



## WSUU BOARD AGENDA — March 19, 2020

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

Timekeeper? Process Observer?

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

- |                                    |   |   |
|------------------------------------|---|---|
| <b>6:30pm</b><br><i>15 min</i>     | <b>Chalice Lighting &amp; Welcome</b>   | <ul style="list-style-type: none"><li>○ Check-In</li><li>○ Access needs</li></ul>   |
| <b>6:45pm</b><br><i>15 min</i>     | <b>Covenant and Grounding Practice</b>  | <ul style="list-style-type: none"><li>○ How are we living our covenant? Review the covenant together.</li><li>○ Board member shares a grounding practice (record to share with congregation)</li></ul>  |
| <b>7:00pm</b><br><br><i>15 min</i> | <b>Minutes</b><br><br><b>Reports</b>  | <ul style="list-style-type: none"><li>○ Changes or approve as written</li><br/><li>○ Bridge Minister</li><li>○ Administrator</li><li>○ DRE</li><li>○ Music</li><li>○ Finance Committee (See below)</li><li>○ Treasurer</li><li>○ Transition Working Group</li></ul> |
| <b>7:15pm</b><br><i>30 min</i>     | <b>Draft of 2020-2021 Budget Finance Committee Joining</b>  | <ul style="list-style-type: none"><li>○ The Finance Committee will offer a summary and key points that are shaping this first draft of the proposed 20-21 budget</li><li>○ Q and A period</li></ul>   |
| <b>7:45pm</b><br><i>15 min</i>     | <b>Budget Discussion</b>  | <ul style="list-style-type: none"><li>○ Board discussion to identify budget priorities and determine if there are proposed changes to this draft</li></ul>  |
| <b>8:00pm</b><br><i>45 min</i>     | <b>Board Goals and Liaison Role Planning</b><br><br>Determine how our current goals and priorities will shift to accommodate what needs our attention during this COVID-19 time | <ul style="list-style-type: none"><li>○ Goal tracking updates – New top priority in COVID-19 time: TO CARE FOR ONE ANOTHER</li><li>○ Congregational Care Clusters</li><li>○ Connecting with our WSUU Elders</li><li>○ Virtual Church</li></ul>                      |



- Liaison updates
  - 1. Roseanne – Leadership Assembly –
    - Focus on how to best connect and support one another, and discussing congregant needs?
  - 2. Aimee – Nominating Committee timeline and updates
  - 3. Thomas – Personnel Committee timeline and updates
  - 4. Tony – RJCT –
    - Equity needs will be amplified during this pandemic. How are we addressing this?
  - 5. Shelley – Current budget updates –
    - Ordination, funds for worship speakers, costs for virtual church
  - 6. Jade – Accessibility –
    - Focus now on Zoom access and connection.
    - Movement on identifying our Raise the Paddle project – empty building = good start time
  - 7. Aimee and Jade – Right relations
    - Discernment team as next step

**8:45pm Updates and Follow-Up**  
*15 min*

- Rev Christopher and USCIS update
- Stewardship campaign
- Accessibility –
- Board retreat – Hold April 4<sup>th</sup> for budget and COVID-19 related decision making and planning in an online meeting
- Responding to Congregants Emails

**9:00pm Close of the Meeting**

- Process Observer Report
- Thank you notes through email

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

March 19, 2020

BOARD ATTENDING: (Virtual meeting using Zoom) Jade Lowry, Roseanne Lorenzana, Matt Aspin, Aimee Schiefelbein, Tony Ricardi, Thomas Terrence, Shelley Webb

STAFF: Shannon Day, Rev. Deanna Vandiver

GUESTS: Paula VanHaagen and Alan Mendel (representing the Finance Committee)

TIMEKEEPER: Shannon PROCESS OBSERVER: Matt

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WELCOME AND CHALICE LIGHTING: The meeting started at 6:32pm.

COVENANT AND GROUNDING PRACTICE: Aimee led the Board in a grounding practice and the Board shared access needs for the meeting. The Board and staff read the covenant and agreed to covenant together.

APPROVAL OF MINUTES: February minutes approved as corrected.

## REPORTS:

- BRIDGE MINISTER REPORT: *See report attached.*
- ADMINISTRATOR REPORT: *See report attached.*
- DRE REPORT: *See report attached.*
- MUSIC REPORT: *See report attached.*
- FINANCE COMMITTEE REPORT: *See report attached.*
- TREASURER REPORT: *See report attached.*
- TRANSITION WORKING GROUP REPORT: *See report attached.*

## DRAFT OF 2020-2021 BUDGET AND FINANCE COMMITTEE JOINING:

The Finance Committee shared a presentation summary of the proposed 2020-2021 budget, which relies heavily on non-recurring income (i.e. Wake Now Our Vision and legacy gifts). Shelley created a spreadsheet that will allow the board to adjust income and expenses to see the impacts on the overall budget. **Next steps:** The board will continue to work with the budget details as information comes in

from stewardship regarding 2020-2021 pledges, and as new information emerges related to our circumstances with COVID-19.

BOARD GOALS AND LIAISON UPDATES: The Board discussed preparing for current goals to shift toward a focus of caring for one another during the unprecedented COVID-19 pandemic. The Board discussed priorities shifting to set up Congregational Care Clusters, connecting with congregants to attend online services, and supporting virtual church services.

