



Westside
Unitarian Universalist
Congregation

WSUU

JUNE BOARD AGENDA —2022

June 13, 2022 6:30PM PT – 8:30PM PT via Zoom

<https://zoom.us/j/96975275313?pwd=eIB5RkNmENsNUsvUGJQY1J6RThidz09>

[Google Drive Folder for this meeting](#)

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

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

6:30pm	Chalice Lighting & Welcome – <i>Laura Pierce (July need new rotation)</i>	<ul style="list-style-type: none">o Land Acknowledgement & Covenanto Chalice lightingo Quick Check in/Access Needs
	Covenant Review	<ol style="list-style-type: none">1. Share workload, responsibilities, joys, and sorrows2. Slow down and seek consensus when possible3. Listen to minority and marginalized voices4. Seek additional perspectives, particularly those most impacted by decisions5. Honor confidentiality6. Focus our energy on established priorities7. Right-size the board's work and maintain healthy boundaries8. Share what we are doing. Be intentional about honest, timely communication.9. Work to stay in right relationship with each other10. Support our collective decisions. The board speaks with one voice11. Name the elephant in the room12. Hold this covenant as a living document
	Minutes	<ul style="list-style-type: none">o Changes to May minutes or approve as written.o Approval of May minutes.o Board Priority Grid
	Reports	<ul style="list-style-type: none">o Minister (final negotiations with UUA & WSUU, Laura Pierce & Marco)<ul style="list-style-type: none">▪ Outstanding tasks, goodbyes, office useo Administrator (Shannon)<ul style="list-style-type: none">▪ Recognition of new or leaving members▪ New hours starting July 2022o Music (Scott)<ul style="list-style-type: none">▪ New hours starting in Julyo Finance Committee: 2022/23 Budgeto 2022/23 Proposed Budget



		<ul style="list-style-type: none">o Treasurer (Jim)o Board Liaison Reports:<ul style="list-style-type: none">▪ Pastoral Care (Laura Pierce)▪ RE Planning Team (Kristina & Marco)▪ Worship Planning (Laura White)▪ Right Relations, RJCT (Kristina)
7:00pm	Welcome to New Board Members: Tracy Burrows and Laura Strand	<ul style="list-style-type: none">o Gratitude!o Shared work model for Board members, Board liaisons and co-chair/teaming committee modelo July 21st mtg Board positions must be establishedo Shared Board Folders (Shannon)o Monthly Board Meetings 3rd Thurs 6:30-8:30pm
7:15pm	Annual Meeting Reflections	<ul style="list-style-type: none">o Wins, what worked, areas to improveo Annual Meeting Agenda 2022o 2022 Annual Mtg Slide Presentation
7:30	Summer/Fall Priorities	<ul style="list-style-type: none">o Summer Worship Scheduleo Fall Scheduleo Community Re-Connections—Formal, Informalo Priorities: Staff, Sunday Services, RE, Pastoral, Right Relations, Sustainable budget, Congreg Connections
7:		<ul style="list-style-type: none">o
8:		<ul style="list-style-type: none">o
8:	Other Business	<ul style="list-style-type: none">o Board End of Yr Meet-Up Celebrationo Board Retreat Date/Place/Timeo Moving Forward: Transition Planning Team
8:30pm	Upcoming Meetings Dates/Times	<ul style="list-style-type: none">o Schedule Board End of Yr Celebrationo Sun, June 26th next Board Social Hour - online or in person? Topic? Who hosts? Board Tabling Sign Up Sheet 2021-2022o Next Westside Week Board article? Topic?o Next Monthly Board Meeting July 21st 6:30pm (<i>New round of sharing and acknowledgement, provide chalice reading and closing</i>).o Upcoming Vacation/Out of Town Schedules
8:35pm	Close of the Meeting - Laura Pierce	<ul style="list-style-type: none">o Personal Reflections/Gratitudeo Extinguishing the Chaliceo 8:35 End

MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION

June 13, 2022

BOARD ATTENDING: Marco Deppe, Laura Pierce, Jim Schlough, Laura White, (Kristina Darnell attending end of school event with family)

STAFF Shannon Day, (Rev. Christopher Wulff, using vacation time during ministerial transition final June 30, 2022)

GUESTS: New 2022/23 Board members: Tracy Burrows and Laura Strand

Laura Pierce 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. Move to approve May minutes made by Marco, seconded by Jim, all in favor. Approved minutes will be posted by Shannon.

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

Minister & Final Negotiation Update

The final mutual separation agreement between WSUU and Rev. Christopher has been signed by both the Board President, Kristina, and Rev. Christopher. A letter outlining the details of the mutual separation negotiations has been sent out to all members and the greater congregation. The last day of the minister contract will be June 30th. Rev. Christopher has agreed to pack up the minister office by June 20th. Some books will be stored at WSUU until ready for shipping. Another reminder will be included in the Westside Week that Westside members and friends may send a personal letter or note to Rev. Christopher through Shannon at the office to be forwarded to Rev. Christopher. As a reminder, Rev. Christopher did not wish for any departure events, formal or informal, gifts, offers of help packing or meal support during the final transition. A ministerial transition interview with the Board and UUA representatives will be arranged for early July.

