



Westside
Unitarian Universalist
Congregation

March 17, 2021

WSUU BOARD AGENDA

6:30PM PT – 8:30PM PT via Zoom

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

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

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

6:30pm (20 min)	Chalice Lighting & Welcome –	<ul style="list-style-type: none"> o Land Acknowledgement - <i>Vanessa</i> o Chalice lighting & reading - <i>Vanessa</i> o Grounding practice - <i>Rev. Christopher</i> o Covenant--<i>volunteer?</i> o Access needs & realities -<i>marissa</i> o check-in -<i>marissa</i>
6:50 pm (5 min)	Minutes - Liz	<ul style="list-style-type: none"> o Changes to February Minutes or approve as written
6:55 pm (45 min)	Budget Discussion - Treasurer, Shelley Webb (Executive Session w/Minister)	<ul style="list-style-type: none"> o Discuss approach to budgeting and meeting gaps in this coming year's budget
7:40 pm (10 min)	Discretionary Fund Finance Committee Chair Paula vanHaagen	<ul style="list-style-type: none"> o FC present policy on Minister Discretionary Fund (see Materials folder)
7:50 pm (5 min)	Joe Rettenmaier ordination - Vanessa	<ul style="list-style-type: none"> o Vote on Westside holding an ordination for both Joe and Matt in June.
7:55 pm (10 min)	Online Tool use Policy - Vanessa	<ul style="list-style-type: none"> o Vote on policy (see Materials folder)
8:05 (10 min)	Updates - Vanessa	<ul style="list-style-type: none"> o Chancel project, etc.
8:15 (10 min)	March Reports - Vanessa	<ul style="list-style-type: none"> o Minister o Administrator o DRE o Music - <i>Feedback requested</i> o Finance Committee - see meeting agenda items o Treasurer o Nom Com o RJCT
8:25 pm (5min)	Close of the Meeting - Vanessa	<ul style="list-style-type: none"> o Personal Process Observations o Extinguishing the Chalice o 8:30 End

MINUTES: MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN

UNIVERSALIST CONGREGATION

March 17, 2021

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

STAFF: Rev. Christopher Wulff

GUEST: Paula van Haagen

WELCOME AND CHALICE LIGHTING: The meeting started at 6:30 pm. Vanessa shared chalice lighting words.

COVENANT, ACCESS NEEDS AND GROUNDING PRACTICE: Jade read the covenant and Rev. Christopher shared a grounding practice. Board members and guest shared a check-in and access needs.

APPROVAL OF MINUTES: The minutes from the board meeting of February 17, 2021 were approved as amended.

EXECUTIVE SESSION: The Board reviewed and discussed budget options for the coming fiscal year presented by the Finance Committee.

ORDINATION: The Board voted to approve ordaining Joe Rettenmaier, which will allow WSUU to hold a dual ordination ceremony for both Matt Aspin and Joe Rettenmaier in June.

MINISTER'S DISCRETIONARY FUND: The Board reviewed proposed changes to the minister's discretionary fund and will continue discussion at a later date, while using the updated policy on an interim basis

CHANCEL PROJECT: The Board is continuing to receive feedback on the various options. It was suggested that a general presentation should be made to the congregation.

REPORTS:

*MINISTER REPORT: See attached report.

*ADMINISTRATOR REPORT: See attached report.

*DRE REPORT: See attached report.

*MUSIC REPORT: See attached report.

*FINANCE COMMITTEE REPORT: See attached report.

*TREASURER REPORT: See attached report.

*NOMINATING COMMITTEE: See attached report.

CLOSE OF MEETING: The meeting adjourned at 8:53 pm. The next Board meeting will be held on March 31, 2021

As of: **Monday, March 1, 2021****BUDGET SUMMARY**% thru Year: **67%**

	Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
Income					
Pledges	\$ 16,202	\$ 185,262	65%	\$ 285,400	\$ 100,138
Sunday Plate	2,190	18,167	71%	25,733	7,566
Other Donations	-	8,798	107%	8,250	(548)
Fund Raising	53,594	53,729	145%	37,000	(16,729)
Affinity Programs	107	262	10%	2,700	2,438
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	41	54,092	98%	55,100	1,008
Rentals	4,292	33,041	62%	53,118	20,077
Total Income	\$ 76,426	\$ 353,402	75%	\$ 471,184	\$ 117,782
Expenses					
Minister Compensation	\$ 15,514	\$ 83,186	64%	\$ 129,102	\$ 45,916
Additional Minister	-	410	18%	2,300	1,890
RE Director Compensation	6,823	50,462	67%	75,146	24,684
RE Staff	740	5,112	50%	10,220	5,109
RE Training	-	-	0%	1,650	1,650
RE Youth Group	115	115	7%	1,633	1,518
RE Operations	398	788	23%	3,450	2,662
Music Director Compensation	2,499	21,275	61%	34,692	13,417
Music Staff	1,050	5,650	48%	11,884	6,234
Other Music	-	393	32%	1,241	848
Administrator Compensation	4,581	35,270	64%	55,140	19,870
Additional Employee Benefits	68	1,973	51%	3,900	1,927
UUA Dues	-	5,685	49%	11,569	5,885
Loans, Taxes, Fees	3,930	21,156	62%	34,169	13,013
Discretionary	940	12,610	89%	14,210	1,600
Facility	3,332	30,945	46%	66,728	35,783
Fundraising & Rentals	750	2,250	100%	2,250	-
Committees	385	4,017	34%	11,900	7,883
Total Expenses	\$ 41,125	\$ 281,297	60%	\$ 471,184	\$ 189,887
Cash Flow (GF):	\$ 35,301	\$ 72,105			

