



WSUU MARCH BOARD AGENDA —2022

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

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

[Google Drive Folder](#) for this meeting

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

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

6:30pm	Chalice Lighting & Welcome –Jim Schlough (April: Marco Deppe)	<ul style="list-style-type: none"> o Land Acknowledgement & Covenant o Chalice lighting o Quick Check in/Access Needs
	Covenant Review	<ol style="list-style-type: none"> 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	<ul style="list-style-type: none"> o Changes to February minutes or approve as written. o Approval of February minutes. o Board Task Tracker o Board Priority Grid
	Reports	<ul style="list-style-type: none"> o Minister (Rev. Christopher on leave 3/17) o Administrator (Shannon) <ul style="list-style-type: none"> ▪ Recognition of new or leaving members o RE Program + DRE timeline (Rev. Christopher on leave 3/17) o Music (Scott) o Finance Committee: 2022/23 Budget o Treasurer (Jim)
	Liaison Updates invite for April	<ul style="list-style-type: none"> o Stewardship Campaign April? Finance Committee?
6:45pm	In Person/Hybrid Worship Plan for April 3rd Guest: Jill Jackson, COVID Guidelines:	<ul style="list-style-type: none"> o COVID Update Recommendation Jill Jackson- Guest o To Review/Discuss: o Worship Planning Team Lisa Reitzes, Scott needs



		<ul style="list-style-type: none"> o Shannon Needs, Communications to Congregation o Greeters, contact Joan Whitley communication o Hospitality Hire coffee/tea person? o Technology, OBS, Henry o Other
7:10pm	Auction Team Update Guests: Paula vanHaagen, Kerri Schurr, Mike West	<ul style="list-style-type: none"> o Schedule of Auction, online week, Friday Live Bidding, Saturday Raise the Paddle o Progress on Registered Events, Services, Activities o Help/Support Needed o Board Event item confirmed
7:30pm	Transition Plan Update Laura Pierce and Marco Deppe	<ul style="list-style-type: none"> o Options & Recommendations o Financial Plan Shelley Webb o Tasks to Do o Schedule for UUA Meeting o Informing Leaders and Congregation o Support for special groups—newer members, regular visitors, special committees o Gratitude last service, Card/Gift
8:00pm	Board Liaison List with Responsibilities	<ul style="list-style-type: none"> o Priority areas: Sunday Worship, Pastoral Care, RE and DRE next steps, Right Relations Process, Staff support o Identify liaison and communication plan Board Liaison List draft
8:10pm	Open Leadership Position Recruitment	<ul style="list-style-type: none"> o RE Council o Right Relations o Pastoral o A/V Support position (paid) o Hospitality Make Coffee, Tea, need Food schedulers
8:15pm	Other Business	<ul style="list-style-type: none"> o Right Relations May 2021 Recommendations o Tracy Burrows request: \$100-150 toward DRUMM Worship & Fundraiser Wed, May 4th 5:30pm o Thank you notes written to Ursula Ham, Joan Whitley complete
8:20pm	Upcoming Meetings Dates/Times	<ul style="list-style-type: none"> o Sun, March 27th Board Social Hour - who can attend? Topic? Table in Social Hall? Board Tabling Sign Up Sheet 2021-2022 o Late March/ early April Westside Week Board article o Thu, April 21st Board Meeting (April: Marco, May: Laura White, June: Laura Pierce to



		<i>read land acknowledgement, provide chalice reading and closing).</i> <ul style="list-style-type: none">○ Upcoming Vacation/Out of Town Schedules
8:25pm	Close of the Meeting - Jim Schlough	<ul style="list-style-type: none">○ Personal Reflections/Gratitude○ Extinguishing the Chalice○ 8:30 End

MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION

March 17, 2022

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

STAFF Shannon Day, (Rev. Christopher Wulff is on leave from his shoulder surgery)

GUESTS: Jill Jackson, representing the COVID Task Force Team; Paula vanHaagen, and Mike West, representing the Auction Leadership Team.

