



# WSUU BOARD AGENDA June 16, 2021

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 –</b>	<ul style="list-style-type: none"><li>o Land Acknowledgement - <i>Vanessa</i></li><li>o Chalice lighting &amp; reading - <i>marissa</i></li><li>o Grounding practice - <i>Rev. Christopher</i></li><li>o Covenant - <i>marissa</i></li><li>o Access needs &amp; check-ins - <i>Everyone</i></li></ul>
<b>6:50 pm</b> (5 min)	<b>Minutes - <i>Liz</i></b>	<ul style="list-style-type: none"><li>o Changes to June 2, 2021 Minutes or approve as written</li></ul>
<b>6:55 PM</b> (15 min)	<b>June Reports &amp; Liaison Updates - <i>Vanessa</i></b>	<ul style="list-style-type: none"><li>o Minister</li><li>o Administrator</li><li>o DRE</li><li>o Music</li><li>o Finance Committee</li><li>o Treasurer</li><li>o RJCT</li><li>o COVID 19 Task Force</li></ul>
<b>7:10 pm</b> (10 min)	<b>Accessibility work - <i>Vanessa</i></b>	<ul style="list-style-type: none"><li>o Update</li></ul>
<b>7:20 PM</b> (20 min)	<b>Right Relations Planning - <i>Liz &amp; Jade</i></b>	<ul style="list-style-type: none"><li>o Next Phase activation</li></ul>
<b>7:40 PM</b> (20 min)	<b>Healthy Congregations work - <i>Rev C &amp; Vanessa</i></b>	<ul style="list-style-type: none"><li>o Review Proposal</li><li>o Contract in development</li></ul>
<b>8:00 pm</b> (20 min)	<b>Transition discussion - <i>all</i></b>	<ul style="list-style-type: none"><li>o What does the incoming board want/need from outgoing board?</li><li>o Resource locations</li><li>o Scheduling information sharing between “officers”</li><li>o Ongoing information sharing over summer</li></ul>
<b>8:20pm</b> (10 min)	<b>Close of the Meeting - <i>Vanessa</i></b>	<ul style="list-style-type: none"><li>o Personal Process Observations</li><li>o Extinguishing the Chalice</li><li>o 8:30 End</li></ul>

MINUTES: MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN

UNIVERSALIST CONGREGATION

June 16, 2021

BOARD ATTENDING: Vanessa Shaughnesy, marissa delgado ohoyo, Jade Wilde, Liz Berggren, Shelley Webb, Tony Ricardi, Thomas Terrence

STAFF: Shannon Day, Rev. Christopher Wulff

GUESTS: Kristina Darnell, Marco Deppe, Laura Pierce, Jim Schlough, Laura White

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WELCOME AND CHALICE LIGHTING: Vanessa shared our land acknowledgment and marissa read chalice lighting words.

COVENANT, ACCESS NEEDS AND GROUNDING PRACTICE: Rev. Christopher led a grounding practice and marissa read our covenant. All attending did a brief check in and shared access needs.

APPROVAL OF MINUTES: The minutes from the board meeting held on June 2, 2021 were approved.

COVID DISCUSSION: Board, staff and guests discussed Covid considerations relating to the resumption of in person services, which is planned to begin with the ingathering service this fall on September 12. The Covid advisory task force will be asked to meet and formulate recommendations by early August for consideration by the board. Rev. Christopher will put a notice in the e-news concerning the plan to resume in person services in the fall.

REPORTS:

\*MINISTER: See attached report.

\*ADMINISTRATOR: See attached report.

\*DRE: See attached report.

\*MUSIC: See attached report.

\*FINANCE COMMITTEE: See attached report.

\*TREASURER: See attached report.

\*RJCT: The RJCT has many things planned for the upcoming months. Tony will write a report with details.

ACCESSIBILITY: By the end of the month, Neve will provide a summary of their findings which will integrate the feedback they have received into a priorities list. Focus groups indicated two top priorities: a sound system to address auditory issues, and improving chancel access. The chancel project in particular needs to be reassessed after gathering congregational input which was not possible during the pandemic.

RIGHT RELATIONS PLANNING: The next phase will focus on covenant renewal by engaging the whole congregation to grow and strengthen connections.

HEALTHY CONGREGATIONS WORK: Rev. Christopher introduced the proposal for working with two Healthy Congregations consultants to address congregational needs for healing and reconciliation. He will publish a notice in the e-news to advise the congregation about the proposal and to introduce the Healthy Congregations consultants.

TRANSITION PLANNING: Retiring and new board members discussed various aspects of transition planning including: reviewing and cleaning up existing policies and procedures with an equity lens, the need to change signatories on WSUU accounts, and a recommendation for a board retreat. Shelley will schedule a budget boot camp for new board members, and marissa will update the organizational chart which at this time includes numerous committee vacancies. Vanessa and marissa will meet with the new board members to discuss transition issues.

CLOSE OF MEETING: The meeting was adjourned at 8:35 pm.