	YTD Balance	Start of FY	YTD Change
BANK ACCOUNT BALANCES			
Umpqua General Fund Checking #7545	\$ 106,846	64,631	\$ 42,215
Sound Credit Union Money Market #6299	159,208	208,696	(49,488)
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
Total Account Balances	\$ 266,279	\$ 273,552	\$ (7,274)
ASSETS			
Church Bldg & Land (book value)	\$ 2,918,600	\$ 2,889,800	\$ 28,800
Cash - Operations	92,751	117,085	(24,335)
Cash - Building Fund	\$ 69,576	76,959	(7,384)
Cash - Accessibility	25,103	3,808	21,294
Other Dedicated Fund Balances	22,592	43,813	(21,221)
<u>Undesignated Donations</u>	<u>56,258</u>	<u>31,886</u>	<u>24,371</u>
<i>Total Fund Balances</i>	<i>\$ 173,528</i>	<i>156,467</i>	<i>17,061</i>
Total Assets	\$ 3,184,879	\$ 3,163,353	\$ 21,526
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	33,948	94,982	(61,034)
Other Dedicated Fund Balances	22,592	43,813	(21,221)
Total Liabilities	\$ 532,658	\$ 635,406	\$ (102,747)
CONGREGATIONAL EQUITY			
Beginning of FY Equity	\$ 2,652,221	\$ 2,527,947	\$ 124,274
<i>YTD Change in Equity</i>	<i>523,904</i>		
DEDICATED FUND BALANCES			
Beginning of FY Dedicated Fund Balances	\$ 156,467		
<i>YTD Change in Dedicated Fund Balances</i>	<i>17,061</i>		
Overall YTD Cash Flow with Fund Balances:	\$ 89,166		

As of: Monday, March 1, 2021				% Thru Year: 67%				
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes	
GENERAL FUND INCOME								
Pledges								
4.100.100	Pledges - Current Year Income	16,202.33	182,857.28	283,400.00	<div><div>65%</div></div>	-		
4.100.110	Pledges - Prior Year Income	-	2,405.00	2,000.00	<div><div>120%</div></div>	405.00		
	Total Pledges	\$ 16,202	\$ 185,262	\$ 285,400	65%	\$ 405		
Sunday Plate								
4.100.140	Contributions - Sunday WSUU	1,395.39	11,812.10	18,400.00	<div><div>64%</div></div>	-		
4.100.141	Contributions - Sunday WSUU Minister Discretion	150.00	630.00	600.00	<div><div>105%</div></div>	30.00		
4.100.142	Contributions - Sunday WSUU Kitchen/Hospitality	-	-	-	<div><div>0%</div></div>	-		
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	600.00	<div><div>0%</div></div>	-		
4.100.150	Contributions Sunday Charities	644.61	5,725.16	6,133.00	<div><div>93%</div></div>	-		
	Total Sunday Plate Income	\$ 2,190	\$ 18,167	\$ 25,733	71%	\$ 30		
Other Donations								
4.100.135	Give Big (Non-pledge gifts and stretch dollars)	-	-	-	<div><div>0%</div></div>	-		
4.100.155	Endowment Fund Transfers IN	-	-	-	<div><div>0%</div></div>	-		
4.100.160	Special Gifts & Campaigns	-	8,797.50	8,250.00	<div><div>107%</div></div>	547.50		
4.100.244	Accessibility Fund Donations	-	-	-	<div><div>0%</div></div>	-		
	Total Other Donations	\$ -	\$ 8,798	\$ 8,250	107%	\$ 548		
Fund Raising								
4.100.245	Auction Income	27,807.08	27,842.21	22,000.00	<div><div>127%</div></div>	5,842.21	Fantastic Fabulous	
4.100.247	Raise the Paddle Income	25,787.21	25,787.21	15,000.00	<div><div>172%</div></div>	10,787.21		
4.100.250	Rummage & Book Sale Income	-	-	-	<div><div>0%</div></div>	-		
4.100.257	Misc. Fundraising Income	-	100.00	-	<div><div>0%</div></div>	100.00		
	Total Fund Raising Income	\$ 53,594	\$ 53,729	\$ 37,000	145%	\$ 16,729		
Affinity Program Income								
4.100.210	E Scrip GF Income	1.84	13.33	-	<div><div>0%</div></div>	13.33		
4.100.211	Amazon Rebate Income	104.98	248.45	1,500.00	<div><div>17%</div></div>	-		
4.100.212	Thriftway Rebate Program	-	-	1,200.00	<div><div>0%</div></div>	-		
	Total Affinity Program Income	\$ 107	\$ 262	\$ 2,700	10%	\$ 13		
RE Ministry Income								
4.100.258	RE Fund Transfers IN	-	-	-	<div><div>0%</div></div>	-		
4.100.259	RE Fundraising & Donations	-	51.38	-	<div><div>0%</div></div>	51.38		
4.100.260	OWL Registration Fees	-	-	800.00	<div><div>0%</div></div>	-		
4.100.263	OWL Fund Transfers IN	-	-	1,050.00	<div><div>0%</div></div>	-		
4.100.264	RE Coming of Age Program Fees	-	-	-	<div><div>0%</div></div>	-		
	Total RE Ministry Income	\$ -	\$ 51	\$ 1,850	3%	\$ 51		
Youth Group Ministry Income								
4.100.261	RE Youth Group Fund Transfers IN	-	-	1,033.00	<div><div>0%</div></div>	-		
4.100.262	RE Youth Group Fundraising & Gifts	-	-	-	<div><div>0%</div></div>	-		
	Total Youth Group Ministry Income	\$ -	\$ -	\$ 1,033	0%	\$ -		