Administrator: *see Shannon's report*

Shannon spent much of her month preparing and supporting the Annual Meeting, following up on Stewardship pledges, supporting Sunday worship logistics, ordering and arranging installation of AV equipment in addition to her normal workload. Shannon reports that our new sound board and amp components have arrived over the month and were installed on a rolling cart on the chancel with the help of Nate Mesnard and Jim Schlough. Rob Fenwick will be invited to help with website updating. Shannon's hours will increase to full time (40 hrs/week) as of July 1, 2022 with passage of the new 2022/23 budget at the Annual Meeting.

Current Membership is 164. Stewardship, Membership and Shannon worked together over the last month to contact remaining individuals who did not respond to the annual stewardship campaign. Ellen Wanless joined this month. Peggy Abby has moved to New Mexico. Nine memberships have ended after no response to stewardship and follow up for more than 1 year: Susan Maude, Wayne Breidford, Chris Rinehart, Laura Rodriquez, Autumn Gray-Eakin, Sara Betts and Vade Donaldson, Rob Fenwick, and Chick Whitmore.

Finance Committee *See Finance Report and 2022/23 Approved Budget*

The end of the year budget is close to the projected budget plus or minus \$5000. Jim reported that the Finance Committee is recruiting more members with the departure of Paula vanHaagen and Cara Mathison. Paula vanHaagen and Rose Sheppard have expressed interest in the Facility Team. A closer look will be made to how we categorize our budget line areas, such as inclusion of the building value, which sometimes skews the budget interpretation. There is consideration of ways to increase collaboration and skill sharing with related committees perhaps by creating an overall "Operations Committee" which would oversee finance, facility and other sub-committees especially in a time of limited volunteer capacity. Specific skills and knowledge could be shared across and within an overall structure of this type.

Music: *No Music Director report this month*

Scott's hours will be increased by 10 hrs per month as of July 2022 (30 hours per month total). This will allow for coordinating all music for 2 Sundays per month (including contacting musicians and verifying music) in collaboration with the Worship Planning Team, help with the 3rd Sunday service, more support of ancillary WSUU Music Groups such as the Chorale,

Welcome Singers, etc. and providing some congregational specialty music offerings, as time allows, such as EvenSong or other musical activities. Jim and Marco will develop an updated job description and supervisor reporting structure for the Music Director position with input from Scott, Music Council and Sunday Worship Planning Team.

Board Liaison Report Out *Each Board member has taken on a leadership liaison role during the transition time without a minister. This information was posted in the Westside Week. Areas of major focus will be creating a viable sustainable transition plan, Worship, Pastoral, Staff, Right Relations, RE, Finance, Facility, Community Connections.*

Summer Pastoral Care Transition Plan (Laura Pierce)

Laura Pierce, has completed a Summer Pastoral Care retainer contract for Rev. Kari Kopnick for up to 20 hours per month (2-5 hours per week) June 13th-August 30th, 2022. She has also informed former members of the Pastoral Care team about the interim summer plan. A Westside Week Board announcement, with link to Kari's website, will be placed in the Westside Weekly.

RE (Kristina & Marco). Marco reported that last Sunday's Nature Walk went well. There is a desire for 2 OWL offerings (for 2 different age groups) in the fall. A multi age format, with paid contracted RE specialists, may continue to be the model in the fall. After the Bridging Ceremony, the RE Planning Team (Faith Iverson, Jade Lowry, Thomas Terence, Jeanette Hitch, Amy Hance-Brancati, recruited by Kristina) will meet at a personal home for dinner to firm up the fall programming. The RE program has programming in place for June. RE Program contractors, Amaranta Ibarra-Sandy, Artmaranth, and Kevin O-Malley, South Sound Nature School, have been informed of the summer 2nd and 4th Sunday scheduling changes. RE programming will take a summer break during July and August.

Worship Planning (Laura White) *See the Worship Planning Annual report.*

Laura White, as Board Liaison to the Worship Planning Team, reported to the Board that the Sunday Worship summer schedule has been confirmed twice per month, the 2nd and 4th Sundays. The team is close to confirming speakers for the summer schedule. A Summer Schedule announcement has been posted in the Westside Weekly. The July and August Worship Planning meetings will focus on fall scheduling.

Right Relations, RJCT (Kristina) Tracy reported that RJCT has programming planned for the 3rd Sundays through the summer including Juneteenth in June and in August a movie viewing and discussion with Cecilia Hayes of the Autobiography of Jean Pitman. In September, action planning will occur around the adoption of the 8th principle. This may include self study book group, affinity groups and other ways to develop safe places and formats for discussing and engage in the work ahead.

Welcome to New 2022/23 Board Members Tracy Burrows and Laura Strand

New 2022/23 Board members were welcomed with gratitude! There was discussion of some important steps to launch upcoming Board work together including priority areas during the

past year. The Board Retreat will be scheduled for July or August with a *Doodle* poll set up by Marco. Board meetings will remain on the 3rd Thursday 6:30-8:30pm unless otherwise agreed.

