FB	290.53	-		290.53	-	Music Director	Scott Farrell			
3.355.100	WSUU Sponsored Events Balance	1,705.37	-		1,513.47	191.90	Members Connect Co-chairs	Viv Monahan & Alice Britt			
3.360.100	Youth Group FB	6,537.01	288.00	Received a reimbursement of deposit \$ for Partner church pilgrimage that youth paid in 2020	6,249.01	288.00	DRE	Rev Christopher Wulff			
3.370.100	OWL Fund Balance	4,208.28	-		4,208.28	-	DRE	Rev Christopher Wulff			
3.380.100	Religious Ed Misc FB	2,041.84	-		2,041.84	-	DRE	Rev Christopher Wulff			
3.385.100	Raise the Paddle FB	-	-		-	-					
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-		2,929.50	-	Ginger Brewer	Ginger Brewer			
3.391.100	Social Justice FB Balance	775.54	-		775.54	-	Social Justice Chair	Tracy Burrows			
3.400.100	Endowment FB	55.00	-		55.00	-	Endowment Fund Chair	Marion Kee			
3.405.100	Little Free Library Balance	40.00	-		40.00	-	LFL Coordinator	Ursula Ham			
3.815.100	Partner Church FB	1,235.15	-		1,273.05	(37.90)	Partner Church Chair	Jennifer Slatkin			
3.835.100	Community Meal Trust Fund Balance	369.87	-		369.87	-	Social Justice Chair	Tracy Burrows			
<b>Total Dedicated Funds</b>		<b>\$ 236,358.12</b>	<b>(212.00)</b>		<b>\$ 173,867.90</b>	<b>\$ 62,490.22</b>					

## WSUU Finance Committee Report February 2022

### For the Board:

- Shelley is available to bring into discussions regarding financial impacts of separation negotiations.
- The Finance Committee will need guidance on the budget items pertaining to RE and Music. Input, thoughts, preferences on how/when to start facilitating that conversation is requested.

### Open Action Items for Finance Committee this month

Continue to research loan re-financing options.

Continue to work on the budget – crafting letters for committee leads, the Board, and Minister to aid in transparency of budget lines items as they pertain to different services.

### Financial Highlights for February 2021 (67% of the year):

Highlights	Actuals	Actuals – YTD	YTD % of Budget	Budget
<b>Total Income</b>	<b>\$ 26,704</b>	<b>\$ 315,060</b>	<b>68%</b>	<b>\$ 472,572</b>
Pledges	\$ 19,915	\$ 189,279	61%	\$277,533
<b>Total Expenses</b>	<b>\$ 21,995</b>	<b>\$ 325,972</b>	<b>69%</b>	<b>\$ 472,572</b>
<b>Net Income/Expenses</b>	<b>+ \$4,709</b>	<b>- \$ 10,911</b>		

### Financial Status:

- February was a “light” Expense month. No RE costs, timing of utility payments paired with strong pledges (one pledge was paid off in full in February) and one-time accounting adjustment (see note below re: unanticipated variance(s) to budget) resulted in a positive Net Income/Expense for the month.
- We are ahead of where we would have expected to be for the month -\$9.5k vs +\$4.5k.
- YTD, better than expected -\$17k vs -\$11k, mostly driven by DRE expenses.

### Unanticipated Variance(s) to Budget:

- One-time accounting adjustment was made for how we are treating the staff contribution to insurance and retirement benefits. This has a positive effect on our expenses.
- Continued lower plate collection.

### Additional Notes:

- Jim continues to investigate options for re-financing our loan to a 25-year fixed (will result in lower monthly payments).
- The Finance Committee reviewed a letter to be sent to committee leads, the Board, and Minister regarding budget line items that pertain to different services.
- The FC noted the need for an audit of the Congregational Care Fund and added it to the annual calendar for the Finance Committee.
- FC discussed Stewardship support.
- FC discussed need for more information in order to help with budget impacts to separation scenarios. Jim to reach out to the board to indicate Shelley’s availability to assist.