As of: Monday, March 1, 2021				% Thru Year: 67%			
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	30.53	511.96	1,000.00	51%	-	
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	80.00	-	0%	80.00	monthly donation
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	\$ 41	\$ 54,092	\$ 55,100	98%	\$ 80	
<u>Rentals</u>							
4.100.300	Cell Tower Rental & Elec Reimb	1,226.55	8,585.85	14,718.00	58%	-	
4.100.302	Cell Tower Electricity Reimb True-up	-	-	1,600.00	0%	-	hasn't arrived yet - request sent 2/7/21
4.100.305	Rental Income - Single Events	-	-	-	0%	-	
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	3,000.00	24,000.00	36,000.00	67%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	65.00	455.00	800.00	57%	-	
	Total Rental Income	\$ 4,292	\$ 33,041	\$ 53,118	62%	\$ -	
TOTAL GENERAL FUND INCOME		\$ 76,426	\$ 353,402	\$ 471,184	75%	\$ 17,857	

As of: Monday, March 1, 2021				% Thru Year: 67%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
GENERAL FUND EXPENSE							
MINISTER POSITION							
Minister Compensation							
5.100.100	Minister Housing Allow Exp	3,000.00	12,400.00	44,475.00	28%	-	
5.100.101	Minister Salary Exp	4,547.04	53,284.78	44,975.00	118%	8,309.78	
5.100.105	Minister Medical Ins Exp	1,451.81	5,748.78	11,385.00	50%	-	
5.100.106	Minister Group Term Life Ins Exp	67.27	358.08	730.00	49%	-	
5.100.107	Minister Long Term Disability Ins Exp	96.36	385.44	1,073.00	36%	-	
5.100.108	Minister Dental Insurance	148.00	592.00	1,776.00	33%	-	
5.100.110	Minister Retirement Exp	741.25	3,181.41	8,945.00	36%	-	
5.100.115	Minister-FICA Exp	567.06	2,340.89	6,843.00	34%	-	
5.100.125	Minister's Professional Exp	4,894.98	4,894.98	8,900.00	55%	-	
	Total Minister Compensation	\$ 15,514	\$ 83,186	\$ 129,102	64%	\$ 8,310	
Additional Minister Exp							
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%	\$ -	
Total Minister Position Expense		\$ 15,514	\$ 83,596	\$ 131,402	64%	\$ 8,310	

As of: Monday, March 1, 2021				% Thru Year: 67%			
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	39,937.99	57,157.00	70%	-	
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	437.30	1,797.10	4,400.00	41%	-	
5.100.158	RE Director FICA Exp	346.16	2,902.48	4,373.00	66%	-	
5.100.160	RE Director Retirement Exp	476.31	3,993.93	5,716.00	70%	-	
5.100.165	RE Director Professional Exp	800.00	1,830.54	3,500.00	52%	-	
	Total RE Director Compensation	\$ 6,823	\$ 50,462	\$ 75,146	67%	\$ -	
RE Staff Expense							
5.100.162	RE Story Time Toddler Teacher Exp	-	-	-	0%	-	
5.100.163	RE Nursery Lead Teacher Exp	200.00	1,360.00	2,200.00	62%	-	
5.100.164	RE Nursery Assistant Exp	-	187.50	1,920.00	10%	-	
5.100.168	RE Program Assistant Exp	540.00	3,564.00	5,300.00	67%	-	
5.100.169	RE Summer Coordinator Exp	-	-	-	0%	-	
5.100.170	Childcare Exp	-	-	800.00	0%	-	
	Total RE Staff Exp	\$ 740	\$ 5,112	\$ 10,220	50%	\$ -	
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	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	\$ 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	397.94	788.43	3,250.00	24%	-	
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	\$ 398	\$ 788	\$ 3,450	23%	\$ -	
Total Children & Youth Ministry Expense		\$ 8,076	\$ 56,477	\$ 92,099	61%	\$ -	