- LEADERSHIP ASSEMBLY: The Board discussed the Leadership Assembly meeting scheduled for March 29<sup>th</sup> and agreed it should continue virtually with a potential focus of how to best support one another as leaders through COVID-19.
- NOMINATING COMMITTEE: Nominating Committee had updates and questions for the Board. Nominations are wrapping up as of the time of this meeting. They believe they have enough nominations to proceed and will be reaching out to potential candidates in the coming week. The Nominating Committee had a question about whether timelines had shifted for them to finish their nomination work given the current COVID-19 pandemic. The Board advised that the current timeline remain and for the Nominating Committee to keep the Board aware of any shifts in timing that might be needed. The Nominating Committee wondered if one person from the Nominating Committee could remain on the Nominating Committee in 2020-2021 to provide continuity, or if the Board felt that might be a conflict of interest. The Board's opinion was that due to the current COVID-19 pandemic that it made sense that one person remains on the Nominating Committee to maintain stability through the crisis. Additionally, the bylaws contain no restrictions in this regard.
- RJCT: RJCT has not met since the pandemic became more widespread and there are no new updates to provide with regard to this emerging crisis. Anastacia-Renee, a guest speaker, was planning on offering an upcoming service and a training. Jade, who was previously in touch with Anastacia-Renee, will make contact with them to find out if they are able/willing to do this online.
- BUDDGET/STEWARDSHIP: *See report attached.*
- RIGHT RELATIONS: The board discussed the desire to move forward with the formation of a right relations *discernment team* that will engage the congregation in identifying a right relations team. However, given the efforts to attend to what is needed in the congregation at this time, this right relations work will be on hold so the board and congregation can focus on new priorities related to the COVID-19 pandemic.
- PERSONNEL COMMITTEE: *See report attached.*
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#### UPDATES:

- REV. CHRISTOPHER AND USCIS UPDATE: A USCIS officer conducted Westside's site visit interview by phone with Shannon, Jade, and Robert Gibbs (our immigration lawyer). The USCIS officers are restricted from doing the in-person portion of site visits until at least 4/1/20 due to

the COVID-19 pandemic. After the in-person site visit is completed, our officer reported that he will submit the full report immediately. At that point we might be a month to six weeks away from the adjudication being finalized. Once the R-1 visa is received, we are free to navigate our plans with Rev. Christopher and with Rev. Deanna for when he will begin and how they will transition.

- STEWARDSHIP CAMPAIGN: The Stewardship Campaign is being kicked off this Sunday March 22nd. Rev. Deanna will share some resources regarding this with the Board and the Stewardship Committee.
- ACCESSIBILITY: The Board is working toward getting increased worship accessibility online. There is a need to form an accessibility team in the future to take the lead in managing our priorities and projects.
- BOARD RETREAT: The Board will keep April 4<sup>th</sup> open to hold a mid-year Board retreat over Zoom.
- THANK YOU NOTES: To be sent through email.
- PROCESS OBSERVER REPORTS: Matt shared feedback on interactions among board members.

The Board adjourned at 8:55pm. The next regular meeting of the board will be held on April 16, 2020 by Zoom.

Aimee Schiefelbein, Secretary

Bridge Minister Report  
Westside UU Congregation  
For March 19, 2020

Dear Board:

I honor you and your leadership, the love and resources you have offered to this congregation, to each other, and to me. I offer you this blessing from Melanie DeMore: Sending You Light:

[https://www.youtube.com/watch?v=wSNQFstyu\\_s](https://www.youtube.com/watch?v=wSNQFstyu_s)

May you feel held by a vast love as you co-create conditions of beloved community and institutional stability in the midst of unfolding uncertainty.

This is the end of the world as we know it.  
The world as we knew it has ended many times.  
We know how to begin again  
and again  
in love.

This excerpt from "Emergent Strategies" - adrienne maree brown (>6mins.)

<https://www.youtube.com/watch?v=IyN76oTt67M> was filmed in November 2017. It was a time of great struggle in the world. Like now. I offer this resource to us as we work to shape this time together, to adapted with intention and in right relationship.

I affirm the breadth and depth of care that you are bringing collectively to this religious community. May we help our communities remember that the interdependent web is not just a metaphor. As our connections are made more and more explicit by the changes brought to our lives by COVID-19, may we find ways to support those living closest to the margins. Systemic oppression is not taking a break during this outbreak, so we continue to center the most vulnerable and discounted, rebuking fear and narratives of scarcity and hate. Perhaps this gentle song by Carrie Newcomer: Room at the Table

<https://www.youtube.com/watch?v=92OM5bdQ4N4> can serve as a call in to those in our community who are struggling to live into the call of universal love promised by our faith tradition.

And as we live into the mystery together, may we release all things that no longer serve us as a people of faith. I close with this healing, hopeful mantra by Beautiful Chorus:

<https://www.youtube.com/watch?v=qecQxS6hMu8>

Thank you for your care of this community always - and especially right now.

With love and gratitude,

*Rev. Deanna Vandiver*

# Administrator Report to Board March 2020

This is going to be brief as things are very busy in our office with shift to virtual church due to the Public Health Crisis.

No action items for me this month.

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

<b>Date</b>	<b>Speaker/Special Circumstances</b>	<b>Attendance</b>	<b>Collection (charity)</b>
2.16.20	Aimee Schiefelbein	103	\$145.77
2.23.20	Stephen Scheurich multi gen	97	\$159.70
3.1.20	Rev. Deanna Vandiver	90	\$177.38
3.8.20	Virtual Service #1 Rev. Deanna	57 units ~ 80 people?	\$70 by text no checks arrived for offering

**Membership:** No changes in Membership as new members were reported last month. Membership count this month is 194

**Stewardship:** Theme will be 'Westside Starts with We'. Brochure mailing will go out on Friday the 20<sup>th</sup>. Sermon on March 22 will be about stewardship and Stewardship member will give a 5 minute talk. Pledges in hand are \$301,869.

**Furnace:** Still looking for someone to give us a bid on firebox rebuild. Very unique job that hardly anyone does. Waiting for call back from McKinstry.

## **Things requiring extra attention and time in February :**

Building plumbing issues, some accounting snags that required lots of time to investigate, personnel document work, updating documents for R1 visit, auction finances. There will be much to say in this area for March!

**In loving Community,**

**Shannon**



March 10, 2020

To: WSUU Board Members

From: Rev. Cynthia Westby, DRE

Wow!! What an adventure we are on. Learning to extend our skill set to offer services and RE classes on-line has been quite a journey.

Here is my Board Report for March 2020.