ANNUAL MEETING REFLECTIONS *See 2022/23 Budget & Annual Meeting Slides*

Feedback around the June 5th Annual Meeting was very positive and the Board received many communications of support following the presentations. The diligent preparation by many was well worth the effort. Kristina, as Board president, ran the meeting smoothly with a steady, centering presence; Kevin was calm and professional as lead tech facilitator; Shannon, Jade and Laura Pierce were invaluable during the vote discussions and vote poll counts; Riley Anderson provided important parliamentary advice; Presenters Jim Schlough and Laura White (Board), Shelley Webb (Budget), Simon Knaphus (Board and Nominating Committee), and Cindy Jackson (8th Principle) were well prepared, with slides and/or supporting information, especially around topics where voting was involved. Feedback from members included appreciation that all viewpoints were able to be expressed and an equitable discussion procedure was in place.

SUMMER/FALL PRIORITIES

Worship services are in place for the summer on the 2nd and 4th Sundays. The Summer Picnic was well attended with opportunities for re-connecting with friends through conversations and music. Next steps will involve development of a transition plan, defining what we want as a community, and considerations around possible interim contract ministerial services.

BOARD POSITION DETERMINATION

New and existing Board members discussed designated 2022/23 Board positions for next year which must be completed by the July Board meeting. Commitments were made to continue to share the work, especially of the Board President, in order to be sustainable for the incoming President.

OTHER BUSINESS

- An "End of the Yr Board Meet Up & Celebration" will be scheduled via *Doodle*.
- A Board Retreat Date/Place/Time will be scheduled via *Doodle*.
- The June Board Communication Topic: Pastoral Care Rev. Kari Kopnick over summer.

CHALICE LIGHTING/ACKNOWLEDGMENT/CLOSING WORDS FOR BOARD MEETINGS.

To be determined during next Board meeting (July-Dec 2022)

Out of Town/Vacation/Leave Schedule June/July

- *Kristina Darnell*
- *Marco Deppe*
- *Jim Schlough 6/8-26th in New Mexico, will connect via Zoom*
- *Laura Pierce in and out of town, will connect via Zoom*
- *Laura H White in and out of town during June/July, will connect via Zoom*
- *Tracy Burrows*
- *Laura Strand*
- *Shannon Out of Office: June 19-20, July 14, 17-18, July 27-31 and August 11.*

UPCOMING MEETINGS DATES/TIMES

- *No Board Social Hour over the summer June-August to provide a summer break although there may be a “pop up” Board Social after service in person meeting offered*
- *Board Retreat Date/Place: Doodle Poll will be sent out by Marco*
- *July 21st Board Monthly Meeting 6:30-8:30pm*
- *Board Get Together Doodle Poll by Marco*
- *Board Communication around info about Rev. Kari Kopnick, drafts*

CLOSE OF MEETING *Laura Pierce closed our meeting with chalice words and asked for ending reflections. The meeting ended at*

Respectfully submitted: Laura White, Board of Trustees, Secretary

As of: **Wednesday, June 1, 2022****BUDGET SUMMARY**% thru Year: **92%**

	Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
Income					
Pledges	\$ 22,272	\$ 261,352	94%	\$ 277,533	\$ 16,181
Sunday Plate	2,294	16,784	56%	29,999	13,215
Other Donations	4,700	5,614	0%	-	(5,614)
Fund Raising	2,570	38,504	61%	63,000	24,496
Affinity Programs	90	1,337	223%	600	(737)
RE Ministry	103	618	88%	700	82
Youth Group Ministry	-	-	0%	-	-
Music Ministry	20	240	48%	500	260
Program and Misc	42	458	25%	1,833	1,375
Rentals	7,420	56,752	103%	55,365	(1,387)
Carry-over	-	73,077	170%	43,042	(30,035)
Total Income	\$ 39,512	\$ 454,736	96%	\$ 472,572	\$ 17,836
Expenses					
Minister Compensation	\$ 11,807	\$ 116,812	93%	\$ 125,348	\$ 8,536
Additional Minister	-	830	33%	\$ 2,500	1,670
RE Director Compensation	-	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	591	1,652	83%	\$ 2,000	348
Music Director Compensation	1,926	16,174	90%	\$ 18,026	1,852
Music Staff	450	5,400	90%	\$ 5,975	575
Other Music	-	1,145	56%	\$ 2,041	896
Administrator Compensation	6,290	51,000	92%	\$ 55,140	4,140
Additional Employee Benefits	89	2,229	78%	\$ 2,875	646
Community Impact-Internal	310	8,981	27%	\$ 33,836	24,855
Community Impact-External	-	5,258	57%	\$ 9,181	3,923
Worship	1,997	9,438	78%	\$ 12,055	2,617
Loans, Taxes, Fees	3,724	43,569	91%	\$ 47,959	4,390
Facility	3,904	49,244	87%	\$ 56,653	7,409
Fundraising & Rentals	120	570	4%	\$ 12,667	12,097
Reserves	-	73,077	187%	\$ 39,163	(33,914)
Total Expenses	\$ 31,207	\$ 409,284	87%	\$ 472,572	\$ 63,288
Cash Flow (GF):	\$ 8,305	\$ 45,452			