As of: **Westside Unitarian Universalist Congregation - Seattle WA****BUDGET SUMMARY**% thru Year: **92%**

	Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
<b>Income</b>					
Pledges	\$ 16,072	\$ 255,308	89%	\$ 285,400	\$ 30,092
Sunday Plate	1,396	24,086	94%	25,733	1,647
Other Donations	83	8,881	108%	8,250	(631)
Fund Raising	40	53,875	146%	37,000	(16,875)
Affinity Programs	100	370	14%	2,700	2,330
RE Ministry	-	51	3%	1,850	1,799
Youth Group Ministry	-	-	0%	1,033	1,033
Music Ministry	-	-	0%	1,000	1,000
Program and Misc	52	54,236	98%	55,100	864
Rentals	6,722	48,346	91%	53,118	4,772
<b>Total Income</b>	<b>\$ 24,466</b>	<b>\$ 445,153</b>	<b>94%</b>	<b>\$ 471,184</b>	<b>\$ 26,031</b>
<b>Expenses</b>					
Minister Compensation	\$ 9,831	\$ 117,008	91%	\$ 129,102	\$ 12,094
Additional Minister	-	410	18%	2,300	1,890
RE Director Compensation	6,647	69,274	92%	75,146	5,872
RE Staff	592	6,888	67%	10,220	3,333
RE Training	-	-	0%	1,650	1,650
RE Youth Group	-	115	7%	1,633	1,518
RE Operations	-	1,168	34%	3,450	2,282
Music Director Compensation	2,499	29,719	86%	34,692	4,973
Music Staff	675	8,080	68%	11,884	3,804
Other Music	-	393	32%	1,241	848
Administrator Compensation	4,581	49,547	90%	55,140	5,593
Additional Employee Benefits	54	2,845	73%	3,900	1,055
UUA Dues	-	8,527	74%	11,569	3,042
Loans, Taxes, Fees	2,214	29,728	87%	34,169	4,441
Discretionary	486	14,522	102%	14,210	(312)
Facility	2,047	39,966	60%	66,728	26,762
Fundraising & Rentals	-	2,453	109%	2,250	(203)
Committees	500	5,432	46%	11,900	6,468
<b>Total Expenses</b>	<b>\$ 30,126</b>	<b>\$ 386,075</b>	<b>82%</b>	<b>\$ 471,184</b>	<b>\$ 85,109</b>
<b>Cash Flow (GF):</b>	<b>\$ (5,660)</b>	<b>\$ 59,078</b>			

	YTD Balance	Start of FY	YTD Change
BANK ACCOUNT BALANCES			
Umpqua General Fund Checking #7545	\$ 71,396	64,631	\$ 6,764
Sound Credit Union Money Market #6299	199,332	208,696	(9,364)
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
Total Account Balances	\$ 270,953	\$ 273,552	\$ (2,599)
ASSETS			
Church Bldg & Land (book value)	\$ 2,918,600	\$ 2,889,800	\$ 28,800
Cash - Operations	97,208	117,085	(19,877)
Cash - Building Fund	\$ 69,576	76,959	(7,384)
Cash - Accessibility	25,319	3,808	21,511
Other Dedicated Fund Balances	22,592	43,813	(21,221)
Undesignated Donations	56,258	31,886	24,371
Total Fund Balances	\$ 173,745	156,467	17,278
Total Assets	\$ 3,189,554	\$ 3,163,353	\$ 26,201
LIABILITIES			
Loan fm UUA	\$ 419,602	\$ 435,136	\$ (15,535)
Loan fm Pacific NW Growth Fdtn	56,516	61,474	(4,958)
Other Current Liabilities	51,601	94,982	(43,381)
Other Dedicated Fund Balances	22,592	43,813	(21,221)
Total Liabilities	\$ 550,311	\$ 635,406	\$ (85,094)
CONGREGATIONAL EQUITY			
Beginning of FY Equity	\$ 2,639,242	\$ 2,527,947	\$ 111,295
YTD Change in Equity	510,925		
DEDICATED FUND BALANCES			
Beginning of FY Dedicated Fund Balances	\$ 173,745	\$ 156,467	\$ 17,278
YTD Change in Dedicated Fund Balances	156,467		
Overall YTD Cash Flow with Fund Balances:	\$ 76,356		

As of: Westside Unitarian Universalist Congregation - Seattle WA				% Thru Year: 92%				Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget		
GENERAL FUND INCOME								
Pledges								
4.100.100	Pledges - Current Year Income	16,072.33	252,902.70	283,400.00	89%	-	will send pledge stmts next week to those with a balance and no auto-pay	
4.100.110	Pledges - Prior Year Income	-	2,405.00	2,000.00	120%	405.00		
	Total Pledges	\$ 16,072	\$ 255,308	\$ 285,400	89%	\$ 405		
Sunday Plate								
4.100.140	Contributions - Sunday WSUU	930.73	15,805.31	18,400.00	86%	-	lower month	
4.100.141	Contributions - Sunday WSUU Minister Discretion	-	630.00	600.00	105%	30.00		
4.100.142	Contributions - Sunday WSUU Kitchen/Hospitality	-	-	-	0%	-		
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	600.00	0%	-		
4.100.150	Contributions Sunday Charities	465.27	7,650.95	6,133.00	125%	1,517.95		
	Total Sunday Plate Income	\$ 1,396	\$ 24,086	\$ 25,733	94%	\$ 1,548		
Other Donations								
4.100.135	Give Big (Non-pledge gifts and stretch dollars)	-	-	-	0%	-		
4.100.155	Endowment Fund Transfers IN	-	-	-	0%	-		
4.100.160	Special Gifts & Campaigns	-	8,797.50	8,250.00	107%	547.50		
4.100.244	Accessibility Fund Donations	83.00	83.00	-	0%	83.00		
	Total Other Donations	\$ 83	\$ 8,881	\$ 8,250	108%	\$ 631		
Fund Raising								
4.100.245	Auction Income	40.00	27,987.31	22,000.00	127%	5,987.31	event income	
4.100.247	Raise the Paddle Income	-	25,787.21	15,000.00	172%	10,787.21		
4.100.250	Rummage & Book Sale Income	-	-	-	0%	-		
4.100.257	Misc. Fundraising Income	-	100.00	-	0%	100.00		
	Total Fund Raising Income	\$ 40	\$ 53,875	\$ 37,000	146%	\$ 16,875		
Affinity Program Income								
4.100.210	E Scrip GF Income	1.24	22.65	-	0%	22.65	still no payment	
4.100.211	Amazon Rebate Income	99.13	347.58	1,500.00	23%	-		
4.100.212	Thriftway Rebate Program	-	-	1,200.00	0%	-		
	Total Affinity Program Income	\$ 100	\$ 370	\$ 2,700	14%	\$ 23		
RE Ministry Income								
4.100.258	RE Fund Transfers IN	-	-	-	0%	-		
4.100.259	RE Fundraising & Donations	-	51.38	-	0%	51.38		
4.100.260	OWL Registration Fees	-	-	800.00	0%	-		
4.100.263	OWL Fund Transfers IN	-	-	1,050.00	0%	-		
4.100.264	RE Coming of Age Program Fees	-	-	-	0%	-		
	Total RE Ministry Income	\$ -	\$ 51	\$ 1,850	3%	\$ 51		
Youth Group Ministry Income								
4.100.261	RE Youth Group Fund Transfers IN	-	-	1,033.00	0%	-		
4.100.262	RE Youth Group Fundraising & Gifts	-	-	-	0%	-		
	Total Youth Group Ministry Income	\$ -	\$ -	\$ 1,033	0%	\$ -		