**Attendance:** Below is the attendance from September 2019 through March 9, 2020.

Class	Sept						Oct						Nov						Dec					
	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29								
Nursery	7	5	2	6	2	6	2	2	3	2	3	1	5	-	-	-								
Spiritplay	-	-	5	5	5	-	4	7	-	9	-	-	8	-	-	-								
4-6	-	-	6	6	4	-	4	6	-	5	-	-	6	-	-	-								
MS OWL	-	13	-	13	12	13	12	13	-	13	-	-	-	-	-	-								
COA	-	7	-	7	-	7	0	6	5	0	-	6	-	-	-	-								
HSYG	-	-	-	1	4	-	-	3	8	2	-	-	2	-	-	-								
Chalice Chapel/ Multi-Gen	-	12	-	-	-	-	-	-	7	-	-	5	5	-	-	-								
<b>Daily Total</b>	7	37	13	38	27	26	22	37	23	31	3	12	26	0	0	0								

Jan				Feb				Mar			
5	12	19	26	2	9	16	23	1	8	15	22
3	3	0	1	3	4	2	7	3	-		
7	8	-	2	5	4	-	0	4			
2	5	-	3	4	2	-	0	5			
11	11	-	10	11	10	-	-	13			
-	0	-	7	0	7	-	0	5			
1	3	-	0	2	2	-	0	6			
-	-		-	-	-	8		-			
24	30	0	23	25	29	10	7	36			

**MS OWL:** The biggest news is that RE began offering classes virtually. Beginning with Sunday, March 8, we are offering our middle school OWL class streaming on-line live and we will continue to do so until we can meet in person. This class is a year-long class for Middle School 7<sup>th</sup>-8<sup>th</sup> graders and has 13 children participating. Class meets 2-3 Sunday mornings a month. This important Westside social justice program is led by the inspiring commitment of five trained teachers: Liz Bucklew, David Edwards, Marissa

Ohoyo, Kevin Lane-Cummings, and Anne Fox. Kevin has been providing invaluable Zoom expertise and all the teachers have been fabulous going with the flow in this new territory. Parents of participating children and those children have been diving in to this new way of being with their classmates and learning the OWL material.

**RE Classes:** Through March 1<sup>st</sup> all our classes were being held in person. This year, pre-K children are in the nursery. K-3 children are in a Spirit Play class focused on our UU principles and sources. 4<sup>th</sup>-6<sup>th</sup> graders are in a class focused on “The Questing Year” to engage in four important quests learning more about UU, social justice, mystery, and themselves, over the course of the year. 9<sup>th</sup>-10<sup>th</sup> graders are participating in a year-long Coming of Age class. Youth Group (9<sup>th</sup>-12<sup>th</sup> graders) is held two Sunday mornings a month from 10:30-noon. Once we went to a virtual service we no longer kept the nursery open – until we reopen church.

**K-3 Spirit Play Class:** Cheryl and I created a video for the K-3 Spirit Play class for March 22 and we will begin doing this with the help of our nursery staff (Julie Vance and Ivy Forkasdi) as they are willing and able so that we have a pre-recorded class for our K-3 children each Sunday beginning on Sunday, March 22.

**4-6<sup>th</sup> Grade Class:** We will also experiment, on Sunday, March 22, with having our 4-6<sup>th</sup> grade teachers offering a live, streamed class and see how this class works as an on-line live class.

**Chalice Chapels and Multi-Gen Services:**

Chalice Chapels and multi-gens are held on Sundays of school breaks and holidays. Our next Chalice Chapel will be held on Sunday, April 12 for Easter. We held a wonderful multi-gen on Sunday, February 23 led by Stephen Scheurich, Rev. Deanna, and myself which was highly successful and received with enthusiasm from parents and children.

**RE Council:** The RE Council met on March 1<sup>st</sup>. Nola Balch is the RE Council chair, with members Jeanette Hitch, Vanessa Shaughnessy, David Edwards, Mike Fox, Kasey Langley, Amy Hance-Brancati, Cara Mathison, and Laura Strand. We are currently focused on several projects including the June 14<sup>th</sup> RE transitions and celebrations service.

**Youth Group** is led by lead youth advisor, Simon Knaphus, with Amy Hance-Brancati, Julie Forkasdi, Neve Mazique-Bianco, Marissa Ohoyo, and Laura Strand. They are working on their Youth-Led Service which will be held on Sunday, March 15<sup>th</sup> streamed live from the sanctuary. Altars will be the focus of this service. It is a huge experiment and we are really excited about how willing the youth group has been to switch gears and help create a live program with pre-recorded sections from different youth, as well as a slide show of youth and youth advisor’s altars, and so much more. This has been a labor of love on the part of the youth advisors and a huge amount of effort on Simon’s part when this service became a streaming event. Though I’m writing this before the actual service, I know that it will be a wonderful experience for both the youth and our

congregation. In sad news, the UUA Spring Con for the PNWD region was cancelled due to the coronavirus.

**YAC** (Youth-Adult Committee which helps facilitate the youth group activities) meets quarterly and met on Wednesday, February 26<sup>th</sup> to begin creating a policy for how funds from the youth group fund are distributed in the form of scholarships to youth. We will continue this decision-making process on April 29<sup>th</sup>. This committee is comprised of myself, Simon Knaphus, Amy Hance-Brancati, Julie Forkasdi, Stephen Scheurich, Claire Bucklew, Talulla Shaughnessy, and Quinn Douros.

**COA (Coming of Age)** is led by Shelley Webb, John Monahan, and Steve Burrows. Seven ninth and tenth graders meet twice a month on Sunday mornings in this year-long program Westside offers our 9<sup>th</sup> and 10<sup>th</sup> graders. This is a valuable opportunity for our youth, teachers, and mentors to engage in learning together. These youth also participate in youth group 1-2 weeks of the month, on Sunday mornings.

**Nursery:** Ivy Ficarra and Julie Vance are our nursery teachers, with substitute teaching by Marie Kaz. This wonderful team supports our youngest children.