Submitted by Shelley Webb     3/12/2022

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

#### WSUU Finance Committee Calendar

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

General Calendar and Responsibilities	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Budget Boot Camp for New Board			X									
Annual Financial Report - Prior Fiscal Year	P	P	P	X								
Raise the Paddle Project Selection			P	P	P	P	X					
Quarterly audit of Congregational Care Fund		X			X			X			X	
Mid-Year report						P	X					
Auction (Finance Committee Offering)						P	P	X				
Budget							P	P	P	X		
Stewardship							P	P	X	X		
Annual Meeting									P	P	X	M

Annual Meeting Count-down	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
January Board Meeting – Determine a budget target.						P	X					
February week 1 (following the auction) – send out budget requests								X				
March 1 – deadline for budget requests									X			
March-first week – prepare for March Finance Committee									X			
March Finance Committee – review budget requests									X			
Between March Finance Committee and Board meeting - prepare for board meeting									X			
March Board Meeting – review budget requests									X			
March-third Sunday – Stewardship Sunday									X			
April -first Sunday – Pledge Sunday										X		
After Pledge Sunday – Prepare budget status update to the Board										X		
April Board Meeting – review budget status										X		
May Board meeting – Last Board meeting before packet goes out											X	
After May Board Meeting – Prepare packet for general distribution											X	
May-10 days before Annual Meeting – Packet goes out											X	
During 10 days before Annual Meeting – Budget informational meetings hosted											X	
June -first Sunday – Annual Meeting												X

## Minister's Report for February 17, 2022 Board Meeting

My primary reflection on the church at the moment is that everyone I encounter is tired. Deeply exhausted. And we're struggling with a lack of shared purpose and vision, and of deep connection, and while we have ideas about how some work might be done, we don't have the folks able to take it on. For the past few weeks I've had a meeting a day canceled or rescheduled by congregants who are feeling overwhelmed or overextended. A number of those canceled meetings came with promises of rescheduling but no action. We've had to cancel the last two Committee on Ministry meetings on the day of as committee members were no longer able to attend.

On the brighter side, we had thirty-five folks participate in sending valentine cards to congregational children and elders, and I've gotten lots of notes back from folks saying they appreciated receiving the cards, as well as the chance to offer something to folks in the congregation whom they love. It was a quick, relatively simple idea that was well received. My thanks to Kerrie Schurr, Liz Bucklew, and Kat Grubb who put together lists of people for me as well as some of the invitation text. The work that Stina and Shannon have done on updating the database with some of the RE information that was previously siloed was also a big help.

Shannon and I are deep into a number of administrative processes relating to tracking staff leave, registrations, onboarding, worship tasks, and more. I've also been doing a lot of work on the website related to the 8th Principle and other communications. One priority I hope we can look at going forward is the need for a communications committee or team that can take on some platform specific work.

Joan Whitley resigned at the beginning of the last Pastoral Care Committee meeting, citing her discomfort with serving in this role and responding to people's feelings about congregational communications related to David. Joan will continue to maintain supportive connections with the folks she was already doing that with, but will no longer be serving on the committee, which now only has Lynne Schlough, who just joined in the summer.

I met with the Pastoral Care leaders for David C's group, as well as the whole of the covenant group leaders team. After some extra reflection prompted by the letter to the congregation, the leaders of the covenant groups decided that they didn't feel comfortable trying to hold the container for David's participation. I informed David of this.

Recognizing the importance of a successful pledge campaign, I've been meeting bi-weekly with the stewardship team (which, like so many areas, needs more people), and will be putting together the branding and brochure for this year's campaign next week, as well as pre-recording a sermon for the pledge campaign launch on March 20th.

We've hired Henry Sikora, grandson of Joan Whitley, to be our worship tech person. The work of onboarding and training Henry is beginning this weekend when he'll be shadowing his first service with me. I expect that he'll shadow again next week and then take on the lead in the week following. I have a meeting with an outside contractor this week to look at the sound system and try to resolve the issues we're having. All of the work with T-Mobile seems to have been for naught and we're continuing to try to figure it out. The finance team has been encouraging of our spending the money to hire someone to figure it out for us, but we haven't yet been able to find that person.

I'm working on developing a curriculum for the Aging to Saging group based on Parker Palmer's *Let Your Life Speak* as the group decided to move into more purposeful reflection and a little less wide-open social space. We've also had a number of new participants signing up and participating. Also currently scheduling a six-part series provided by the Article II Commission, that works well for both newcomers and folks who have been around for a while, in that it's largely a conversation about values and priorities. The Westside Reads group is carrying on,.

I haven't made a lot of progress on RE. I am struggling with the reality that I'm doing and offering more than what I reasonably can and it's not enough and finding folks who want to get involved has not been fruitful. Good things: We have plans coming together with a community outdoor educator as well as with the latinx arts program Amarante Y Cultura, each of whom will be offering programs once a month on Sunday mornings through April, May and June. Volunteers have been much more receptive to being supports to outside educators than having to lead themselves. In the past few weeks I've done pastoral meetings with a number of our kids who were seeking connections, and held two more playground meetups which have had between 3 and 5 families. I have a couple of targeted meetups between particular families with kids matched in ages coming up to help them form connections. I've also reached out to elementary OWL facilitators in the congregation about the possibility of offering K-1 OWL before the end of the church year.