As of: Monday, March 1, 2021				% Thru Year: 67%			
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	17,885.87	25,493.00	70%	-	
5.100.186	Music Dir Medical Insurance	-	232.60	2,200.00	11%	-	
5.100.187	Music Dir Retirement Exp	212.44	1,788.59	2,549.00	70%	-	
5.100.188	Music Dir FICA Exp	162.51	1,368.23	1,950.00	70%	-	
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	\$ 21,275	\$ 34,692	61%	\$ -	
Music Staff							
5.100.193	Music Sunday Service Pianist Exp	750.00	3,000.00	4,875.00	62%	-	Jan and Feb pay
5.100.195	Music Percussionist Exp	300.00	2,400.00	3,800.00	63%	-	
5.100.197	Music Chorale Rehearsal Pianist Exp	-	-	1,680.00	0%	-	
5.100.198	Music Bassist Exp	-	250.00	800.00	31%	-	used this line to re-up a music license
5.100.199	Music Administrator Exp	-	-	729.00	0%	-	
	Total Other Music Staff Expense	\$ 1,050	\$ 5,650	\$ 11,884	48%	\$ -	
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		\$ 3,549	\$ 27,318	\$ 47,817	57%	\$ -	
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	29,963.42	45,423.00	66%	-	
5.100.175	Congr Admin Medical Insurance	-	-	1,200.00	0%	-	
5.100.176	Congr Administrator Retirement Exp	389.34	3,014.50	4,542.00	66%	-	
5.100.177	Congr Administrator FICA Exp	297.84	2,292.20	3,475.00	66%	-	
5.100.230	Congr Admin Long Term Disability Ins Exp	-	-	-	0%	-	
5.100.231	Congr Admin Professional Exp	-	-	500.00	0%	-	
	Total Congr Administrator & Bookkeeper Compensation	\$ 4,581	\$ 35,270	\$ 55,140	64%	\$ -	

As of: Monday, March 1, 2021				% Thru Year: 67%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
Additional Employee Benefits							
5.100.178	Labor & Industries Ins Exp	-	1,158.54	2,500.00	46%	-	
5.100.181	Family and Medical Leave Ins Exp	-	361.39	600.00	60%	-	
5.100.184	Part time Empl FICA SS Exp	68.09	453.00	800.00	57%	-	
	Total Additional Employee Benefits Expense	\$ 68	\$ 1,973	\$ 3,900	51%	\$ -	
Total Admin Staff & Support Expense		\$ 4,649	\$ 37,243	\$ 59,040	63%	\$ -	
DUES & FINANCIAL EXPENSE							
UUA Dues Expense							
5.100.300	Partner Church Dues Exp Bud	-	-	200.00	0%	-	
5.100.320	UUA Dues Exp Bud	-	5,684.50	11,369.00	50%	-	
	Total UU Organizations Dues Expense	\$ -	\$ 5,685	\$ 11,569	49%	\$ -	
Loans, Taxes & Fees Expense							
5.100.650	Loan Debt Service - UUA	1,699.39	13,595.12	22,043.00	62%	-	
5.100.655	Loan Debt Service - PNW Growth Foundation Exp	260.32	2,082.56	3,526.00	59%	-	
5.100.457	Annual City/County/State Fees	-	1,424.54	3,200.00	45%	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	1,970.44	4,053.55	5,400.00	75%	-	
	Total Financial Expense	\$ 3,930	\$ 21,156	\$ 34,169	62%	\$ -	
Total Dues & Financial Expense		\$ 3,930	\$ 26,840	\$ 45,738	59%	\$ -	
DISCRETIONARY EXPENSE							
Discretionary Expense							
5.100.757	Sunday Morning Contributions Given to Charity	940.08	5,132.84	6,133.00	84%	-	
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	\$ 940	\$ 12,610	\$ 14,210	89%	\$ -	
Total Discretionary Expense		\$ 940	\$ 12,610	\$ 14,210	89%	\$ -	

As of: Monday, March 1, 2021				% Thru Year: 67%		Over Budget	Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt		
OTHER OPERATIONAL EXPENSE							
Facility Expense							
5.100.450	Telephone/Cable/Internet	319.12	1,987.29	3,200.00	<div><div></div></div> 62%	-	
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	589.99	1,472.65	4,600.00	<div><div></div></div> 32%	-	
5.100.480	Office Expenses	91.53	91.53	1,000.00	<div><div></div></div> 9%	-	
5.100.481	Postage Exp Bud	275.00	385.00	500.00	<div><div></div></div> 77%	-	
5.100.482	Printing / Copying	447.05	2,282.77	5,500.00	<div><div></div></div> 42%	-	
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	-	6,086.17	11,000.00	<div><div></div></div> 55%	-	
5.100.454	Water/Sewer - SPU	82.30	434.19	2,000.00	<div><div></div></div> 22%	-	
5.100.455	Waste/Recycling/Green	104.02	750.68	2,000.00	<div><div></div></div> 38%	-	
5.100.456	Gas - PSE	944.93	2,834.83	4,500.00	<div><div></div></div> 63%	-	
5.100.451	Janitorial Supplies	-	37.63	1,500.00	<div><div></div></div> 3%	-	
5.100.458	Landscaping Exp	-	416.54	500.00	<div><div></div></div> 83%	-	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	23.76	827.41	2,700.00	<div><div></div></div> 31%	-	
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	-	297.67	360.00	<div><div></div></div> 83%	-	
5.100.463	Elevator Fund Reserve Exp	-	-	-	<div><div></div></div> 0%	-	
5.100.471	Janitorial Service	250.00	1,060.00	8,000.00	<div><div></div></div> 13%	-	
5.100.484	Marketing and Advertising	-	-	-	<div><div></div></div> 0%	-	
5.100.726	AV Tech Expense	150.00	810.00	6,720.00	<div><div></div></div> 12%	-	
5.100.727	AV Equipment & Maintenance	-	-	225.00	<div><div></div></div> 0%	-	
5.100.728	Real Rent Duwamish	54.00	432.00	648.00	<div><div></div></div> 67%	-	
5.100.900	Transfers to Operations Cash Reserve Fund or Bldg	-	-	-	<div><div></div></div> 0%	-	
Total Facility Expense		\$ 3,332	\$ 30,945	\$ 66,728	46%	\$ -	