**Stories for All Ages:** I'm working with a strong team of tellers with a wonderfully diverse range of styles and strengths. Storytellers are scheduled through May 2020.

## **MUSIC DIRECTOR MONTHLY REPORT**

### **March 2020**

**ACTION ITEM:** No specific action items this month.

February was my first full month as the permanent music director, and it's been a powerful experience stepping forward like this. I'm loving the new sense of ownership and direction for the future I'm feeling. Thanks to the board and all involved for seeing to it that this happened.

1. The Westside Chorale and Chalice Singers: The Chorale sang two very different songs for their Sundays this month. Both were powerful, one was difficult! They pulled through so well.
2. Meetings: Continuing meetings with Jade, Deanna and the worship support team. A lot of things to juggle right now with the new budget
3. Children and Youth Involvement: Cynthia and I had a meeting on February 25<sup>th</sup> to explore expanding children and youth involvement in music at Westside. She brought some of our ideas to the RE Council and more suggestions and ideas were generated. I'm happy we're moving forward with this!
4. Music Worship Support Team: I am happy that we're in the final stages of the formation of the team, and look forward to its first meeting and introduction to the congregation.
5. Looking ahead: I'm still planning on May 3<sup>rd</sup> being an all music service, and look forward to possible introducing the Music Worship Support Team formally to the congregation as well as featuring all sorts of talent from our huge pool here at Westside.

In Harmony,

Scott Farrell

## Finance Committee Report March 2020

This report contains no action items for the Board.

### Financial Highlights for February 2020 (67% of the year):

February 2020 Highlights	Actuals – February	Actuals – YTD	YTD % of Budget	Budget
<b>Total Income</b>	<b>\$ 71,293.82</b>	<b>\$324,780.21</b>	<b>74%</b>	<b>\$ 441,547</b>
Pledges	\$ 19,591.98	\$197,754.24	68%	\$292,183
Auction	\$42,231.00			
<b>Total Expenses</b>	<b>\$ 38,487.46</b>	<b>\$266,772.14</b>	<b>60 %</b>	<b>\$ 441,547</b>
Raise the Paddle	\$22,100.00			
<b>Net Income/Expenses</b>	<b>\$32,806.36</b>	<b>\$58,008.07</b>		

**Financial Status:** Thanks to our fabulous Auction, our bank account received a welcome infusion. Income exceeded expenses by \$32,806.36. Income and Expense lines do not include the Raise the Paddle amount of \$22,100, which was promptly transferred to a Raise the Paddle Fund Balance Account. The Auction, our second-most important income source, slightly exceeded our budgeted amount, and expenses likely will be slightly less than budgeted. (Some expenses are outstanding.) All good news!

**Unanticipated Expenses:** Nothing specific yet. We anticipate future impacts from the Coronavirus on pledges and Sunday Plate collection. The delayed arrival of our minister may offset this.

**Budget Development:** The Finance Committee will submit a draft budget to the Board this weekend (March 14-15). The package will include a copy of budget requests submitted to us and an explanation of our suggestions.

Submitted by Paula vanHaagen      3/13/2020

As of: **Tuesday, March 3, 2020****BUDGET SUMMARY**% thru Year: **67%**

	YTD Actuals	%	Full Year Budget	Amount Remaining
<b>Income</b>				
Pledges	\$ 198,179	67%	\$ 294,183	\$ 96,004
Sunday Plate	16,250	68%	24,000	7,750
Other Donations	16,863	60%	28,236	11,373
Fund Raising	49,594	106%	47,000	(2,594)
Affinity Programs	1,172	72%	1,620	448
RE Ministry	4,953	160%	3,100	(1,853)
Youth Group Ministry	163	0%	-	(163)
Music Ministry	686	66%	1,040	354
Program and Misc	6,014	129%	4,650	(1,364)
Rentals	30,906	82%	37,718	6,812
<b>Total Income</b>	<b>\$ 324,780</b>	<b>74%</b>	<b>\$ 441,547</b>	<b>\$ 116,767</b>
<b>Expenses</b>				
Minister Compensation	\$ 21,859	30%	\$ 73,125	\$ 51,266
Additional Minister	610	4%	15,500	14,890
RE Director Compensation	51,363	68%	76,079	24,716
RE Staff	6,071	59%	10,220	4,149
RE Training	-	0%	800	800
RE Youth Group	90	0%	-	(90)
RE Operations	2,538	74%	3,450	912
Music Director Compensation	21,397	72%	29,741	8,344
Music Staff	6,530	61%	10,733	4,203
Other Music	480	120%	400	(80)
Administrator Compensation	31,576	62%	51,325	19,749
Additional Employee Benefits	2,098	61%	3,453	1,355
UUA Dues	6,890	67%	10,336	3,446
Loans, Taxes, Fees	37,140	67%	55,555	18,415
Discretionary	4,777	65%	7,400	2,623
Facility	41,424	72%	57,880	16,456
Fundraising & Rentals	9,697	84%	11,600	1,903
Committees	22,231	93%	23,950	1,719
<b>Total Expenses</b>	<b>\$ 266,772</b>	<b>60%</b>	<b>\$ 441,547</b>	<b>\$ 174,775</b>
<b>YTD Cash Flow (GF):</b>	<b>\$ 58,008</b>			