	YTD Balance	Start of FY	YTD Change
BANK ACCOUNT BALANCES			
Umpqua General Fund Checking #7545	\$ 120,981	107,401	\$ 13,581
Sound Credit Union Money Market #6299	199,831	199,373	458
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
Total Account Balances	\$ 321,038	\$ 306,999	\$ 14,039
ASSETS			
Church Bldg & Land (book value)	\$ 2,901,200	\$ 2,918,600	\$ (17,400)
Cash - Operations	84,595	133,131	(48,537)
Cash - Building Fund	\$ 93,404	69,576	23,829
Cash - Accessibility	22,462	24,319	(1,858)
Other Dedicated Fund Balances	21,667	23,715	(2,049)
<u>Undesignated Donations</u>	<u>98,910</u>	<u>56,258</u>	<u>42,652</u>
<i>Total Fund Balances</i>	<i>\$ 236,443</i>	<i>173,868</i>	<i>62,575</i>
Total Assets	\$ 3,222,238	\$ 3,225,600	\$ (3,361)
LIABILITIES			
Loan fm UUA	\$ 419,602	\$ 419,602	\$ -
Loan fm Cascadia Growth Fund	58,825	56,516	2,309
Other Current Liabilities	28,556	71,565	(43,010)
Other Dedicated Fund Balances	21,667	23,715	(2,049)
Total Liabilities	\$ 528,649	\$ 571,398	\$ (42,749)
CONGREGATIONAL EQUITY			
Beginning of FY Equity	\$ 2,693,589	\$ 2,654,201	\$ 39,388
<i>YTD Change in Equity</i>	<i>39,388</i>		
DEDICATED FUND BALANCES			
Beginning of FY Dedicated Fund Balances	\$ 173,868	\$ 173,868	\$ 62,575
<i>YTD Change in Dedicated Fund Balances</i>	<i>62,575</i>		
Overall YTD Cash Flow with Fund Balances:	\$ 108,027		

As of: Wednesday, June 1, 2022				% Thru Year: 92%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
GENERAL FUND INCOME							
Pledges							
4.100.100	Pledges - Current Year Income	22,272.27	256,338.78	275,533.00	93%	-	Great!
4.100.110	Pledges - Prior Year Income	-	5,012.78	2,000.00	251%	3,012.78	
	Total Pledges	\$ 22,272	\$ 261,352	\$ 277,533	94%	\$ -	
Sunday Plate							
4.100.140	Contributions - Sunday WSUU	1,613.27	11,247.11	20,000.00	56%	-	Better with in person worship
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	-	170.99	600.00	28%	-	
4.100.150	Contributions Sunday Charities	681.16	5,365.97	6,900.00	78%	-	better with in person worship
	Total Sunday Plate Income	\$ 2,294	\$ 16,784	\$ 29,999	56%	\$ -	
Other Donations							
4.100.160	Special Gifts & Campaigns	4,700.00	5,613.90	-	0%	5,613.90	Peggy Abby Home Sale Gift from Joe Nabbelfeld (her realtor)
4.100.244	Accessibility Fund Donations	-	-	-	0%	-	
	Total Other Donations	\$ 4,700	\$ 5,614	\$ -	0%	\$ 5,614	
Fund Raising							
4.100.245	Auction Income	2,570.00	21,682.22	48,000.00	45%	-	Late arriving RTP gift and some event payments
4.100.247	Raise the Paddle Income	-	16,822.17	15,000.00	112%	1,822.17	
	Total Fund Raising Income	\$ 2,570	\$ 38,504	\$ 63,000	61%	\$ -	
Affinity Program Income							
4.100.210	E Scrip GF Income	-	3.54	-	0%	3.54	
4.100.211	Amazon Rebate Income	89.74	418.64	-	0%	418.64	
4.100.212	Thriftway Rebate Program	-	914.80	600.00	152%	314.80	
	Total Affinity Program Income	\$ 90	\$ 1,337	\$ 600	223%	\$ 737	
RE Ministry Income							
4.100.259	RE Fundraising & Donations	-	-	700.00	0%	-	
4.100.258	RE Fund Transfers IN	-	-	-	0%	-	
4.100.260	OWL Registration Fees	103.30	617.76	-	0%	617.76	K-1 OWL - need to transfer to Fund balance at year end
4.100.263	OWL Fund Transfers IN	-	-	-	0%	-	
	Total RE Ministry Income	\$ 103	\$ 618	\$ 700	88%	\$ -	
Youth Group Ministry Income							
4.100.261	RE Youth Group Fund Transfers IN	-	-	-	0%	-	
	Total Youth Group Ministry Income	\$ -	\$ -	\$ -	0%	\$ -	