As of: Monday, March 1, 2021				% Thru Year: 67%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
Fundraising & Rentals Expense							
5.100.819	Raise the Paddle Purchase Exp -GF	-	-	-	0%	-	
5.100.820	Auction Expense	750.00	2,250.00	2,000.00	113%	250.00	auctioneer fee
5.100.821	Rummage Sale Expense	-	-	-	0%	-	
5.100.822	Canvass Expense	-	-	250.00	0%	-	
5.100.823	Misc. Fundraising Exp Bud	-	-	-	0%	-	
5.100.305	Facilities Rental Exp - single events	-	-	-	0%	-	
	Total Fundraising & Rentals Expense	\$ 750	\$ 2,250	\$ 2,250	100%	\$ 250	
Committees Expense							
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	385.00	3,867.31	6,575.00	59%	-	
5.100.754	Partner Church Program Exp	-	-	-	0%	-	
5.100.756	Social Action Expense	-	-	-	0%	-	
5.100.759	Board Discretionary Fund	-	150.00	300.00	50%	-	
5.100.800	All Congr Social Events	-	-	175.00	0%	-	
5.100.801	All Congr Retreats and Trainings	-	-	3,000.00	0%	-	
5.100.829	Common Quest Exp	-	-	250.00	0%	-	
	Total Committees Exp	\$ 385	\$ 4,017	\$ 11,900	34%	\$ -	
Total Other Operational Support Expense		\$ 4,467	\$ 37,212	\$ 80,878	46%	\$ 250	
TOTAL GENERAL FUND EXPENSE		\$ 41,125	\$ 281,297	\$ 471,184	60%	\$ 8,560	
Income less Expense		\$ 35,301	\$ 72,105	-			

As of: Monday, March 1, 2021						
Fund Acct	Fund Balances	Curr Balance	Mo. Change	Notes/Explanation	Prior Year Balance	Ann. Change
3.200.100	Building Fund FB	69,575.71	-		76,959.46	(7,383.75)
3.201.100	Accessibility FB	25,102.65	10.00		3,808.31	21,294.34
3.202.100	Building Maintenance/Janitorial Fund Balance	329.42	-		329.42	-
3.302.100	Minister's Discretion FB	2,246.73	-		2,296.73	(50.00)
3.303.100	Minister Search Fund Balance	142.88	-		142.88	-
3.304.100	Gifts to be Designated by Board FB	-	-		-	-
3.305.100	Undesignated Donations FB	56,257.57	-		31,886.18	24,371.39
3.307.100	PPP Loan/Grant FB Balance	-	-			
3.310.100	Conference Scholarship FB	171.21	-		171.21	-
3.321.100	Miscellaneous Grants	160.33	-		160.33	-
3.345.100	Hymnals FB	98.71	-		98.71	-
3.350.100	Music FB	290.53	-		290.53	-
3.355.100	WSUU Sponsored Events Balance	1,513.47	-		1,513.47	-
3.360.100	Youth Group FB	6,249.01	-		5,830.74	418.27
3.370.100	OWL Fund Balance	4,208.28	-		3,608.28	600.00
3.380.100	Religious Ed Misc FB	2,041.84	-		1,883.46	158.38
3.385.100	Raise the Paddle FB	-	-		22,214.34	(22,214.34)
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-		2,929.50	-
3.391.100	Social Justice FB Balance	775.54	-		775.54	-
3.400.100	Endowment FB	55.00	-		55.00	-
3.405.100	Little Free Library Balance	40.00	-		40.00	-
3.815.100	Partner Church FB	970.05	-		1,103.36	(133.31)
3.835.100	Community Meal Trust Fund Balance	369.87	-		369.87	-
Total Dedicated Funds		\$ 173,528.30	10.00		\$ 156,467.32	\$ 17,060.98

Minister's Report for March 17, 2021 Board Meeting

As always, it has been an eventful month, with many emerging issues in the congregation. There has been an increase in pastoral requests this month, and those requests have generally been around more significant issues. It's a good sign that those conversations are coming to me; *and* there is much in the lives of the members of Westside that is challenging them.

Unfortunately this month was significantly affected by my sickness. For several weeks, simply getting worship together was a challenge, and we had to cancel and reschedule a number of meetings/programs. It has been frustrating to have been operating at limited capacity for an extended period. The worship and tech teams were both outstanding in the way they stepped in to make things happen in ways that supported good worship experiences. I'm grateful that we can be very confident in each of those teams when situations such as these arise.