	YTD Balance
<b>BANK ACCOUNT BALANCES</b>	
Umpqua General Fund Checking #7545	\$ 115,471
Sound Credit Money Market #6299	113,334
Sound Credit Savings #6290	25
Petty Cash	200
<b>Total Account Balances</b>	<b>\$ 229,030</b>
<b>ASSETS</b>	
Church Bldg & Land (book value)	\$ 2,889,800
Cash - Operations	77,171
Cash - Building Fund	\$ 76,959
Cash - Elevator Fund	3,753
Other Dedicated Fund Balances	39,000
Undesignated Donations	32,146
<i>Total Fund Balances</i>	<i>\$ 151,859</i>
<b>Total Assets</b>	<b>\$ 3,118,831</b>
<b>LIABILITIES</b>	
Loan fm UUA	\$ 435,136
Loan fm Pacific NW Growth Fdtn	61,474
Other Current Liabilities	27,812
Other Dedicated Fund Balances	39,000
<b>Total Liabilities</b>	<b>\$ 563,422</b>
<b>CONGREGATIONAL EQUITY</b>	<b>\$ 2,555,409</b>
<b>Beginning of FY Equity</b>	<b>\$ 2,128,317</b>
<i>YTD Change in Equity</i>	<i>427,092</i>
<b>DEDICATED FUND BALANCES</b>	<b>\$ 151,859</b>
<b>Beginning of FY Dedicated Fund Balances</b>	<b>\$ 144,328</b>
<i>YTD Change in Dedicated Fund Balances</i>	<i>7,531</i>
<b>Overall YTD Cash Flow with Fund Balances:</b>	<b>\$ 65,539</b>

As of: Tuesday, March 3, 2020			% Thru Year: 67%				
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt	Over Budget	Notes
GENERAL FUND INCOME							
Pledges							
4.100.100	Pledges - Current Year Income	19,591.98	197,754.24	292,183.00	68%	-	almost even with expectations for ytd
4.100.110	Pledges - Prior Year Income	-	425.00	2,000.00	21%	-	
	Total Pledges	19,591.98	198,179.24	294,183.00	67%	-	
Sunday Plate							
4.100.140	Contributions - Sunday WSUU	1,504.11	11,425.78	16,000.00	71%	-	feb charity will be paid in March
4.100.141	Contributions - Sunday WSUU Minister Discretion	-	-	600.00	0%	-	
4.100.142	Contributions - Sunday WSUU Kitchen/Hospitality	-	-	150.00	0%	-	
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	450.00	0%	-	
4.100.150	Contributions Sunday Charities	(65.17)	4,824.59	6,800.00	71%	-	
	Total Sunday Plate Income	1,438.94	16,250.37	24,000.00	68%	-	
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	-	16,862.57	28,236.00	60%	-	
4.100.244	Elevator Fund Donations	-	-	-	0%	-	
	Total Other Donations	-	16,862.57	28,236.00	60%	-	
Fund Raising							
4.100.245	Auction Income	42,231.00	48,375.26	46,000.00	105%	2,375.26	
4.100.247	Raise the Paddle Income	-	-	-	0%	-	
4.100.250	Rummage & Book Sale Income	-	1,218.91	1,000.00	122%	218.91	
4.100.257	Misc. Fundraising Income	-	-	-	0%	-	
	Total Fund Raising Income	42,231.00	49,594.17	47,000.00	106%	2,594.17	
Affinity Program Income							
4.100.210	E Scrip GF Income	1.69	14.23	120.00	12%	-	
4.100.211	Amazon Rebate Income	40.57	897.81	1,500.00	60%	-	
4.100.212	Thriftway Rebate Program	-	260.32	-	0%	260.32	
	Total Affinity Program Income	42.26	1,172.36	1,620.00	72%	260.32	
RE Ministry Income							
4.100.258	RE Fund Transfers IN	-	-	-	0%	-	soup lunch
4.100.259	RE Fundraising & Donations	430.00	1,653.38	1,500.00	110%	153.38	
4.100.260	OWL Registration Fees	-	3,300.00	800.00	413%	2,500.00	
4.100.263	OWL Fund Transfers IN	-	-	800.00	0%	-	
4.100.264	RE Coming of Age Program Fees	-	-	-	0%	-	
	Total RE Ministry Income	430.00	4,953.38	3,100.00	160%	2,653.38	
Youth Group Ministry Income							
4.100.261	RE Youth Group Fund Transfers IN	-	-	-	0%	-	
4.100.262	RE Youth Group Fundraising & Gifts	137.71	162.71	-	0%	162.71	
	Total Youth Group Ministry Income	137.71	162.71	-	0%	162.71	

As of: Tuesday, March 3, 2020				% Thru Year: 67%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 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	-	685.72	1,040.00	66%	-	
4.100.223	Music Programs Income	-	-	-	0%	-	
	Total Music Ministry Income	-	685.72	1,040.00	66%	-	
<u>Program and Misc Income</u>							
4.100.220	Coffee Income	28.79	264.63	500.00	53%	-	
4.100.225	Membership Fundraising and Donations	-	-	500.00	0%	-	
4.100.240	Interest Income	89.97	850.66	50.00	1701%	800.66	
4.100.241	Board Designated Fund Transfers to GF	-	-	-	0%	-	
4.100.242	Building Fund Transfer IN	-	-	-	0%	-	
4.100.251	Social & Envir. Justice Fundraising	285.00	4,898.88	3,600.00	136%	1,298.88	welcome table and BIPOC donations
4.100.255	Common Quest Income	-	-	-	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	403.76	6,014.17	4,650.00	129%	2,099.54	
<u>Rentals</u>							
4.100.300	Cell Tower Rental & Elec Reimb	1,226.55	9,812.40	14,718.00	67%	-	
4.100.302	Cell Tower Electricity Reimb True-up	1,830.12	1,830.12	1,500.00	122%	330.12	
4.100.305	Rental Income - Single Events	531.50	3,448.00	2,000.00	172%	1,448.00	event rental payment here but rescheduled to fall
4.100.310	Leases Income- Pre School	3,000.00	15,000.00	18,000.00	83%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	430.00	815.00	1,500.00	54%	-	transferred AA and tai chi payments here
	Total Rental Income	7,018.17	30,905.52	37,718.00	82%	1,778.12	
TOTAL GENERAL FUND INCOME		\$ 71,293.82	\$ 324,780.21	\$ 441,547.00	74%	\$ 9,548.24	