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

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

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

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

MINUTES

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

We reviewed and approved, with corrections by Jim and Shannon, the February minutes, motion to approve made by Kristina, seconded by Jim, all in favor with one abstention by Laura Pierce who was not at the February Board meeting. Approved minutes will be posted by Shannon.

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

Minister: no report this month. Rev. Christopher is on medical leave for his shoulder surgery and vacation time until March 29th. *See RE Program and Mutual Agreement for Ministerial Departure information below.*

Administrator:

In addition to her ongoing responsibilities, Shannon is supporting the Stewardship and Auction teams, supporting our tech assistant, Henry Sikora, each week while Rev. Christopher has been on medical and vacation leave, preparing for our upcoming budget season, and monitoring building issues.

Current Membership 176. Candance Sullivan has sent in her resignation letter (Laura White, Membership Co-chair, conducted an exit interview on 3/9/22).

RE Program:

Rev. Christopher and RE parents have been working together with Amaranta Ibarra-Sandys, founder of Artmaranth, who will be offering collaborative sensory art projects on Sundays, April 3, May 1, and June 5, as well as Kevin (Porcupine) O'Malley of the South Sound Nature School who will be offering outdoor education inspired programs on Sundays, April 24, May 15 and June 12.

A process and timeline for restarting an active RE Council and hiring temporary or ongoing RE or DRE staffing are still in development.

Music: No report this month. Scott is making adjustments to the music presented on Sundays due to the transition schedule of Rev. Christopher. He is also preparing for our Easter Service next month. Scott has requested clarification on mask use by singers which will be given to him by the Board following this meeting by Shannon.

Finance Committee: The Finance Committee needs guidance on budget for RE and Music programs. The committee is continuing to research loan refinancing options and crafting letters around the upcoming FY 22/23 budget to committee leads. There is a need to audit the Congregational Care Fund. The Finance Committee is also working to support the small Stewardship Committee led by Kevin Lane-Cummings.

Shelley Webb is available to assist with separation negotiations with Rev. Christopher and the Board on behalf of the congregation.

Treasurer: February was a "light" expense month due to no RE costs, timing of utility payments and pledges. Jim is continuing to actively investigate refinancing options to a 25 year fixed loan which could result in a lower monthly payment. Our present loans are due in May. Umpqua Bank did not approve our loan application due in part to WSUU not needing to perform a CPA approved audit. We are still waiting for a response from Sound Credit Union. We will probably reamortize through the UUA.

LIAISON UPDATES:

IN PERSON/HYBRID WORSHIP PLAN APRIL 3RD

The Worship Planning Team, with Lisa Reitzes as lead, and Scott Farrell, are actively planning our re-opening in-person Sunday April 3rd. They are also starting active planning and adjustments to our revised Sunday service schedules. Joan Whitley, Greeter Chair has requested additional greeters. Hospitality in the Social Hall will not be initially available. Shannon has requested COVID updates for posting signage, designating sanctuary seating and informing greeters of protocols (see below). An RE program has been arranged for outside under the tent. It is suggested to bring your most artistic mask for this service in keeping with the RE program activity.

COVID GUIDELINES UPDATES *See the revised draft COVID guidelines in this folder.*

Jill Jackson attended as representative of the COVID Task Force. The Board requested recommendations around updates to COVID Guidelines for our April 3rd in person reopening on behalf of the congregation. Jill shared the draft recommendations.

Most of our former COVID guidelines will stay in place. Exceptions are:

1/Eliminating the email pre-check registration. Instead, a sign-in list for new visitors at the narthex and social hall entry doors will be tried to track attendees for contact tracing.

Modifications may occur after a trial period.

2/Persons entering the building automatically attest to being vaccinated. Those not eligible for vaccinations are exempted.

3/Only ½ of the Sanctuary will be designated for 6 ft distancing pod seating. The 100 person capacity is lifted.

4/In the event of a positive COVID exposure, the membership will be emailed by date and time of day. WSUU will not share personal names.