Unfortunately the worship schedule got very complicated in the wake of re-opening and moving back online, which had led to my preaching 11 of the last 12 Sundays, not counting Christmas Eve and Solstice. I should normally be leading worship between 2 and 2.5 times a month, and this has really been exhausting. I would appreciate the board making a decision about my prior request to increase the budget available to support guest speakers, as well as being able to transfer some of the budgeted professional development funds in RE for my personal support (as 1/3 of my professional expenses were taken out in last year's budget). It has taken some time but we're back to being a little further ahead of the curve with guests and topics scheduled out through the end of May. I've gotten a lot of positive feedback on the services in the last few weeks, which may or may not be connected to making the change towards a structured month of theme-personal, theme-relational, theme-congregational, theme-social.

### **Upcoming Worship Schedule**

Feb. 20 - Rev. Christopher - Seven Deadly Words  
Feb. 27 - Dr. Dan McKanan - UUs Love Institutions  
Mar. 6 - Rev. Christopher - Courage, My Love  
Mar. 13 - Faith Action Network - Together in Faith  
Mar. 20 - Rev. Christopher - Bringing Courage to Life (prerecorded sermon for stewardship)  
Mar. 27 - Collaborative (led by WA) - Folks sharing what they love about in-person worship  
Apr. 3 - Rev. Christopher - Ramadan  
Apr. 10 - Rev. Christopher - Passover  
Apr. 17 - Rev. Christopher - Practice Resurrection (Easter, flower ceremony, hats)  
Apr. 24 - Collaborative - ReWilding (Earth Day)  
May 1 - Rev. Christopher - Belonging and Spiritual Practice  
May 8 - Rev. Christopher - Belonging and Relationship  
May 15 - Keo Capestany  
May 22 - Rev. Christopher - SpiritPlay  
May 29 - BJ Cummings - The River That Made Seattle



The relationship with Paperboat books is progressing as we've scheduled our first event for March 11, a reading for Elise Hooper, a local bestselling author of historical fiction. One of her books is about a sister of Louisa May Alcott's, Louisa having been a prominent Unitarian and friend of Thoreau, Emerson, Parker and Fuller. A note about this will be in tomorrow's Westside Week, and I'm looking for someone who would be willing to coordinate events like these in the future (primarily around church access and set up). We've also scheduled with Paperboat to partner on a reading from BJ Cummings, who will also be preaching on May 29th, through Humanities Washington, with whom I'm meeting about regularly hosting some of the folks from their speakers bureau.

# Administrator Report to Board February 2022

Date	Speaker/Special Circumstances	Attendance In-person/Concurrent views while streaming/ views since published/total views	Collection (charity portion)
1/23/22	Online only	0/44/18/62	\$151.68
1/30/22	Online only	0/43/40/83	\$148.66
2/06/22	Online only, nice day	0/44/17/61	\$194.65
2/13/22	Online only, Superbowl, nice day	0/38/	\$108.31

**Membership:** Current membership 177. John and Viveca Monahan and Robert Pacht resigned membership in the last month.

**Reopening:** A targeted reopening date of April 3 has been set. A second COVID-19 survey was included in the newsletter last week. We will look to those results and consultation with the task force to make decisions about safety measures for reopening.

**Auction Updates:** the small but mighty team of Kerrie Schurr, Paula vanHaagen, Mike West and I have been meeting weekly and making great progress on the auction. We will be sharing our theme and accepting donations this week. The online portion will feature event and experience items only this year to decrease the workload of the event. Plans are taking shape for an in-person/livestreamed culminating event for the weeklong online auction on Saturday the 23<sup>rd</sup> of April. It will be a music review with a raise the paddle appeal mid-evening. Having an in-person event will likely greatly increase participation and energy!

## **Facilities Issues and Updates:**

**New Leaks** We have not had any more leaks from the new locations over the last month.

**Audio System Interference** – Not a great update here. We identified that the item causing the interference is not the old sound board. Equipment works well down on the sanctuary level and the interference noise happens when the equipment is in the booth. I am calling audio engineers to see if we can get some expert support at this juncture. Also exploring a different camera solution that would eliminate all the cables required for the smaller cameras on the sanctuary floor.

**Other tasks this month:** Supporting the stewardship and auction teams. Extra bookkeeping to help solve some ongoing issues. Putting away holiday decorations, new copier set up, window repair for narthex, designing signage for parking area and lower entry to help clarify parking lot access hours for Leaps and Bounds/Westside. Dealing with lower level plumbing issues – resolved with volunteer labor (thank you Steve Burrows and Charlie Wilson!).

In loving community,  
Shannon