As of: <b>Tuesday, March 3, 2020</b>				% Thru Year: <b>67%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 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	1,600.00	8,600.00	26,975.00	32%	-	
5.100.101	Minister Salary Exp	2,848.00	9,098.00	24,542.00	37%	-	
5.100.105	Minister Cost of Living Adj Exp	180.00	180.00	5,851.00	3%	-	dental ins premium for 3 months
5.100.106	Minister Group Term Life Ins Exp	-	34.27	401.00	9%	-	
5.100.107	Minister Long Term Disability Ins Exp	89.00	173.00	660.00	26%	-	Kit rental
5.100.110	Minister Retirement Exp	478.83	1,810.95	5,492.00	33%	-	
5.100.115	Minister-FICA Exp	340.27	818.27	3,704.00	22%	-	
5.100.125	Minister's Professional Exp	-	1,145.00	5,500.00	21%	-	
	Total Minister Compensation	5,536.10	21,859.49	73,125.00	30%	-	
<b>Additional Minister Exp</b>							
5.100.102	Minister Moving Exp	-	-	10,000.00	0%	-	
5.100.120	Minister's Sabbatical Exp	-	-	-	0%	-	
5.100.126	Minister Installation Exp	-	-	2,500.00	0%	-	
5.100.128	Minister Search Exp	-	610.00	3,000.00	20%	-	
	Total Additional Minister Exp	-	610.00	15,500.00	4%	-	
<b>Total Minister Position Expense</b>		5,536.10	22,469.49	88,625.00	25%	0.00	

As of: Tuesday, March 3, 2020				% Thru Year: 67%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt	Over Budget	Notes
CHILDREN AND YOUTH MINISTRY							
RE Director Compensation							
5.100.150	RE Director Salary Exp	5,129.75	40,938.25	61,557.00	67%	-	
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 Cost of Living Adj Exp	-	-	-	0%	-	
5.100.158	RE Director FICA Exp	372.80	2,975.18	4,800.00	62%	-	
5.100.160	RE Director Retirement Exp	513.00	4,438.18	6,222.00	71%	-	
5.100.165	RE Director Professional Exp	1,259.26	3,011.37	3,500.00	86%	-	
	Total RE Director Compensation	7,274.81	51,362.98	76,079.00	68%	-	
RE Staff Expense							
5.100.162	RE Story Time Toddler Teacher Exp	-	-	-	0%	-	
5.100.163	RE Nursery Lead Teacher Exp	160.00	1,433.75	2,200.00	65%	-	
5.100.164	RE Nursery Assistant Exp	120.00	1,005.00	1,920.00	52%	-	
5.100.168	RE Program Assistant Exp	280.50	3,357.50	5,300.00	63%	-	
5.100.169	RE Summer Coordinator Exp	-	-	-	0%	-	
5.100.170	Childcare Exp	70.00	275.00	800.00	34%	-	
	Total RE Staff Exp	630.50	6,071.25	10,220.00	59%	-	
RE Training Expense							
5.100.151	RE Youth Leadership Development Exp	-	-	-	0%	-	
5.100.152	RE OWL Leadership Development Exp	-	-	800.00	0%	-	
5.100.166	RE Leader Training Exp	-	-	-	0%	-	
5.100.167	RE Teacher Appreciation Exp	-	-	-	0%	-	
	Total RE Training Expense	-	-	800.00	0%	-	
RE Youth Group Expense							
5.100.161	RE Lead Youth Advisor Exp	-	-	-	0%	-	
5.100.132	RE High School Youth Programs Exp	-	90.03	-	0%	90.03	
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	-	90.03	-	0%	90.03	
RE Operations Expense							
5.100.131	RE OWL Programs Exp	50.10	175.82	200.00	88%	-	
5.100.133	RE Middle School Youth Programs Exp	-	-	-	0%	-	
5.100.134	RE Operational Exp	169.03	2,362.15	3,250.00	73%	-	
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	219.13	2,537.97	3,450.00	74%	-	
Total Children & Youth Ministry Expense		8,124.44	60,062.23	90,549.00	66%	90.03	

As of: Tuesday, March 3, 2020				% Thru Year: 67%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt	Over Budget	Notes
MUSIC MINISTRY							
Music Director							
5.100.185	Music Dir Salary Exp	2,281.54	18,282.27	24,984.00	73%	-	
5.100.186	Music Dir Cost of Living Adj Exp	-	-	-	0%	-	
5.100.187	Music Dir Retirement Exp	228.15	228.15	1,320.00	17%	-	
5.100.188	Music Dir FICA Exp	174.54	1,398.59	937.00	149%	461.59	
5.100.190	Music Dir Professional Exp	-	1,487.77	2,500.00	60%	-	
5.100.200	Music Dir Group Term Life Ins Exp	-	-	-	0%	-	
5.100.205	Music Dir Long-Term Disability Ins Exp	-	-	-	0%	-	
Total Music Director Compensation		\$ 2,684.23	\$ 21,396.78	\$ 29,741.00	72%	\$ 461.59	
Music Staff							
5.100.193	Music Sunday Service Pianist Exp	250.00	3,750.00	4,974.00	75%	-	
5.100.195	Music Percussionist Exp	200.00	2,500.00	3,725.00	67%	-	
5.100.197	Music Chorale Rehearsal Pianist Exp	-	80.00	1,084.00	7%	-	
5.100.198	Music Bassist Exp	-	200.00	950.00	21%	-	
5.100.199	Music Administrator Exp	-	-	-	0%	-	
Total Other Music Staff Expense		450.00	6,530.00	10,733.00	61%	-	
Other Music Expense							
5.100.191	Music Purchase Exp	-	369.91	-	0%	369.91	
5.100.192	Music Equipment Maint Exp	-	110.00	400.00	28%	-	
5.100.194	Music Programs Exp	-	-	-	0%	-	
5.100.196	Music Council Fundraising Exp	-	-	-	0%	-	
5.100.201	Music Equipment Purchase Exp	-	-	-	0%	-	
5.100.202	Music Marketing Exp	-	-	-	0%	-	
Total Other Music Expense		-	479.91	400.00	120%	369.91	
Total Music Ministry Exp		3,134.23	28,406.69	40,874.00	69%	831.50	
ADMIN STAFF & SUPPORT							
Congr Administrator & Bookkeeper							
5.100.173	Congr Admin Group Term Life Ins Exp	-	-	-	0%	-	
5.100.174	Congr Admin Salary Exp	3,630.00	27,044.12	43,200.00	63%	-	
5.100.175	Congr Admin Cost of Living Adj Exp	-	-	-	0%	-	
5.100.176	Congr Admin Retirement Exp	381.18	2,362.96	4,320.00	55%	-	
5.100.177	Congr Admin FICA Exp	277.70	2,068.90	3,305.00	63%	-	
5.100.230	Congr Admin Long Term Disability Ins Exp	-	-	-	0%	-	
5.100.231	Congr Admin Professional Exp	-	100.44	500.00	20%	-	
Total Congr Administrator & Bookkeeper Compensation		4,288.88	31,576.42	51,325.00	62%	-	