As of: Westside Unitarian Universalist Congregation - Seattle WA				% Thru Year: 92%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
<u>Music Ministry Income</u>							
4.100.221	Music Fund Transfers IN	-	-	-	0%	-	
4.100.222	Music Fundraising and Donations	-	-	1,000.00	0%	-	
4.100.223	Music Programs Income	-	-	-	0%	-	
	Total Music Ministry Income	\$ -	\$ -	\$ 1,000	0%	\$ -	
<u>Program and Misc Income</u>							
4.100.220	Coffee Income	-	-	-	0%	-	
4.100.225	Membership Fundraising and Donations	-	-	500.00	0%	-	
4.100.240	Interest Income	42.32	636.25	1,000.00	64%	-	
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	100.00	-	0%	100.00	
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	\$ 52	\$ 54,236	\$ 55,100	98%	\$ 100	
<u>Rentals</u>							
4.100.300	Cell Tower Rental & Elec Reimb	1,226.55	12,265.50	14,718.00	83%	-	
4.100.302	Cell Tower Electricity Reimb True-up	2,365.56	2,365.56	1,600.00	148%	765.56	this is probably last true up. New meter will mean they pay based on actuals instead of est.
4.100.305	Rental Income - Single Events	-	-	-	0%	-	
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	3,000.00	33,000.00	36,000.00	92%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	130.00	715.00	800.00	89%	-	
	Total Rental Income	\$ 6,722	\$ 48,346	\$ 53,118	91%	\$ 766	
TOTAL GENERAL FUND INCOME		\$ 24,466	\$ 445,153	\$ 471,184	94%	\$ 20,398	

As of: <b>Westside Unitarian Universalist Congregation - Seattle WA</b>				% Thru Year: <b>92%</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	21,400.00	44,475.00	48%	-	
5.100.101	Minister Salary Exp	4,479.77	66,724.09	44,975.00	148%	21,749.09	
5.100.105	Minister Medical Ins Exp	-	10,104.21	11,385.00	89%	-	
5.100.106	Minister Group Term Life Ins Exp	-	559.89	730.00	77%	-	
5.100.107	Minister Long Term Disability Ins Exp	-	674.52	1,073.00	63%	-	
5.100.108	Minister Dental Insurance	-	1,036.00	1,776.00	58%	-	
5.100.110	Minister Retirement Exp	741.25	5,405.16	8,945.00	60%	-	
5.100.115	Minister-FICA Exp	567.06	4,042.07	6,843.00	59%	-	
5.100.125	Minister's Professional Exp	1,042.91	7,062.10	8,900.00	79%	-	
	Total Minister Compensation	\$ 9,831	\$ 117,008	\$ 129,102	91%	\$ 21,749	
<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>\$ 9,831</b>	<b>\$ 117,418</b>	<b>\$ 131,402</b>	<b>89%</b>	<b>\$ 21,749</b>	