We've postponed both *The Shared Pulpit* and the *Not for Ourselves Alone* reflection groups due to insufficient enrolment, and I am beginning a campaign of direct outreach to folks who I think might be interested, rather than using open invitations in the newsletter. Both are being moved back into April/May/June, and I'll be shifting some other programs around to accommodate the change.

There has been an increase in requests for programs and services to specific cohorts, which is good news. One of the particular requests was to give consideration to ways in which we support and explicitly value the congregation's elders, which I'm working on. I think there are elements of ritual that can be engaged to build up the message that we value our elders, as well as opportunities to increase this group's feeling of contributing to the congregation's direction. I'd like the board to offer feedback on the possibility of creating a Council of Elders, and will invite input on that idea at next month's meeting.

Pastoral care needs that are within the purview of the Pastoral Care Team have remained steady, though now those supports are taken up by two members rather than three. Our honoring of Fred Matthews' generous service on that committee was much appreciated, and I'd encourage folks to send personal notes of gratitude if you're able. John Britt will be stepping down from his role on the team at the end of May. I have calls this week with two people who are interested in joining the team, and I expect we'll attract more potential members out of the 'learning to listen pastorally' workshops that will be offered in April and May.

There has been a lot of reflection and deliberation around the budget, and the effects that budget changes will have on our current staff. The staff have been informed that the board and congregation are deliberating on the various options available, and that each of these options will likely affect their positions and/or the positions of supporting staff whom they supervise. I've also been working some with the Stewardship Committee.

The nominating committee is making great progress and a substantial effort to make the process more transparent and open, which is wonderful. As they seek nominees for the nominating committee, I wonder whether the congregation, through the board, might take this opportunity to expand the role of that team such that it can take a longer view approach, perhaps embracing a function closer to 'leadership development' and working on paths to leadership, rather than the limited role which those nominees would currently be expected to fill. More continuity in leadership and more opportunities for

development are both priorities that need to be addressed for the health of the congregation's leadership and governance.

We're engaging some effort in making spaces for young adults to find a home at Westside, and have had a few coffee hours and are launching a young adult covenant group. There is a growing cohort of folks in their twenties and thirties looking for opportunities to connect and to develop their understanding of their own spirituality and this religious tradition.

I'll also be opening regular drop-in office hours on a consistent day/time each week, and making those hours dedicated one week each month to Westside's BIPoC community.

I'm looking forward to the first meeting of the committee on ministry next week, and thinking with them on how to engage the congregation in shifting behaviours around the tendency to not directly engage folks with whom they disagree or with whom we are in conflict, and instead talking about people with third parties, and sometimes numerous third parties. I'll be talking about this a little in upcoming sermons, but encouraging and enabling direct conversation is something the Committee on Ministry has a real role in modeling for the congregation. In our initial meeting we'll be working on coming to clarity on our charter, our mandate and covenant, and the ways in which we intend to be together. We'll then be communicating the outcomes of that conversation to the congregation.

One area where I haven't been able to make as much progress as I would like is in communicating with the congregation around the events of the start-up and how I and other leaders in the congregation are responding. This is a priority for the coming month.

Stewardship report 3/11/21

The Stewardship Committee is in the midst of executing the pledge drive for the FY21-22 year.

Kevin Lane-Cummings and Jim Schlough are co-chairs, Shannon Day is ex-officio, and Larry Brennan has resigned from the committee this week.

Our theme for this year is that Westside is "Remarkable, Resilient, Ready." We have learned over the years that a theme, slogan, logo, or whatever might not seem important, but it somehow helps make everything fall in place.

The schedule is:

March 7- Rev. Peg Morgan and Rev Mark Newton deliver a message during Sunday service focused on the Remarkable aspect and highlight the ten year anniversary of the breakthrough congregation designation and the acquisition of the new building.

March 9- E-mail blast that refers to March 7th message with links to service video and the UUA video of the breakthrough congregation observance.

March 14- Tracy Burrows delivers Sunday service message focused on Resilient.

March 16- E-mail blast featuring a message from church treasurer Shelley Webb with further focus on Resilient.

March 21- Simon Knaphus delivers Sunday service message focused on Ready.

March 23- E-mail blast featuring a message from Rev Christopher Wulff with further focus on Ready.

March 26 or 27- Pledge forms and brochure are mailed. Will include a stamped return envelop.

March 28- Stewardship Sunday sermon from Rev Wulff

March 30- E-mail blast- content not yet determined

April 11- Pledge due date

Westside Weekly for the next few weeks will feature the campaign logo and very brief content regarding schedule, etc.

The brochure will promote a 5% increase request.