As of: Tuesday, March 3, 2020			% Thru Year: 67%				
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt	Over Budget	Notes
<b>Additional Employee Benefits</b>							
5.100.178	Labor & Industries Ins Exp	-	1,162.17	2,200.00	53%	-	
5.100.181	Family and Medical Leave Ins Exp	-	470.52	453.00	104%	17.52	
5.100.184	Part time Empl FICA SS Exp	48.25	465.66	800.00	58%	-	
	Total Additional Employee Benefits Expense	48.25	2,098.35	3,453.00	61%	17.52	
<b>Total Admin Staff &amp; Support Expense</b>		4,337.13	33,674.77	54,778.00	61%	17.52	
<b>DUES &amp; FINANCIAL EXPENSE</b>							
<b><u>UUA Dues Expense</u></b>							
5.100.300	Partner Church Dues Exp Bud	-	-	-	0%	-	
5.100.320	UUA Dues Exp Bud	-	6,890.32	10,336.00	67%	-	
	Total UU Organizations Dues Expense	-	6,890.32	10,336.00	67%	-	
<b><u>Financial Expense</u></b>							
5.100.650	Loan Debt Service - UUA	3,287.66	26,301.28	39,455.00	67%	-	
5.100.655	Loan Debt Service - PNW Growth Fdtn Exp	659.96	5,279.68	7,950.00	66%	-	
5.100.457	Annual City/County/State Fees	-	1,441.81	2,750.00	52%	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	1,991.41	4,116.87	5,400.00	76%	-	auction cc fees
	Total Financial Expense	5,939.03	37,139.64	55,555.00	67%	-	
<b>Total Dues &amp; Financial Expense</b>		5,939.03	44,029.96	65,891.00	67%	-	
<b>DISCRETIONARY EXPENSE</b>							
<b><u>Discretionary Expense</u></b>							
5.100.757	Sunday Morning Contrib to Charity	-	4,777.01	6,800.00	70%	-	
5.100.758	Minister Discretionary Fund	-	-	600.00	0%	-	
	Total Discretionary Expense	-	4,777.01	7,400.00	65%	-	
<b>Total Discretionary Expense</b>		-	4,777.01	7,400.00	65%	-	

As of: <b>Tuesday, March 3, 2020</b>				% Thru Year: <b>67%</b>		Over Budget	Notes		
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt				
OTHER OPERATIONAL EXPENSE									
Facility Expense									
5.100.450	Telephone/Cable/Internet	552.84	2,309.31	3,000.00	<div><div></div></div> 77%	-	additional line for lift monitoring driving this		
5.100.460	Web Hosting Exp	-	176.31	250.00	<div><div></div></div> 71%	-			
5.100.470	Web Maintenance Exp Bud	-	51.88	100.00	<div><div></div></div> 52%	-			
5.100.475	Technology Management	570.51	1,080.43	1,500.00	<div><div></div></div> 72%	-	Church Windows annual subscripton and keyboard/speaker for office		
5.100.480	Office Expense	40.72	395.45	1,000.00	<div><div></div></div> 40%	-			
5.100.481	Postage Exp Bud	119.30	287.31	500.00	<div><div></div></div> 57%	-			
5.100.482	Printing / Copying	428.80	3,430.40	5,500.00	<div><div></div></div> 62%	-			
5.100.483	Constant Contact Email Service	-	405.02	425.00	<div><div></div></div> 95%	-			
5.100.550	Liability Insurance Exp Bud	-	7,429.00	6,500.00	<div><div></div></div> 114%	929.00			
5.100.452	Security Alarm System	-	437.10	500.00	<div><div></div></div> 87%	-			
5.100.453	Electricity - SCL	-	5,913.08	10,000.00	<div><div></div></div> 59%	-			
5.100.454	Water/Sewer - SPU	161.18	1,410.95	2,000.00	<div><div></div></div> 71%	-			
5.100.455	Waste/Recycling/Green	161.06	1,566.28	3,000.00	<div><div></div></div> 52%	-			
5.100.456	Gas - PSE	996.12	3,002.01	5,000.00	<div><div></div></div> 60%	-			
5.100.451	Janitorial Supplies	136.89	598.71	1,500.00	<div><div></div></div> 40%	-			
5.100.458	Landscaping Exp	-	60.00	500.00	<div><div></div></div> 12%	-			
5.100.459	Building Maint Supplies & Small Labor	346.83	1,757.46	2,500.00	<div><div></div></div> 70%	-	sump pump for alley storage		
5.100.461	Building Capital Reserve Exp-GF	-	-	-	0%	-			
5.100.462	Lift Phone Monitoring	-	189.37	-	0%	189.37			
5.100.463	Elevator Fund Reserve Exp	-	-	-	0%	-			
5.100.471	Janitorial Service	630.00	6,030.90	8,000.00	<div><div></div></div> 75%	-			
5.100.484	Marketing and Advertising	-	-	-	0%	-			
5.100.726	AV Tech Expense	480.00	4,280.00	5,880.00	<div><div></div></div> 73%	-			
5.100.727	AV Equipment & Maintenance	-	613.02	225.00	<div><div></div></div> 272%	388.02			
5.100.900	Transfers to Operations Cash Reserve Fund	-	-	-	0%	-			
Total Facility Expense		4,624.25	41,423.99	57,880.00	72%	1,506.39			