Masks and vaccinations will remain required in the building (with the exception of those who can not wear a mask for medical reasons or children unable to be vaccinated). Although a mask mandate is no longer in effect in King County, the COVID Task Force recommended continued use of masks for the safety and comfort of our congregation. No shared food or drink in the Social Hall for now. Masks optional for those vaccinated outside the building. Service leaders, musicians, and speakers on the dais will need to be masked unless performing. While performing, they can remove their masks and replace when finished speaking or performing.

Updated COVID Guidelines will be posted in the Friday Westside Weekly and the Worship Blast. Laura White will write the draft to the congregation, Jill Jackson will inform the Worship Planning Team, Shannon will place on our website and inform Scott Farrell on behalf of musicians and singers.

The Board voted to approve the new COVID Guidelines as written. Moved by Jim, seconded by Laura Pierce, all in favor.

AUCTION UPDATE *see Auction report and list of events/services to date.*

Paula vanHaagen and Mike West attended, on behalf of the Auction Team, to update the Board on the progress of the annual Auction. The Team has worked with Shannon and others to design an Auction with both online and in person engagement options. Auction Week will include Online Silent Auction from 4/19-4/21, Almost Live Online Auction Friday 4/22, and a Musical Spring Revue with Raise the Paddle and a Tailgate BYOB Saturday, 4/23.

The Auction Team has done a great job securing events, experiences and services! Over 70 items are already donated on the Auction site with many others expected within the next week. Mike has finalized over 40 local business services. For the future, Mike also has a current spreadsheet of over 300 businesses he has developed relationships with over several years. More group dinner or other smaller gathering bidding items are still needed to fill out the offerings. The deadline may be extended as needed. Items are now being identified for the Almost Live Friday program. Musicians have been recruited for the 90 min Musical Revue. Tracy Burrows and Lisa Reitzes will offer Raise the Paddle testimonials for this culminating event. Jade Lowry and other recruits will organize the BYOB Tailgate Party in the parking lot. The Auction Committee asks for support with raising enthusiasm, attendance, recruiting additional Auction items and volunteers.

The Board identified an outdoor Woodfire Pizza Party with DIY Brick Oven Tutorial for the Board Auction item and Laura White will prepare a description for posting.

MUTUAL AGREEMENT FOR MINISTERIAL DEPARTURE

Board members, led by Laura Pierce and Marco, discussed the goals, tasks, schedule and committee support during the ministerial transition. A negotiation meeting with Board members Laura Pierce and Marco Deppe, UUA Rev. Sarah Schurr, Rev. Christopher and his Good Officer is set for March 30. The announcement for a mutual agreement for Rev. Christopher's transition out of ministry between WSUU and Rev. Christopher was sent to members on Thursday, March 3rd, to all subscribing to our Friday Westside Weekly on Friday, March 4th, and announced during our Sunday, March 6th sermon by Board president, Kristina Darrell. A follow-up Zoom question and answer session was available after this service. Laura White, as co-chair of Membership also offered a Zoom question and answer time for newer members of the congregation. Regular updates will be provided from the Board as we move through the transition process.

BOARD LIAISON LIST

Board members reviewed the draft Board Liaison List to facilitate and distribute tasks around the minister transition. A revised summary of Board members working as liaison to specific tasks and committees (such as Worship Planning Team, Pastoral, Staff, etc) and will be included in an upcoming Board Update in the Friday Westside Weekly.

OPEN LEADERSHIP POSITIONS

Priority leadership will be needed to rebuild and support the RE Council, Right Relations, and Pastoral Team during ministerial transition and departure.

OTHER BUSINESS

STEWARDSHIP SUNDAY March 20th

Kevin Lane Cummings, Stewardship Chair, with service associate, Larry Brennan, will kick off the Annual Pledge Drive with member testimonials starting March 20th. Stewardship letters are in the process of going out to the congregation. A membership brochure by Rev. Christopher was not produced by the deadline.