As of: Wednesday, June 1, 2022				% Thru Year: 92%				Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget		
<u>Music Ministry Income</u>								
4.100.222	Music Fundraising and Donations	20.00	240.00	500.00	<div><div>48%</div></div>	-	choir mask	
	Total Music Ministry Income	\$ 20	\$ 240	\$ 500	48%	\$ -		
<u>Program and Misc Income</u>								
4.100.220	Coffee Income	-	-	333.00	<div><div>0%</div></div>	-		
4.100.225	Membership Fundraising and Donations	-	-	500.00	<div><div>0%</div></div>	-		
4.100.240	Interest Income	42.42	457.93	1,000.00	<div><div>46%</div></div>	-		
4.100.255	Common Quest Income	-	-	-	<div><div>0%</div></div>	-		
	Total Program and Misc Income	\$ 42	\$ 458	\$ 1,833	25%	\$ -		
<u>Rentals</u>								
4.100.300	Cell Tower Rental & Elec Reimb	1,240.16	19,576.55	14,718.00	<div><div>133%</div></div>	4,858.55	rent check only \$653.97 it's under investigation	
4.100.302	Cell Tower Electricity Reimb True-up	-	-	1,600.00	<div><div>0%</div></div>	-		
4.100.305	Rental Income - Single Events	-	-	1,667.00	<div><div>0%</div></div>	-		
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	6,180.00	36,980.00	36,600.00	<div><div>101%</div></div>	380.00	includes may and june lease payments	
4.100.311	Donations- Service Groups Meeting at WSUU	-	195.00	780.00	<div><div>25%</div></div>	-		
	Total Rental Income	\$ 7,420	\$ 56,752	\$ 55,365	103%	\$ 1,387		
<u>Carry-over</u>								
4.100.241	Board Designated Fund Transfers to GF	-	73,077.47	43,042.00	<div><div>170%</div></div>	30,035.47		
	Total Carry-over Income	\$ -	\$ 73,077	\$ 43,042	170%	\$ 30,035		
TOTAL GENERAL FUND INCOME		\$ 39,512	\$ 454,736	\$ 472,572	96%	\$ -		

As of: Wednesday, June 1, 2022			% Thru Year: 92%				
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
GENERAL FUND EXPENSE							
MINISTER POSITION							
<u>Minister Compensation</u>							
5.100.100	Minister Housing Allow Exp	3,000.00	33,000.00	36,000.00	<div><div>92%</div></div>	-	
5.100.101	Minister Salary Exp	4,474.77	49,227.47	52,950.00	<div><div>93%</div></div>	-	
5.100.105	Minister Medical Ins Exp	2,355.49	11,327.16	11,663.00	<div><div>97%</div></div>	-	
5.100.106	Minister Group Term Life Ins Exp	201.81	739.97	747.00	<div><div>99%</div></div>	-	
5.100.107	Minister Long Term Disability Ins Exp	96.36	1,059.96	1,156.00	<div><div>92%</div></div>	-	
5.100.108	Minister Dental Insurance	204.00	1,012.00	1,132.00	<div><div>89%</div></div>	-	
5.100.110	Minister Retirement Exp	741.25	8,153.75	8,895.00	<div><div>92%</div></div>	-	
5.100.115	Minister-FICA Exp	567.06	6,237.66	6,805.00	<div><div>92%</div></div>	-	
5.100.125	Minister's Professional Exp	166.01	6,054.04	6,000.00	<div><div>101%</div></div>	54.04	
	Total Minister Compensation	\$ 11,807	\$ 116,812	\$ 125,348	93%	\$ -	
<u>Additional Minister Exp</u>							
5.100.126	Minister Installation Exp	-	-	2,500.00	<div><div>0%</div></div>	-	
5.100.128	Minister Search Exp	-	830.00	-	<div><div>0%</div></div>	830.00	
	Total Additional Minister Exp	\$ -	\$ 830	\$ 2,500	33%	\$ -	
Total Minister Position Expense		\$ 11,807	\$ 117,642	\$ 127,848	92%	\$ -	

As of: Wednesday, June 1, 2022				% Thru Year: 92%					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes		
CHILDREN AND YOUTH MINISTRY							-		
RE Director Compensation							-		
5.100.150	RE Director Salary Exp	-	17,138.05	29,293.00	<div><div>59%</div></div>	-			
5.100.155	RE Director Medical Insurance	-	1,437.30	2,310.00	<div><div>62%</div></div>	-			
5.100.158	RE Director FICA Exp	-	1,245.53	2,241.00	<div><div>56%</div></div>	-			
5.100.160	RE Director Retirement Exp	-	1,591.76	2,929.00	<div><div>54%</div></div>	-			
5.100.165	RE Director Professional Exp	-	738.31	2,000.00	<div><div>37%</div></div>	-			
	Total RE Director Compensation	\$ -	\$ 22,151	\$ 38,773	57%	\$ -			
RE Staff Expense							-		
5.100.168	RE Program Assistant Exp	-	1,539.00	4,680.00	<div><div>33%</div></div>	-			
5.100.163	RE Nursery Lead Teacher Exp	-	120.00	2,200.00	<div><div>5%</div></div>	-			
5.100.164	RE Nursery Assistant Exp	-	-	-	<div><div>0%</div></div>	-			
5.100.170	Childcare Exp	-	96.00	667.00	<div><div>14%</div></div>	-			
	Total RE Staff Exp	\$ -	\$ 1,755	\$ 7,547	23%	\$ -			
RE Training Expense							-		
5.100.152	RE OWL Leadership Development Exp	-	-	-	<div><div>0%</div></div>	-			
	Total RE Training Expense	\$ -	\$ -	\$ -	0%	\$ -			
RE Youth Group Expense							-		
5.100.132	RE High School Youth Programs Exp	-	-	833.00	<div><div>0%</div></div>	-			
	Total RE Youth Group Expense	\$ -	\$ -	\$ 833	0%	\$ -			
RE Operations Expense							-		
5.100.131	RE OWL Program Exp	190.54	190.54	-	<div><div>0%</div></div>	190.54	Books		
5.100.134	RE Operational Exp	400.00	1,461.08	2,000.00	<div><div>73%</div></div>	-	2 educator payments		
	Total RE Operations Expense	\$ 591	\$ 1,652	\$ 2,000	83%	\$ -			
Total Children & Youth Ministry Expense		\$ 591	\$ 25,558	\$ 49,153	52%	\$ -			