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Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
CHILDREN AND YOUTH MINISTRY							
RE Director Compensation							
5.100.150	RE Director Salary Exp	4,763.08	54,227.23	57,157.00	95%	-	
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	261.63	2,933.33	4,400.00	67%	-	
5.100.158	RE Director FICA Exp	346.16	3,940.96	4,373.00	90%	-	
5.100.160	RE Director Retirement Exp	476.31	5,422.86	5,716.00	95%	-	
5.100.165	RE Director Professional Exp	800.00	2,749.54	3,500.00	79%	-	
	Total RE Director Compensation	\$ 6,647	\$ 69,274	\$ 75,146	92%	\$ -	
RE Staff Expense							
5.100.162	RE Story Time Toddler Teacher Exp	-	-	-	0%	-	
5.100.163	RE Nursery Lead Teacher Exp	160.00	1,840.00	2,200.00	84%	-	
5.100.164	RE Nursery Assistant Exp	-	187.50	1,920.00	10%	-	
5.100.168	RE Program Assistant Exp	432.00	4,860.00	5,300.00	92%	-	
5.100.169	RE Summer Coordinator Exp	-	-	-	0%	-	
5.100.170	Childcare Exp	-	-	800.00	0%	-	
	Total RE Staff Exp	\$ 592	\$ 6,888	\$ 10,220	67%	\$ -	
RE Training Expense							
5.100.151	RE Youth Leadership Development Exp	-	-	-	0%	-	
5.100.152	RE OWL Leadership Development Exp	-	-	1,650.00	0%	-	
5.100.166	RE Leader Training Exp	-	-	-	0%	-	
5.100.167	RE Teacher Appreciation Exp	-	-	-	0%	-	
	Total RE Training Expense	\$ -	\$ -	\$ 1,650	0%	\$ -	
RE Youth Group Expense							
5.100.161	RE Lead Youth Advisor Exp	-	-	-	0%	-	
5.100.132	RE High School Youth Programs Exp	-	115.39	1,633.00	7%	-	
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	\$ -	\$ 115	\$ 1,633	7%	\$ -	
RE Operations Expense							
5.100.131	RE OWL Program Exp	-	-	200.00	0%	-	
5.100.133	RE Middle School Youth Programs Exp	-	-	-	0%	-	
5.100.134	RE Operational Exp	-	1,167.91	3,250.00	36%	-	
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	\$ -	\$ 1,168	\$ 3,450	34%	\$ -	
Total Children & Youth Ministry Expense		\$ 7,239	\$ 77,445	\$ 92,099	84%	\$ -	



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Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
MUSIC MINISTRY							
Music Director							
5.100.185	Music Dir Salary Exp	2,124.43	24,259.16	25,493.00	95%	-	
5.100.186	Music Dir Medical Insurance	-	1,178.60	2,200.00	54%	-	
5.100.187	Music Dir Retirement Exp	212.44	2,425.91	2,549.00	95%	-	
5.100.188	Music Dir FICA Exp	162.51	1,855.76	1,950.00	95%	-	
5.100.190	Music Dir Professional Exp	-	-	2,500.00	0%	-	
5.100.200	Music Dir Group Term Life Insurance	-	-	-	0%	-	
5.100.205	Music Dir Long Term Disability Ins Exp	-	-	-	0%	-	
	Total Music Director Compensation	\$ 2,499	\$ 29,719	\$ 34,692	86%	\$ -	
Music Staff							
5.100.193	Music Sunday Service Pianist Exp	375.00	4,125.00	4,875.00	85%	-	
5.100.195	Music Percussionist Exp	300.00	3,300.00	3,800.00	87%	-	
5.100.197	Music Chorale Rehearsal Pianist Exp	-	405.00	1,680.00	24%	-	
5.100.198	Music Bassist Exp	-	250.00	800.00	31%	-	
5.100.199	Music Administrator Exp	-	-	729.00	0%	-	
	Total Other Music Staff Expense	\$ 675	\$ 8,080	\$ 11,884	68%	\$ -	
Other Music Expense							
5.100.191	Music Purchase Exp	-	393.00	766.00	51%	-	
5.100.192	Music Equipment Maint Exp	-	-	400.00	0%	-	
5.100.194	Music Programs Exp	-	-	-	0%	-	
5.100.196	Music Council Fundraising Exp	-	-	75.00	0%	-	
5.100.201	Music Equipment Purchase Exp	-	-	-	0%	-	
5.100.202	Music Marketing Exp	-	-	-	0%	-	
	Total Other Music Expense	\$ -	\$ 393	\$ 1,241	32%	\$ -	
Total Music Ministry Exp		\$ 3,174	\$ 38,192	\$ 47,817	80%	\$ -	
ADMIN STAFF & SUPPORT							
Congr Administrator & Bookkeeper							
5.100.173	Congr Admin Group Term Life Ins Exp	-	-	-	0%	-	
5.100.174	Congr Admin Salary Exp	3,893.44	41,643.74	45,423.00	92%	-	
5.100.175	Congr Admin Medical Insurance	-	400.00	1,200.00	33%	-	
5.100.176	Congr Administrator Retirement Exp	389.34	4,182.52	4,542.00	92%	-	
5.100.177	Congr Administrator FICA Exp	297.84	3,185.72	3,475.00	92%	-	
5.100.230	Congr Admin Long Term Disability Ins Exp	-	-	-	0%	-	
5.100.231	Congr Admin Professional Exp	-	134.67	500.00	27%	-	
	Total Congr Administrator & Bookkeeper Compensation	\$ 4,581	\$ 49,547	\$ 55,140	90%	\$ -	