RJCT DRUUM FUNDS SUPPORT

The Board unanimously voted to approve the Racial Justice Change Team's request by Tracy Burrows for WSUU sponsorship support of the UUA DRUMM May 4th service in the amount of \$150. The Board also authorized designation of DRUMM as the recipient of the September 2022 shared offering plate, with the understanding a minimum of \$150 should be pledged and allocated if necessary. Moved by Laura Pierce, seconded by Marco, all in favor.

GUESTS FOR NEXT BOARD MEETING:

Possible guests for the April meeting: Annual Pledge Committee, Worship Planning Team, Finance Committee.

FEBRUARY SOCIAL HOUR HOSTS AND TOPIC MARCH 27TH

Jim, Marco and Laura White will attend with re-opening, Auction, ministerial transition questions as topics.

MARCH WESTSIDE BOARD ARTICLE UPDATE

Kristina will be working with other Board members to provide regular congregational updates around our ministerial transition in the Friday Westside Weekly or a Worship Blast.

CHALICE LIGHTING/ACKNOWLEDGMENT/CLOSING WORDS FOR BOARD MEETINGS

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

Q1 Out of Town/Vacation/Leave Schedule

- *Kristina*
- *Marco*
- *Jim*
- *Laura Pierce*
- *Laura H White*
- *Shannon*
- *Rev. Christopher*

UPCOMING MEETINGS DATES/TIMES

- *Board Coffee Hour, March 27th following the service—Laura White, Jim Schlough, Marco will attend with a focus on transition.*

- *Mutual Agreement Ministerial Transition, March 30th, Laura Pierce & Marco, Rev. Sarah Schurr, Rev. Christopher, his Good Officer end of minister contract and transition schedule meeting.*
- *Board Monthly Meeting, Thursday, April 15th (Marco will read land acknowledgement, provide chalice reading and closing).*

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

Respectfully submitted: Laura White, Board of Trustees, Secretary

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

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

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

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

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

As of: Tuesday, March 1, 2022				% Thru Year: 67%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
GENERAL FUND EXPENSE							
MINISTER POSITION							
Minister Compensation							
5.100.100	Minister Housing Allow Exp	3,000.00	24,000.00	36,000.00	67%	-	
5.100.101	Minister Salary Exp	4,474.77	35,803.16	52,950.00	68%	-	
5.100.105	Minister Medical Ins Exp	(2,997.05)	9,748.78	11,663.00	84%	-	JE done to correct error. Bill should have been set up as WSUU portion only. Pymt full amt.
5.100.106	Minister Group Term Life Ins Exp	67.27	605.43	747.00	81%	-	
5.100.107	Minister Long Term Disability Ins Exp	96.36	867.24	1,156.00	75%	-	
5.100.108	Minister Dental Insurance	(300.00)	884.00	1,132.00	78%	-	JE done to correct error. Bill should have been set up as WSUU portion only. Pymt full amt.
5.100.110	Minister Retirement Exp	1,482.50	6,671.25	8,895.00	75%	-	
5.100.115	Minister-FICA Exp	567.06	4,536.48	6,805.00	67%	-	
5.100.125	Minister's Professional Exp	1,031.83	4,548.75	6,000.00	76%	-	
	Total Minister Compensation	\$ 7,423	\$ 87,665	\$ 125,348	70%	\$ -	
Additional Minister Exp							
5.100.126	Minister Installation Exp	-	-	2,500.00	0%	-	
5.100.128	Minister Search Exp	-	4,975.00	-	0%	4,975.00	
	Total Additional Minister Exp	\$ -	\$ 4,975	\$ 2,500	199%	\$ 2,475	
Total Minister Position Expense		\$ 7,423	\$ 92,640	\$ 127,848	72%	\$ -	