February 2021

- Worked with WSUU administrator to create share drive in WSUU Google Drive for the Nominating Committee to use
 - Can now digitize documents, reducing need for the physical binder and turning over permissions to future Nom Com members each year
- Created spreadsheet of WSUU Board and Nominating Committee members, sortable by year, position, or name covering the years 1998/1999 through 2020/2021
- Identified 3rd member for Nom Com: Judi Finney is joining Simon and Kristina. Kristina will serve as the chair for the remainder of the 2020/2021 NomCom.
- Worked with current board to identify positions needed: President, Vice-President, Secretary, Treasurer, Trustee at large #1, Trustee at large #2, plus GA delegates and 2021/2022 NomCom members.
- Identified NomCom meeting schedule
- Used Equity Decision-Making tool to frame next steps/process
- Wrote article for Westside Week explaining the 2020/2021 Nominating Process
- Requested board position descriptions be digitized and linked to governance and policies section of wsuu.org.
 - Update: Board positions are still in draft form and can be shared with interested potential candidates upon request. They will not be posted on the website until they've been finalized.
- Created spreadsheet to capture Name, Nominator, Position for which Nominated, Supporting information, and Platform used for Nomination to capture nomination information from different sources in consistent and sortable format

March 2021 (through creating of this report on March 8, 2020)

- Created sample Rubric Template to support discussions for each nominee.
- Created Rubrics for each board position, GA delegates, and Nominating Committee members using feedback from 2020 NomCom and [Coontz Qualities of Effective Leaders](#)
- Created online form for capturing Nominations
- As of March 8th we have received the following number of nominations for each position via email or webform (no phone calls or texts yet):
President: 6
Secretary: 3
Treasurer: 4
Trustee: 8
Vice President: 5
NomCom: 0
GA Delegate: 0
- Made an announcement at 3/7/2021 service explaining the nominating process and inviting nominations in a variety of formats
- Created shortened article to run in Westside Week
- Clarified that deadline for slate to Board is at the May meeting in time for June annual congregational meeting

- Created list of leadership groups at WSUU to whom NomCom members will intentionally reach out to ask for nominations

Deliverables (these documents, once finalized, can be made available as an appendix to the April NomCom Board Report if so desired)

- Write-up of process including what tools were used
- Google Drive owned by WSUU, shareable with future NomCom members
- Spreadsheet of past Nom Com and Board members, sortable by name, year, and position
- Past relevant docs scanned from NomCom physical binder and organized in Google Drive by year
- Folder with tools for future Nom Com:
 - Copy of Equity Decision Making tool
 - Write-up of process with timeline
 - Nom Com policy
 - Position Descriptions
 - Rubric for discussion

MUSIC DIRECTOR MONTHLY REPORT

March 2021

ACTION ITEMS: Feedback from the board about the “Expressive Arts Ministry” idea detailed in other reports would be welcome.

Moving forward with new offerings and energy.

1. The Westside Chorale: After getting feedback from a few members, I’ve decided to put the regular meetings of the Westside Chorale on hiatus for a bit. My hope is that many will be interested in joining Evensong (more below) on Wednesday evenings. I’m looking for another opportunity for a virtual choir video, and that will reactivate the group for sure!
2. Music Ministry Team (MMT): As a reminder, Our co-chair, John Britt, will be hosting another Westside Cabaret Night on Saturday, March 20th. The last couple of these have been very well attended by both presenters and participants. Our intention is to open the sharing up to anything that might work in a zoom setting: the usual musical offerings or perhaps more poetry or monologues, or even an video or slideshow of someone’s artwork. This is all part of the expanding idea of encouraging people to engage in and share their self-expression with the congregation during this time. As I mentioned in the action item above, we’d love some feedback from the board about our idea of the umbrella-like “Expressive Arts Ministry”
3. Evensong: This is a go, and after discussions with Reverend Christopher, we agreed that a midweek experience would be best. The eight-week series of gatherings will be held on consecutive Wednesdays beginning March 17th and finishing May 5th. I’ve been putting a lot of time into the creation of Westside’s version of this UUA designed series, and I’m looking forward to leading it with different members of the Music Ministry Team assisting me.
4. Budget: I’m working on the budget for the music program, and it’s being a bit challenging. I may reach out to get some assistance because of all the unknowns. I also plan on meeting with Lisa Maynard and John Britt in the process of preparing something to present to y’all.

In Harmony,

Scott Farrell
WSUU Music Director

March 10, 2021

To: WSUU Board Members

From: Rev. Cynthia Westby, DRE

Re: DRE Board Report for March 2021

Please mark your calendars for the March 21st Youth Led Service!! This service will not be rebroadcast because the participants are minors so your only opportunity for this service is that Sunday morning! We hope to see you then.

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

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

4th-5th Grade RE is 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 is offered once-a month focused on friendship, community, discussion, and social justice. The curriculum uses a *Simpson's* episode revolving around a social justice topic to encourage discussion.

Chalice Chapels:

- Aimee Schiefelbein taught a Chalice Chapel for 3rd-8th graders on learning about your emotions on Sunday, February 21st. This fourth session of this 6-session Chalice Chapel for 2020-21 is a continuation of children focusing on noticing feelings in themselves and others; identifying those feelings; and talking about their feelings. Emotions encourage us to treat people with love and respect and so is critical faith formation work.
- Leilani Davenberry developed and taught a Chalice Chapel for 3rd-8th graders focused on intersectionality assisted by Simon Knaphus on February 28, 2021. This chalice chapel focused on the overlapping of identities and experiences to help children more accurately see complex webs of oppression.

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 meets most Sundays and is currently in final stages for the youth led service on March 21st.

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. For the past couple of months the attendance in whichever class was offered live that week (one live class offered per week) and the youth group has been as shown below. 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' the ability to know how many people click on those recordings.