As of: Wednesday, June 1, 2022				% Thru Year: 92%				Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget		
MUSIC MINISTRY								-
Music Director								-
5.100.185	Music Dir Salary Exp	1,633.16	13,556.52	13,065.00	104%	491.52		extra week in May
5.100.186	Music Dir Medical Insurance	-	-	1,155.00	0%	-		
5.100.187	Music Dir Retirement Exp	168.31	1,360.67	1,307.00	104%	53.67		
5.100.188	Music Dir FICA Exp	124.94	1,037.06	999.00	104%	38.06		
5.100.190	Music Dir Professional Exp	-	219.40	1,500.00	15%	-		
	Total Music Director Compensation	\$ 1,926	\$ 16,174	\$ 18,026	90%	\$ -		
Music Staff								\$ -
5.100.193	Music Sunday Service Pianist Exp	250.00	3,000.00	3,375.00	89%	-		
5.100.195	Music Percussionist Exp	200.00	2,400.00	2,600.00	92%	-		
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	\$ 5,400	\$ 5,975	90%	\$ -		
Other Music Expense								-
5.100.191	Music Purchase Exp	-	684.78	766.00	89%	-		
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	\$ -	\$ 1,145	\$ 2,041	56%	\$ -		
Total Music Ministry Exp								-
		\$ 2,376	\$ 22,719	\$ 26,042	87%	\$ -		
ADMIN STAFF & SUPPORT								-
Congr Administrator & Bookkeeper								-
5.100.174	Congr Admin Salary Exp	4,326.04	41,962.62	45,423.00	92%	-		Full Time April - June
5.100.175	Congr Admin Medical Insurance	1,200.00	1,200.00	1,200.00	100%	-		
5.100.176	Congr Administrator Retirement Exp	432.60	4,196.22	4,542.00	92%	-		
5.100.177	Congr Administrator FICA Exp	330.94	3,210.08	3,475.00	92%	-		
5.100.231	Congr Admin Professional Exp	-	430.75	500.00	86%	-		
	Total Congr Administrator & Bookkeeper Compensation	\$ 6,290	\$ 51,000	\$ 55,140	92%	\$ -		

As of: Wednesday, June 1, 2022				% Thru Year: 92%				
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes	
Additional Employee Benefits								
5.100.178	Labor & Industries Ins Exp	-	1,493.19	1,875.00	80%	-		
5.100.181	Family and Medical Leave Ins Exp	69.83	542.38	500.00	108%	42.38		
5.100.184	Part time Empl FICA SS Exp	18.74	193.52	500.00	39%	-		
Total Additional Employee Benefits Expense		\$ 89	\$ 2,229	\$ 2,875	78%	\$ -		
Total Admin Staff & Support Expense		\$ 6,378	\$ 53,229	\$ 58,015	92%	\$ -		
Other OPERATIONAL AND COMMUNITY IMPACT								
Community Impact-Internal Expense								
5.100.320	UUA Dues Exp Bud	-	8,526.75	11,653.00	73%	-		
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	310.00	310.00	300.00	103%	10.00	Picnic reservation	
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		\$ 310	\$ 8,981	\$ 33,836	27%	\$ -		
Community Impact-External Expense								
5.100.757	Sunday Morning Contributions Given to Charity	-	4,663.54	6,900.00	68%	-		
5.100.729	Real Rent Duwamish- Sunday Plate	-	-	833.00	0%	-		
5.100.728	Real Rent Duwamish	-	594.00	648.00	92%	-		
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		\$ -	\$ 5,258	\$ 9,181	57%	\$ -		
Worship Expense								
5.100.726	AV Tech Expense	1,325.00	4,375.00	5,680.00	77%	-	Nate & Henry	
5.100.725	Worship Council Expense Budget	500.00	4,690.94	4,650.00	101%	40.94	honorum	
5.100.727	AV Equipment & Maintenance	171.97	371.97	1,725.00	22%	-	equipment	
Total Worship Expense		\$ 1,997	\$ 9,438	\$ 12,055	78%	\$ -		
Financial Expense								
5.100.650	Loan Debt Service - UUA	2,580.14	30,508.38	31,509.00	97%	-		
5.100.655	Loan Debt Service - Cascadia Growth Fund for UU	659.96	6,599.60	7,950.00	83%	-		
5.100.457	Annual City/County/State Fees	310.10	3,320.94	3,500.00	95%	-		
5.100.520	Banking & Credit Card Fees e.g.Vanco	173.80	3,140.08	5,000.00	63%	-		
Total Financial Expense		\$ 3,724	\$ 43,569	\$ 47,959	91%	\$ -		
Facility Expense								
5.100.450	Telephone/Cable/Internet	-	3,377.78	3,865.00	87%	-		
5.100.460	Web Hosting Exp	-	79.50	-	0%	79.50		
5.100.470	Web Maintenance Exp Bud	-	-	-	0%	-		
5.100.475	Technology Management	168.76	2,018.70	3,400.00	59%	-	Coda, Breeze, Gravity Forms 1 yr	
5.100.480	Office Expenses	-	191.68	750.00	26%	-		
5.100.481	Postage Exp Bud	-	214.02	600.00	36%	-		