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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	59%	-			
5.100.155	RE Director Medical Insurance	-	1,437.30	2,310.00	62%	-			
5.100.158	RE Director FICA Exp	-	1,245.53	2,241.00	56%	-			
5.100.160	RE Director Retirement Exp	(122.05)	1,591.76	2,929.00	54%	-	JE to correct payable account, emp exp not WSUU		
5.100.165	RE Director Professional Exp	-	738.31	2,000.00	37%	-			
Total RE Director Compensation		\$ (122)	\$ 22,151	\$ 38,773	57%	\$ -			
RE Staff Expense							-		
5.100.168	RE Program Assistant Exp	-	1,539.00	4,680.00	33%	-			
5.100.163	RE Nursery Lead Teacher Exp	-	120.00	2,200.00	5%	-			
5.100.164	RE Nursery Assistant Exp	-	-	-	0%	-			
5.100.170	Childcare Exp	-	96.00	667.00	14%	-			
Total RE Staff Exp		\$ -	\$ 1,755	\$ 7,547	23%	\$ -			
RE Training Expense							-		
5.100.152	RE OWL Leadership Development Exp	-	-	-	0%	-			
Total RE Training Expense		\$ -	\$ -	\$ -	0%	\$ -			
RE Youth Group Expense							-		
5.100.132	RE High School Youth Programs Exp	-	-	833.00	0%	-			
Total RE Youth Group Expense		\$ -	\$ -	\$ 833	0%	\$ -			
RE Operations Expense							-		
5.100.131	RE OWL Program Exp	-	-	-	0%	-			
5.100.134	RE Operational Exp	138.99	603.47	2,000.00	30%	-	Holiday expenses for cookie event etc.		
Total RE Operations Expense		\$ 139	\$ 603	\$ 2,000	30%	\$ -			
Total Children & Youth Ministry Expense		\$ 17	\$ 24,509	\$ 49,153	50%	\$ -			

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

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

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

As of: Tuesday, March 1, 2022				% Thru Year: 67%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
Fundraising & Rentals Expense							
5.100.305	Facilities Rental Exp - single events	-	-	417.00	0%	-	-
5.100.820	Auction Expense	-	-	12,000.00	0%	-	-
5.100.822	Canvass Expense	-	-	250.00	0%	-	-
	Total Fundraising & Rentals Expense	\$ -	\$ -	\$ 12,667	0%	\$ -	-
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		\$ 7,745	\$ 154,579	\$ 211,514	73%	\$ -	-
TOTAL GENERAL FUND EXPENSE							
		\$ 21,995	\$ 325,972	\$ 472,572	69%	\$ -	-
Income less Expense		\$ 4,709	\$ (10,911)	-			

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

Administrator Report to Board March 2022

Date	Speaker/Special Circumstances	Attendance In-person/Concurrent views while streaming/ views since published/total views	Collection (charity portion)
2/20/22	Rev. Christopher	0/38/12/50	\$80.34
2/27/22	Dan McKanan	0/38/20/58	\$88.33
3/6/22	Mia Shaughnessy/Kristina Darnell - Announcement of ministry change	0/52/54/106	\$158.66
3/13/22	Elizabeth Dickinson – FAN	0/31/7/38	\$114.99

Membership: Current membership 176. Candy Sullivan resigned membership in the last month.

Reopening: Gratitude to the board and to the COVID-19 Team for working to update guidelines for gathering the help us put in place systems and safety measures for reopening on April 3.

Facilities Issues and Updates:

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

Audio System Interference – I had an electrician come out to look at a non-functional electrical outlet and had them also give their opinion about the possibility that the audio interference in the sanctuary is due to an electrical issue. He felt that it was not a lack of grounding but could perhaps be about the power to the cell tower. I have an audio tech from the Portland area coming by (on their way to a bigger job) to look at the issue hopefully sometime in March.

Janitorial Service – I have been dealing with some issues of poor service from our janitorial service (no-shows, horrible job sorting trash/compost/recycling, missed rooms). They agreed to replace the crew coming to the building and things looked very good this past Monday so I am hopeful.

Other tasks this month: Supporting the stewardship and auction teams. Working with Henry Sikora each week to support him in his role as av support for worship while Rev. Christopher is off on leave. Prep for events, Offbeats lease negotiations (they ended up going with a different space). Extra finance meetings for budget season.