Class	Jan					Feb				Mar
	3	10	17	24	31	7	14	21	28	7
4-5	-	3	-	-	-	-	0	-	-	-
Middle School	2	-	-	-	-	3	-	-	-	4
Youth Group	-	2	2	1	-	2	1	2	-	4
Chalice Chapel 3rd-8th	-	-	1	5	4	-	-	4	2	-
Daily Total	2	5	3	6	4	5	1	6	2	8

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

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.

June 13th RE Transitions Ceremony: The Sunday, June 13th annual RE Transitions Ceremony that will include the bridging of three seniors! Also included will be three children into kindergarten, three into middle school, and four youth into high school.

Budget for 2021-22: I drafted the RE budget proposal for 2021-22 and sent it to Paula and Shelley, and went over it with Rev. Christopher.

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

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

Finance Committee Report March 2021

This report has one action item, the Ministerial Discretionary Policy (emailed last month).

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

Highlights	Actuals – February	Actuals – YTD	YTD % of Budget	Budget
Total Income	\$ 76,426	\$353,402	75%	\$ 471,184
Pledges	\$ 16,202	\$185,262	65%	\$285,400
Auction	\$ 27,807		127%	\$22,000
Raise the Paddle	\$ 25,787		172%	\$15,000
Total Expenses	\$ 41,125	\$ 281,297	60%	\$ 471,184
Net Income/Expenses	\$ 35,301	\$ 72,105		

Financial Status: The online auction was a success, raising almost \$6k more than budgeted. The Raise the Paddle showed outstanding generosity, raising 10K more than expected. Expenses were \$2,250, yielding a net of \$50k. This will amply cover the typical negative monthly balances in the remainder of the year.

Unanticipated Expenses: None.

Budget Development: In progress. FC will meet with the Board on 3/17 to discuss budget options and the Time to Mind the Gap communication plan. The budget section should be an Executive session.

Action Item - Ministerial Discretionary Fund Policy: We sent a proposed Ministerial Discretionary Fund Policy to the Board in February, to be addressed at the March Board Meeting. Rev. Christopher suggests a new name for the fund and policy that speaks to the purpose, not the Minister's discretion. FC will bring suggestions to the Board Meeting.

Submitted by Paula vanHaagen 3/15/2021

Administrator Report to Board March 2021

No action items for me this month.

Sunday Morning Attendance and Offering (Charity Portion)

Date	Speaker/Special Circumstances	Attendance (units)	Collection (charity portion)
2/14/21	Rev. Christopher – Valentine’s Day 3 guest speakers -President’s Day Weekend	62	\$111.00
2/21/21	Rev. Christopher	68	\$162.00
2/28/21	Lay Pastoral Associates	66	\$152.33
3/7/21	Rev. Christopher – ill so replayed sermon from summer. Stewardship testimonials from Rev. Peg and Rev. Mark	65	\$232.33

Membership: Current membership 185 No membership changes this month. We received two welcome form submissions (this is our online tool that replaced our “Yellow Cards” or first contact card.)

Church Management Software: With the help of Rev. Christopher, we have chosen a new Church Management software for WSUU. We will move our membership database and donations information to a software called Breeze (look it up [here](#) if you are interested). This is by far the most popular CMS among the UU churches both Christopher and I have connections with. We plan to keep using the Accounting and Payroll modules of Church Windows as Breeze does not offer those tools. This combination of modules from these programs will end up costing less than we were paying for 4 modules of Church Windows. The cost savings is in part because Breeze has ecommerce built in so we will not use Vanco anymore and therefor not pay their monthly product fees of about \$40. There are many exciting aspects to this shift. All staff and members will have access at different levels. Congregants will be able to access their profile to make updates. They will also be able to access their giving information. Church leaders will be able to use the software to manage groups and volunteers. I will be sharing more about trainings rollout as I learn more. The goal is to be using Breeze by June so that we will not need to renew our Church Windows membership and donations modules that month.

Copier Lease: Our copier is leased from Sharp Business systems. As we are looking for every place that we can tighten our financial belt, I wanted to see if we could end this lease and get a less expensive copier/scanner. We are in year 3 of a 5-year lease. I spent quite a bit of time researching and talking to our rep and the folks at the leasing agency and the bottom line is that we are stuck with the unit and its lease payment until June of 2022. At that point we will make a shift to a less costly option.

Facilities Issues and Updates:

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

Furnace: I finally heard back from our rep at MacDonald-Miller. He came in this week to take a look at the bent shaft, and I asked him also to advise about any possible filtration improvements per a request from Rev. Christopher. The filters were filthy and had not been replaced since 2013! We will be taking care of that as soon as he offers recommendations. Unfortunately, he discovered that one of the furnace motors is not sounding good so a replacement of that will be included in the bid as well. He will send along a bid in the next week.

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

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

Items requiring extra time this month: Research on Church Management Software options, supporting auction team, finance and stewardship teams, helping facilitate accessibility project volunteer, new tasks for virtual worship that I have taken on (graphic design video production of promotional elements, editing and processing videos for worship, rehearsals with chalice lighters, setting up all worship rehearsals and streaming events and YouTube events), bookkeeping issues, hosting coffee hour on Sundays.

In loving community,
Shannon