As of: <b>Westside Unitarian Universalist Congregation - Seattle WA</b>				% Thru Year: <b>92%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
<b>Additional Employee Benefits</b>							
5.100.178	Labor & Industries Ins Exp	-	1,717.91	2,500.00	69%	-	
5.100.181	Family and Medical Leave Ins Exp	-	510.51	600.00	85%	-	
5.100.184	Part time Empl FICA SS Exp	54.46	616.38	800.00	77%	-	
	Total Additional Employee Benefits Expense	\$ 54	\$ 2,845	\$ 3,900	73%	\$ -	
<b>Total Admin Staff &amp; Support Expense</b>		\$ 4,635	\$ 52,391	\$ 59,040	89%	\$ -	
<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	-	8,526.75	11,369.00	75%	-	
	Total UU Organizations Dues Expense	\$ -	\$ 8,527	\$ 11,569	74%	\$ -	
<b>Loans, Taxes &amp; Fees Expense</b>							
5.100.650	Loan Debt Service - UUA	1,699.39	18,693.29	22,043.00	85%	-	
5.100.655	Loan Debt Service - PNW Growth Foundation Exp	260.32	2,863.52	3,526.00	81%	-	last mo of interest only
5.100.457	Annual City/County/State Fees	-	3,275.69	3,200.00	102%	75.69	
5.100.520	Banking & Credit Card Fees e.g.Vanco	253.83	4,895.05	5,400.00	91%	-	
	Total Financial Expense	\$ 2,214	\$ 29,728	\$ 34,169	87%	\$ 76	
<b>Total Dues &amp; Financial Expense</b>		\$ 2,214	\$ 38,254	\$ 45,738	84%	\$ 76	
<b>DISCRETIONARY EXPENSE</b>							
<b>Discretionary Expense</b>							
5.100.757	Sunday Morning Contributions Given to Charity	486.24	7,045.03	6,133.00	115%	912.03	
5.100.758	Minister Discretionary Fund Transfer OUT	-	-	600.00	0%	-	
5.100.760	Undesignated Donation FB Exp	-	7,477.00	7,477.00	100%	-	
	Total Discretionary Expense	\$ 486	\$ 14,522	\$ 14,210	102%	\$ 912	
<b>Total Discretionary Expense</b>		\$ 486	\$ 14,522	\$ 14,210	102%	\$ 912	

As of: Westside Unitarian Universalist Congregation - Seattle WA				% Thru Year: 92%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
OTHER OPERATIONAL EXPENSE							
Facility Expense							
5.100.450	Telephone/Cable/Internet	-	3,062.03	3,200.00	<div><div></div></div> 96%	-	
5.100.460	Web Hosting Exp	-	121.68	300.00	<div><div></div></div> 41%	-	
5.100.470	Web Maintenance Exp Bud	-	-	100.00	<div><div></div></div> 0%	-	
5.100.475	Technology Management	340.42	1,983.20	4,600.00	<div><div></div></div> 43%	-	Breeze, Coda, 4 zoom licenses annual fee
5.100.480	Office Expenses	263.00	354.53	1,000.00	<div><div></div></div> 35%	-	paper, church windows accting and payroll annual fee
5.100.481	Postage Exp Bud	-	394.60	500.00	<div><div></div></div> 79%	-	
5.100.482	Printing / Copying	447.66	3,709.94	5,500.00	<div><div></div></div> 67%	-	
5.100.483	Constant Contact Email Service	-	-	425.00	<div><div></div></div> 0%	-	
5.100.550	Liability Insurance Exp Bud	-	7,180.00	7,450.00	<div><div></div></div> 96%	-	
5.100.452	Security Alarm System	-	436.70	500.00	<div><div></div></div> 87%	-	
5.100.453	Electricity - SCL	-	7,695.11	11,000.00	<div><div></div></div> 70%	-	
5.100.454	Water/Sewer - SPU	-	557.94	2,000.00	<div><div></div></div> 28%	-	
5.100.455	Waste/Recycling/Green	107.06	1,065.78	2,000.00	<div><div></div></div> 53%	-	
5.100.456	Gas - PSE	582.85	5,251.27	4,500.00	<div><div></div></div> 117%	751.27	
5.100.451	Janitorial Supplies	-	37.63	1,500.00	<div><div></div></div> 3%	-	
5.100.458	Landscaping Exp	-	736.27	500.00	<div><div></div></div> 147%	236.27	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	6.60	908.91	2,700.00	<div><div></div></div> 34%	-	
5.100.461	Building Capital Reserve Exp-GF	-	3,000.00	3,000.00	<div><div></div></div> 100%	-	
5.100.462	Lift Phone Monitoring	-	396.76	360.00	<div><div></div></div> 110%	36.76	
5.100.463	Elevator Fund Reserve Exp	-	-	-	<div><div></div></div> 0%	-	
5.100.471	Janitorial Service	125.00	1,310.00	8,000.00	<div><div></div></div> 16%	-	
5.100.484	Marketing and Advertising	-	-	-	<div><div></div></div> 0%	-	
5.100.726	AV Tech Expense	120.00	1,170.00	6,720.00	<div><div></div></div> 17%	-	
5.100.727	AV Equipment & Maintenance	-	-	225.00	<div><div></div></div> 0%	-	
5.100.728	Real Rent Duwamish	54.00	594.00	648.00	<div><div></div></div> 92%	-	
5.100.900	Transfers to Operations Cash Reserve Fund or Bldg	-	-	-	<div><div></div></div> 0%	-	
Total Facility Expense		\$ 2,047	\$ 39,966	\$ 66,728	60%	\$ 1,024	

As of: <b>Westside Unitarian Universalist Congregation - Seattle WA</b>				% Thru Year: <b>92%</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	-	2,250.00	2,000.00	113%	250.00	
5.100.821	Rummage Sale Expense	-	-	-	0%	-	
5.100.822	Canvass Expense	-	202.96	250.00	81%	-	
5.100.823	Misc. Fundraising Exp Bud	-	-	-	0%	-	
5.100.305	Facilities Rental Exp - single events	-	-	-	0%	-	
	Total Fundraising & Rentals Expense	\$ -	\$ 2,453	\$ 2,250	109%	\$ 250	
<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	500.00	5,252.31	6,575.00	80%	-	guest speaker honorarium
5.100.754	Partner Church Program Exp	-	-	-	0%	-	
5.100.756	Social Action Expense	-	-	-	0%	-	
5.100.759	Board Discretionary Fund	-	180.00	300.00	60%	-	
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	\$ 500	\$ 5,432	\$ 11,900	46%	\$ -	
<b>Total Other Operational Support Expense</b>		\$ 2,547	\$ 47,852	\$ 80,878	59%	\$ 1,274	
<b>TOTAL GENERAL FUND EXPENSE</b>							
		\$ 30,126	\$ 386,075	\$ 471,184	82%	\$ 24,011	
<b>Income less Expense</b>		\$ (5,660)	\$ 59,078	-			