As of: Wednesday, June 1, 2022				% Thru Year: 92%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
5.100.482	Printing / Copying	161.52	3,245.26	5,500.00	59%	-	
5.100.483	Constant Contact Email Service	-	-	425.00	0%	-	
5.100.550	Liability Insurance Exp Bud	-	7,982.00	7,450.00	107%	532.00	
5.100.452	Security Alarm System	-	445.69	500.00	89%	-	
5.100.453	Electricity - SCL	2,252.97	15,273.89	10,700.00	143%	4,573.89	
5.100.454	Water/Sewer - SPU	-	1,183.40	1,667.00	71%	-	
5.100.455	Waste/Recycling/Green	175.80	1,437.68	3,300.00	44%	-	
5.100.456	Gas - PSE	507.65	5,335.97	4,500.00	119%	835.97	
5.100.451	Janitorial Supplies	-	393.25	1,250.00	31%	-	
5.100.458	Landscaping Exp	-	151.60	500.00	30%	-	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	7.43	2,373.85	2,800.00	85%	-	
5.100.462	Lift Phone Monitoring	-	387.69	360.00	108%	27.69	
5.100.222	Coffee and Other Kitchen Exp	-	-	916.00	0%	-	
5.100.471	Janitorial Service	630.00	5,152.50	8,170.00	63%	-	
Total Facility Expense		\$ 3,904	\$ 49,244	\$ 56,653	87%	\$ -	
Fundraising & Rentals Expense							
5.100.305	Facilities Rental Exp - single events	-	-	417.00	0%	-	
5.100.820	Auction Expense	120.00	420.00	12,000.00	4%	-	
5.100.822	Canvass Expense	-	150.00	250.00	60%	-	
Total Fundraising & Rentals Expense		\$ 120	\$ 570	\$ 12,667	4%	\$ -	
Reserves Expense							
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	
Total Other Operational & Community Impact Expense		\$ 10,055	\$ 190,137	\$ 211,514	90%	\$ -	
TOTAL GENERAL FUND EXPENSE		\$ 31,207	\$ 409,284	\$ 472,572	87%	\$ -	
Income less Expense		\$ 8,305	\$ 45,452	-			

As of: Wednesday, June 1, 2022						
Fund Acct	Fund Balances	Curr Balance	Mo. Change	Notes/Explanation	Prior Year Balance	Ann. Change
3.200.100	Building Fund FB	93,404.44	-		69,575.71	23,828.73
3.201.100	Accessibility FB	22,461.68	-		24,319.25	(1,857.57)
3.202.100	Building Maintenance/Janitorial Fund Balanc	329.42	-		329.42	-
3.302.100	Minister's Discretion FB	-	-		2,876.73	(2,876.73)
3.303.100	Minister Search Fund Balance	142.88	-		142.88	-
3.304.100	Gifts to be Designated by Board FB	190.00	-		190.00	-
3.305.100	Undesignated Donations FB	98,910.04	-		56,257.57	42,652.47
3.307.100	PPP Loan/Grant FB Balance	-	-			
3.310.100	Conference Scholarship FB	171.21	-		171.21	-
3.321.100	Miscellaneous Grants	546.53	-		160.33	386.20
3.345.100	Hymnals FB	98.71	-		98.71	-
3.350.100	Music FB	290.53	-		290.53	-
3.355.100	WSUU Sponsored Events Balance	1,705.37	-		1,513.47	191.90
3.360.100	Youth Group FB	6,537.01	-		6,249.01	288.00
3.370.100	OWL Fund Balance	4,208.28	-		4,208.28	-
3.380.100	Religious Ed Misc FB	2,041.84	-		2,041.84	-
3.385.100	Raise the Paddle FB	-	-		-	-
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-		2,929.50	-
3.391.100	Social Justice FB Balance	775.54	-		775.54	-
3.400.100	Endowment FB	55.00	-		55.00	-
3.405.100	Little Free Library Balance	40.00	-		40.00	-
3.815.100	Partner Church FB	1,235.15	-		1,273.05	(37.90)
3.835.100	Community Meal Trust Fund Balance	369.87	-		369.87	-
Total Dedicated Funds		\$ 236,443.00	-		\$ 173,867.90	\$ 62,575.10

Fund Balance Steward

Finance Committee
 Board of Trustees + Building Planning Committee
 Congregational Administrator

 Minister
 Board of Trustees
 Board of Trustees
 Finance Committee

 Board of Trustees
 Social Justice Chair
 Congregational Administrator
 Music Director
 Members Connect Co-chairs

FY21-22

Shelley Webb
 Kristina Darnell (President)
 Shannon Day

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

 Kristina Darnell (President)
 Tracy Burrows
 Shannon Day
 Scott Farrell
 Viv Monahan & Alice Britt

 Board of Trustees
 Board of Trustees
 Board of Trustees
 Kristina Darnell (President)
 Ginger Brewer
 Tracy Burrows
 Marion Kee
 Ursula Ham
 Jennifer Slatkin
 Tracy Burrows

WSUU Finance Committee Report May 2022

For the Board:

- Congratulations on a well-done Annual Meeting!