As of: <b>Tuesday, March 3, 2020</b>				% Thru Year: <b>67%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 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	6,742.28	9,322.24	11,000.00	85%	-	few more expenses to come in per Patti
5.100.821	Rummage Sale Expense	-	-	-	0%	-	
5.100.822	Canvass Expense	-	-	100.00	0%	-	
5.100.823	Misc. Fundraising Exp Bud	-	-	-	0%	-	
5.100.305	Facilities Rental Exp - single events	100.00	375.00	500.00	75%	-	offbeats
	Total Fundraising & Rentals Expense	6,842.28	9,697.24	11,600.00	84%	-	
<b>Committees Expense</b>							
5.100.222	Coffee and Other Kitchen Exp	-	535.45	1,100.00	49%	-	
5.100.710	Membership Exp Bud	-	233.77	500.00	47%	-	
5.100.725	Worship Council Expense Budget	50.00	17,871.54	18,475.00	97%	-	honorarium for nia offering
5.100.754	Partner Church Program Exp	-	-	-	0%	-	
5.100.756	Social Action Expense	(100.00)	490.00	-	0%	490.00	returned payment for bc speaker who didn't end up going
5.100.759	Board Discretionary Fund	-	-	100.00	0%	-	
5.100.800	All Congr Social Events	-	-	175.00	0%	-	
5.100.801	All Congr Retreats and Trainings	-	3,100.00	3,600.00	86%	-	
5.100.829	Common Quest Exp	-	-	-	0%	-	
	Total Committees Exp	(50.00)	22,230.76	23,950.00	93%	490.00	
<b>Total Other Operational Support Expense</b>		11,416.53	73,351.99	93,430.00	79%	1,996.39	
<b>TOTAL GENERAL FUND EXPENSE</b>		<b>\$ 38,487.46</b>	<b>\$ 266,772.14</b>	<b>\$ 441,547.00</b>	<b>60%</b>	<b>\$ 2,935.44</b>	
<b>Income less Expense</b>		<b>\$ 32,806.36</b>	<b>\$ 58,008.07</b>	<b>\$ -</b>			

As of: <b>Tuesday, March 3, 2020</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>YTD Income</b>	<b>YTD Expense</b>	<b>Ann. Change</b>
3.200.100	Building Fund FB	76,959.46	-		77,621.35			(661.89)
3.201.100	Elevator FB	3,753.31	(2,173.18)	See Elevator Fund tab	49,323.59	33,600.03	(78,170.31)	(45,570.28)
3.202.100	Building Maintenance/Janitorial Fund Balanc	329.42	-		329.42			-
3.302.100	Minister's Discretion FB	807.77	-		807.77			-
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	32,146.18	-		1,163.27	24,982.91		30,982.91
3.310.100	Conference Scholarship FB	321.21	-		596.21			(275.00)
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	1,201.31	-		931.99			269.32
3.360.100	Youth Group FB	5,036.74	-		4,904.24			132.50
3.370.100	OWL Fund Balance	1,240.10	-		1,240.10			-
3.380.100	Religious Ed Misc FB	1,883.46	-		1,883.46			-
3.385.100	Raise the Paddle FB	22,214.34	22,100.00	Successful Auction!	114.34			22,100.00
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-		2,929.50			-
3.391.100	Social Justice FB Balance	775.54	70.00		705.54			70.00
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	1,103.36	701.00	Sunday Plate recipient	620.00			483.36
3.835.100	Community Meal Trust Fund Balance	369.87	-		369.87			-
<b>Total Dedicated Funds</b>		<b>\$ 151,859.02</b>	<b>\$ 20,697.82</b>		<b>\$ 144,328.10</b>			<b>\$ 7,530.92</b>

### **3/12/20 - Transition Working Group (TWG) Board report**

Members of the Transition Working Group met at Westside and via Zoom Meeting on 3/3/20, those present and items discussed are outlined below in this board report.

Present: Laura White, Alice Britt, Alan Mendel, Tami Ohoyo, Jade Lowry, Shannon Day, Christ Darnell, Judi Finney

- Reconnect, feedback and check-in
- Update on USCIS site visit
  - Jade Lowry and Shannon Day have been in contact with immigration Attorney Robert Gibbs in the past weeks. In his experience we are still within the timeline for our site visit, with a visit anticipated mid-March.
  - That said, Laura then shared a news release from today; due to the corona virus, the Tukwila immigration office, the office that will be providing our visit, is closed for two weeks. An employee of this office was exposed to the virus.
    - The USCIS website has no further information, only that their offices are closed for two weeks.
      - So, we continue to wait, knowing that this will end and we will have Rev Christopher and his family with us.  
What an opportunity for growth this experience is.
- We spent time affirming our commitment and gratitude for Rev Deanna and Rev Christopher
  - They are both holding a lot of space for us, in love, as we navigate this system together that is new to all of us
- Laura, Jade and Judi created a “Transition Timeline and Tasks” spreadsheet. This will be a working document for all of us on the TWG and is kept in a Shared file in OneDrive.
  - We went through this timeline together and did some brainstorming and assigning of some of the tasks.
- We then had a fun and joyful discussion around ways to connect with Rev Christopher
  - Beginning this Sunday, Jade will set-up a camera during social hour and invite congregants to share something with Rev Christopher, examples:
    - Favorite park to walk, play, take a child or dogs
    - Favorite ice cream shops
    - What I like about where I live
  - Our group is going to create a list of “prompt” questions
  - A fun suggestion was also made that we hand out a picture of Rev Christopher that is then taken on adventures. A picture to mark the occasion will be taken and submitted to our group.
    - Not sure if these will be compiled into one slide show, or sent to Rev Christopher, and shared with the congregation periodically.
- Chalice was extinguished and we ended our meeting.