As of: <b>Thursday, June 3, 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	-		76,959.46	(7,383.75)
3.201.100	Accessibility FB	25,319.25	-		3,808.31	21,510.94
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	-		1,103.36	(133.31)
3.835.100	Community Meal Trust Fund Balance	369.87	-		369.87	-
<b>Total Dedicated Funds</b>		<b>\$ 173,744.90</b>	<b>-</b>		<b>\$ 156,467.32</b>	<b>\$ 17,277.58</b>

## **Minister's Report for June 16, 2021 Board Meeting**

It has been a very busy month, and I am very much looking forward to having some time away to rest, renew, recover. A reminder that I'll be at Ministry Days and GA June 21-27, on my last week of parental leave June 28-July 4, then two weeks of vacation, followed by two weeks of study leave. I'll be returning to work on August 2nd.

One of my mistakes of last year was jumping straight in in July, doing all the things without having made the space to plan for the year. It led to a year that had a lot of fits and starts, because it was not always easy to know what was going on in the next day/week/month, and managing/communicating expectations was a consistent weakness of mine. One of the elements of a minister's contract is study leave—time for renewal and research, for taking courses or doing extra reading. I intend to use my two weeks of summer study leave primarily in preparation for the coming year and working with a coach to build some systems that might help in managing the information flow and communications, and how to communicate priorities and capacity effectively.

Throughout this year I've been participating in two small group ministry programs, Flourishing in Ministry which is based in the work of Parker Palmer and the Center for Courage and Renewal, and Wellspring, which is a small group program, primarily used in congregations, to help folks with their UU identity formation and reflection. Engaging the program with other religious professionals was really valuable, and I continue to reflect on whether it is a program we would be well served to implement here at Westside. Flourishing in Ministry continues this coming year with a pair of three day retreats in August and February and has also been a very valuable connection to ecumenical colleagues.

It was wonderful to be able to work with Rev. Matt Aspin and Rev. Joe Rettenmaier on their ordination. We'd been meeting for about four months, and met weekly for the last six weeks to make sure all of the details were being handled and coordinated. It is such a blessing for a congregation to see people whom it has called forward make their way through the long and difficult process and emerge successfully as new ministers in our UU movement. The service was also a good opportunity to test multi-modal service mechanics with Kevin Lane-Cummings, and to have the in-person gathering of the reception at the Duwamish Longhouse which was enjoyed by many members of Westside.

Looking towards next year, I'm making consistent, abundant communication a focus for myself, and think it should be considered as a focus of the board as well. One of the things that has re-emerged for me in looking at Dan Hotchkiss' book Governance and Ministry (which I hope we might consider reading some of together as a board) is the board's role as the asker of open questions, seeking to resolve not technical issues (many of which should belong at committee or team levels), but adaptive ones. The board leads the way in asking big questions, like "Who are we?" "What are we called to do or be right now?" "Who are our neighbours?" "Where are we going?" There is fertile ground for the congregation in working together to come to some agreement on questions like these, an opportunity for us to get pointed in the same direction.

In August, I'm anticipating spending most of the Saturdays leading training, planning, development spaces. Scheduling has begun for those weekend retreats for the Worship Team, the Nominating Committee, and the Giving and Gratitude committee. My hope in working with the Nominating Committee is that we might spend some time thinking together on what a multi-year strategic movement towards becoming a leadership development team would look like. We have a challenging situation in the

congregation with some significant leadership roles currently open, and no members of those teams in a position to take over leadership. As well as the notes from the Nominating Committee's report which highlight the costs of such a significant turnover in leadership each year, as we lose continuity, investments in culture changes are lost, learnings and relationship formation have to begin all over again. We need to become clearer about our pathways to leadership, and the ways in which they can support our desire to move towards greater equity and participation in the leadership of the congregation. My hope is that the Nominating Committee will become the group that starts us down that path, and can be empowered and resourced by the board to do so.

As we, with cautious and abundant optimism, look towards a September Ingathering as our first service in the building, I've been working with Autumn Gray-Eakin, who is a new member and volunteer, who has offered to Westside their skills and experiences in supporting livestreaming at the Shoreline congregation. Autumn and I are working out the mechanics and technologies necessary, and will be consulting with other affected teams for feedback as we move forward. Steve Finney is doing great work in recruitment of new folks willing to work as Zoom techs throughout the summer, and who may potentially take on active roles in the weekly technology roles necessary to offer a multi-modal service. The commitment that the AV and Worship Teams resolved around was that the quality of service experience we offer to folks participating online when we're back in person shouldn't be less than it is now, and could be enhanced and improved in the future. We anticipate that we'll do a few services with the worship leaders in the sanctuary before Ingathering, as a chance to test our solutions and resolve any bugs.

I've asked Shelley Webb, as chair of the Finance Committee, to submit a "no more than two-page proposal" to the Cascadia UU Growth Fund's recent call for grants of up to \$5000. The current expectation is that the application would be for \$3000 to support worship technologies, and \$2000 to support anti-racism initiatives. Autumn and I are working on the technology part of the proposal, while Tracy Burrows and the RJCT are working on the anti-racism initiative elements. That component may include an online workshop with Paula Cole Jones, one of the authors of the Eighth Principle proposal, in September (anticipating that I'll be working with the RJCT on learning and dialogue opportunities for congregants around the 8th Principle, prior to it being voted on at General Assembly 2022). Jones' workshop for the Quimper Fellowship, in Port Townsend, was very well received and helped them a great deal in their process.