Financial Highlights for May 2022 (92% of the year):

Highlights	Actuals	Actuals – YTD	YTD % of Budget	Budget
Total Income	\$ 39,512	\$ 454,736	96%	\$ 472,572
Pledges	\$ 22,272	\$ 261,352	94%	\$ 277,533
Total Expenses	\$ 31,207	\$ 409,284	87%	\$ 472,572
Net Income/Expenses	+ \$ 8,305	+ 45,452		

Financial Status:

- Good income month – Pledges strong, more Auction income!, Sunday plate rebound
- Expenses – Extra pay for Scott & Shannon
- Ahead of where we would have expected to be for the month -\$10k (expected) vs +\$8k (actual)
- YTD, better than expected +\$26k (expected) vs +\$45k (actual).

Unanticipated Variance(s) to Budget:

- Cell tower rental payment seems too low. Shannon to follow up.

Additional Notes:

- Some pledge amounts seem to be changing. No alarm bells at this point, but will discuss next month.
- The Finance Committee raised the topic of what amount of money for expenses (if not specifically budgeted) could we approve on our own? Our guideline moving forward will be 1% of budget, anything over that will be raised to the board for additional approval. For FY22-23, that amount is \$3,500.
- Jim has submitted our pledge to the UUA.
- The Finance Committee reviewed and cleaned up our Action items.
- The Finance Committee discussed the smaller size (with Paula and Cara leaving) and the smaller size of committees, in general. Is there a way to get things done with fewer people?
 - Shannon floated the idea of an Operations Committee consisting of Finance, Stewardship, Membership, Facilities and perhaps Auction
 - Each Committee lead could take turns hosting the meeting each month with a different focus
 - Could a lot of Finance work be done over email?
- Once June data comes in, there will be work to close out the books on FY21-22 and creating the budget in Church Windows.
- The Finance Committee has a few questions about how our accounting works, and decided to save up questions and pay for an hour of Church Windows consulting time to get them answered.

Submitted by Shelley Webb 6/8/2022

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

Racial Justice Change Team Report to the WSUU Board
June 12, 2022

Third Sundays Over the Summer

The RJCT has customarily held its coffee hours on the third Sunday of the month. Over the summer, the RJCT is planning on offering programming on Sunday mornings as follows:

June 19th: Juneteenth Celebration at Judkins Park – 11:00 am – 2:00 pm family friendly activities and music. Westside members will carpool from WSUU parking lot.

July 17th: Screening and discussion of The Autobiography of Miss Jane Pittman (Zoom meeting) 11:00 am

August 21nd: Discussion and self-reflection on selected topic related to dismantling racism, 10:30 am in-person (possibly hybrid).

8th Principle Next Steps

The RJCT proposes having a community-building workshop in September. The entire congregation will be invited to develop the next steps for taking action to fulfill the 8th Principle. The team would like to have the workshop sponsored or co-sponsored by the WSUU Board.

Administrator Report to Board June 2022

Date	Speaker/Special Circumstances	Attendance In-person/Views while streaming/ views since published/total views	Collection (charity portion)
5/15/22	Keo Capestany	57/24/21/102	\$82.09
5/22/22	Aisha Hauser/ Bridging & Transitions	76/19/38/133	\$150.66
5/29/22	Ron Hammond/ Memorial Day Weekend	38/20/34/92	\$214.57

Membership: Current membership 164. Ellen Wanless joined this month, Peggy Abby has moved to NM, 9 memberships ended due to lack of engagement and response to stewardship and follow up for more than 1 year : Susan Maude, Wayne Breidford and Chris Rhinehart, Laura Rodriquez, Autumn Gray-Eakin, Sara Betts and Vade Donaldson, Rob Fenwick, Chick Whitmore

Facilities Issues and Updates:

Music Equipment Storage: Gratitude to John Monahan and Charlie Wilson for coming in to install some new music stand storage units.

Audio: Our new sound board and other pieces arrived over the month and were installed on Saturday, June 4. The board and other amp components will be in a rolling card behind the screen on the chancel. We still have some cord issues to solve over the next months but there is no interference noise with this new set up! Gratitude to Nate Mesnard, our audio tech and Jim Schlough for helping out on the day of the transfer!

Potential Restructuring of Operational Committees – I presented the beginning of an idea to the finance committee this month. Our operational committees (finance, stewardship, auction, facilities) have been functioning with smaller and smaller numbers of members and sometimes without volunteer leadership. I'm wondering if there is a way to have these small committees overlap and help each other throughout the year. One idea is an alternating schedule of meeting as an operations team on month and as separate committee the alternate month. For teams that are very task or event driven perhaps others from the operations team could pitch in during the heavy lift times of the year.

Other tasks this month: Preparations for the annual meeting, stewardship follow up, 2022-23 pledge reminders, 2021-22 Pledge payment reminders, ordering AV equipment and managing the switch over to the new sound board.

Time away this summer: At present I plan to be out of office on the following dates: June 16, June 19, June 20, July 14, July 17. July 18, July 27-31, August 11.

In loving community,
Shannon