I've met with David Cycleback and he affirms that he understands the elements of the Limited Access Agreement and will be taking time away from the community until January 2022. He and I will meet monthly during that time, beginning in August. Part of our conversation was an acknowledgement that this situation would have been easier and more straightforward if there had been a Right Relations process in place prior. To that end, the board and I will be working with Amy Rowland and Kikanza Nuri-Robins, consultants on healthy congregations, in developing a strategy for building increased trust in the congregation and deepening connection, moving towards a right relations process. While we might be feeling urgency around getting it into place, we would be well-served to move at a pace that engages as many folks as possible and provides opportunities for reflection. The UUA has committed to funding 80% of the cost of our working with these consultants. Conversations with other community members who had questions and concerns arising out of the LAA have proven to be, by and large, helpful for me in increasing my understanding and reassuring for them. I continue to seek opportunities to meet with folks.

A few briefs:

- I'm enormously grateful to the group taking on Conversations for Connection over the next six weeks. I've reminded the Lay Pastoral Care Associates that there is a possibility that they may get increased calls following those conversations.
- We are continuing to seek new folks to join the Lay Pastoral Care Associates team. My hope is that over the next year we can also recruit a group who would work to implement a program designed to support folks with material needs. The work of the LPCA gets complicated when their role is unclear and they're not sure where to refer folks who aren't seeking spiritual health support.
- The DRE and Music Director will both need to have new agreements signed based on new job descriptions. They are currently reviewing the drafts of those agreements as are the Personnel Committee. These will need to be signed by myself and the congregation's President, and received by the staff members before July 1st. I'm grateful to both of them for their work in making this transition.
- I'll be setting up a new bank account at Umpqua Bank for the Community Care Fund, making it easier for our signatories to become accredited to access the accounts when appropriate.
- I'm very excited for the picnic and hope that we'll see many of you there on Sunday night!
- I've copied below the communications that I had sent you previously about stewardship, giving and gratitude, so that it is included in the .

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We have some significant vacancies in leadership positions that we need to be looking at in the near future. With Laura and Jim joining the board, Membership and Stewardship lose their chairpersons. We've been without a hospitality chair and RE Council chair for more than a year, and we're needing to identify a new covenant groups convenor as well. Just want these to be on your horizon, and if you have thoughts about people who might fill any of those positions to be in touch with me.

Kevin Lane-Cummings has agreed to move into chairing a new group called Generosity and Gratitude, which will take on some of the role of Stewardship, but also a broader year-round commitment to cultivating both of those things (which goes hand-in-hand with a transition to green giving - your pledge keeps going until you tell us to stop). Kevin and I will be talking more about that in August, and he's currently working to identify folks who he thinks could be contributors to that team.

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## Finance Committee Report June 2021

This report has no action items.

### Financial Highlights for May 2021 (92% of the year):

Highlights	Actuals – May	Actuals – YTD	YTD % of Budget	Budget
<b>Total Income</b>	<b>\$ 24, 466</b>	<b>\$445, 153</b>	<b>94%</b>	<b>\$ 471,184</b>
Pledges	\$ 16,072	\$255,308	89%	\$285,400
<b>Total Expenses</b>	<b>\$ 30,126</b>	<b>\$ 386,075</b>	<b>82%</b>	<b>\$ 471,184</b>
<b>Net Income/Expenses</b>	<b>\$ (5,660)</b>	<b>\$ 59,078</b>		

**Financial Status:** Pledge income for May was a little weak. The annual cell tower “true-up” came through, \$765 more than expected. This will be our last one; future payments will be based on actual costs. Shelley showed that we remain on target for the forecasted carryover she presented at the Annual Meeting.

**Unanticipated Expenses:** None this month.

**New Members:** Finance Committee has been small since losing two in February. With Shelley assuming chair and Cara M and Paula staying on, the Committee is up to 3 members. The goal is 5. The Committee identified and will reach out to 3 people to invite to join this committee or Stewardship. We anticipate reaching out in September via Westside Week as well.

**Transition:** The Committee celebrated the year together. Paula transferred her short list of unfinished work to Shelley, who has a long wish list of tasks.

**Next Meeting-August:** The Committee agreed to not meet in July. We will resume in August. Shelley will provide the information for the July Treasurer’s report for Jim when she returns from vacation.

Submitted by Paula vanHaagen      6/9/2021

June 10, 2021

To: WSUU Board Members

From: Rev. Cynthia Westby, DRE

Re: DRE Board Report for June 2021

**June 13<sup>th</sup> RE Transitions Ceremony:** This Sunday, June 13<sup>th</sup> I will hold our annual RE Transitions Ceremony that will include the bridging of three seniors. Also included will be two children into kindergarten, three into middle school, and four youth into high school. This service is the culmination of a great deal of time organization and preparation. All children transitioning received a card and present in the mail from me to be opened during this service.

**Summer RE:** Summer RE will begin on June 20<sup>th</sup> and run until we (hopefully) reopen on Ingathering on September 12<sup>th</sup>. I will be taking vacation in July and Cheryl will be leading the summer RE classes with a member of the RE Council as her assistant.

**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. June 30<sup>th</sup> will be her last day. June 30<sup>th</sup> will also be Ivy Ficarra's last day.

**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. The last recording was sent on June 7<sup>th</sup> for this year.

**4<sup>th</sup>-5<sup>th</sup> Grade RE** was offered once-a-month with Thomas Terence, Larry Murphy, and Jim Angell rotating as teachers for this class. This class focuses on faith formation often using a *Simpson's* episode to encourage discussion.

**Middle School RE** was 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.

**Mindfulness for Kids** was offered last on May 23rd 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.

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

group plans and opportunities to youth and their parents. Youth group will not meet during the summer except for a possible bonfire/BBQ gathering TBA.

**RE Attendance:** Attendance in our RE classes has been low this year because children are on zoom so much during the week for classes that they are not eager to spend more time on zoom during the weekend; usually 2-3 kids with about that number usually showing up in youth group. For the past couple of months the attendance in whichever class was offered live that week (one live class per week) and the youth group has been roughly the following. We are not yet able to determine how many people are watching the Nursery Book Readings and K-3 Spirit Play Lessons that we are pre-recording and putting on YouTube. We are currently moving those YouTube lessons to Westside's YouTube channel and will 'turn on' that ability over the summer.

**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. This will go on hiatus for the summer.

**Westside's Post-Service Coffee Hour Hosting:** 1-3 times a month Cheryl Brown, the RE Program Assistant, hosted Westside's post-service coffee hour on Zoom.

## **MUSIC DIRECTOR MONTHLY REPORT**

### **June 2021**

**ACTION ITEMS:** We would all like to get a more definite plan as to when and to what extent we will be meeting in the building again. Until this is done, so much of how music occurs is in limbo. For my two cents worth, many congregations already have delineated plans that their congregations know about. I think the overall sense of angst and anxiety that have been present lately will vastly improve when a plan is developed and presented. I know that this is on everyone's mind, and it might not be my place to bring this up, but I've been hearing everywhere that people are impatient to have some decisions made.

Transitioning into ¼ time Music Director position.

1. Plan for reduced hours position starting in July: After extensive discussions with Rev. Christopher, and consultations with the Music Ministry Team and others, a plan for the most effective use of my 10 hours/week is forming. Basically I will be concentrating the majority of my time into two weeks of every month, and will be responsible for providing the music for those two Sundays. During these two weeks I will also be helping to coordinate guest musicians and arranging for the remainder of the services throughout the month, and help organize volunteers to take care of duties I will not have time for. We are also planning on having Chorale rehearsals 3 times a month, with me leading rehearsals for my two weeks, and Lisa Maynard or another member leading for the third. We also discussed the possibility of having the 4<sup>th</sup> week open to all congregants for a group music night. There will be several other aspects of my job that will be passed on to others, and getting that all set up will be continuing for the remainder of this month. Also, since all of the music for July will be from previously recorded material, I'll have some time during my two week focused time to work on making sure we're set for the fall.
2. Music Ministry Team (MMT): We had a meeting (since this report is late I can report about it!) on Monday evening, June 14. We went over in great detail the plans above, as well as progress on putting all of the music from past services into a searchable database for easier access during my reduced time.
3. Choir: I arranged for a meeting/rehearsal of the Westside Chorale on Wednesday, June 9<sup>th</sup>. After originally speaking with Rev. Christopher, and thinking it would be alright to have it in the church parking lot, we realized that we hadn't really set up things properly with the downstairs tenants to allow for access to the building for the restrooms, etc. John and Alice Britt graciously offered their place, and we all got together on the back lawn. Marco Deppe helped me bring equipment (piano, etc.) over, and we had a beautiful experience. I am intending on figuring out a way moving forward for this all to work, even with my reduced hours. The Chorale and smaller ensembles will continue to be a major focus of my time and energy at Westside.

In Harmony,

Scott Farrell  
WSUU Music Director

# Administrator Report to Board June 2021

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

## **Sunday Morning Attendance and Offering (Charity Portion)**

Greetings all. It feels good to be on the other side of the annual meeting! Now my days are very full of fiscal year end tasks mostly around wrangling pledges for the end of this year and getting things set up for next year. Many communications required to make sure all will go smoothly.

<b>Date</b>	<b>Speaker/Special Circumstances</b>	<b>Attendance (units live/ Viewed later)</b>	<b>Collection (charity portion)</b>
5/16/21	Rev. Aisha Ansano	42/16	\$75.31
5/23/21	Rev. Christopher	49/33	\$101
5/30/21	Liz James	111/111	\$133
6/6/21	Rev. Christopher	61/89	\$107.33
6/13/21	Rev. Cynthia and Rev. Christopher RE Transitions service	49/Not Available yet	\$120.67

**Membership:** Current membership 176.

**Church Management Software:** Still working on learning the different areas of Breeze. This month I used Breeze to generate reports of pledges vs payments and was able to notify those who had balances. This week we are changing text giving to the new platform and moving away from Vanco. All pledge payment that we generate are set up in Breeze and as of July 1 we should not have any funds coming through Vanco and will be able to close our account there.

## **Facilities Issues and Updates:**

**Furnace:** Believe it or not, still waiting for bid. Emailed the tech again today noting that we would like the work completed by the end of August

**Windows:** I am getting bids for cleaning the exterior of our windows. We have not had this done since 2010.

**Items requiring extra time this month:** Preparations for the annual meeting including preparing the email with all committee and staff reports etc., supporting finance and stewardship teams, meeting with tenant regarding re-opening in the fall and contract renewal, extra meetings with the board and assistance during the annual meeting, 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.

In loving community,  
Shannon