In loving community,
Shannon

WSUU Finance Committee Report February 2022

For the Board:

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

Open Action Items for Finance Committee this month

Continue to research loan re-financing options.

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

Financial Highlights for December 2021 (50% of the year):

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

Financial Status:

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

Unanticipated Variance(s) to Budget:

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

Additional Notes:

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

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

Auction Committee Report to the Board

Thursday, March 17, 2022

Key dates currently:

- Sunday March 20 donation deadline - one week extension to be announced in this Friday's Westside Week - new deadline is Sunday March 27.
- Auction Registration is open now through 4/23.
- Catalog opens Friday April 8, will be announced in Westside Week
- Auction Week:
 - Online Silent Auction tentatively Tuesday 4/19-Thursday 4/21,
 - Almost Live Online Auction Friday 4/22, and
 - Spring Revue with Raise the Paddle (RTP) Saturday 4/23

Donated Items:

We currently have over 70 items donated and expect many more to come in before the deadline. See attachment for a report of the current items.

Spring Revue:

Spring Revue will last approximately 90 minutes, between musical performances (approximately 55 minutes), testimonials, and RTP (in the middle of the event).

Musicians include:

Janet Sweet-flute **1 selection**

Kristina Darnell - voice **1 selection**

Rainier Reunion – a cappella trio **3 selections**

Just in Time - pop/jazz/blues trio **3 selections (Covid permitting, one of these is a final sing-along with all performers on stage; alternatives on hand)**

Riley Anderson/ John Britt – singer-songwriter, guitar, and vocals **2 selections**

Chris McEwen - fiddle **1 selection**

Issues we're working through:

- Hoping for in-person Spring Revue - we will follow WSUU's policy for meeting in the Sanctuary.
- Building excitement and participation - thanks to Worship Team for pulpit notices, Dana W raising in coffee hour, Westside Week news.
- Ensuring quality sound for Spring Revue in hybrid mode.
- Working to address current sound quality issue in Sanctuary.
- Developing training to ensure participants can register in advance and bid during RTP in a timely manner.
- Handling RTP bidding in a hybrid setting.
- Creating draw for Spring Revue - Tailgate Party with BYOB. Jade is the lead.
- Enlisting volunteers - greeters/ushers and tailgate party - Covenant Group members willing to volunteer.
- Learning new auction software (Auctria).

Requests for Board Action?

- Do you support the Tailgate Party in the parking lot before the Spring Revue?
- Please provide Covid guidelines for the Spring Revue (presumably the same as Sunday Services) and Tailgate party with as much lead time as possible.
- Register! Put the online auction and Spring Revue on your calendar. Buddy up and offer a fun activity. Encourage members and friends to also donate and register.

Published: 8/15/21

Revised 10/19/21

Revised 03/15/22

WSUU COVID GUIDELINES

The Board of Trustees have updated our COVID Guidelines with the guidance of our COVID Task Force. Please see the recent changes in red.

1. Out of respect for the safety of our members and visitors, we will continue to require vaccinations and masks while in our building (with the exception of children under 5 or those not eligible for a vaccination or unable to wear a mask for health reasons who are exempt). By entering the building, you are attesting that you are vaccinated.
2. We will be dropping the pre-registration before Sunday services to be replaced by a sign in sheet for *new visitors only* requesting their email or contact information in case of a COVID exposure. All others will be informed of a COVID exposure through our Friday Weekly Update or an email blast.
3. Seating in the sanctuary will be adjusted to allow for both 6 feet distancing and close proximity seating. Members and visitors can select their personal preference. The 100 capacity seating requirement is lifted.
4. No shared food or drink in the Social Hall remains in place for now. Arrangements may be made for outside food or drink under the tent depending on the availability of regular volunteers to organize and provide refreshments.

General Guidelines on Church Property Inside and Outside

- WSUU requires all persons (meaning those 5 years of age and older who are eligible to get a COVID-19 vaccination) attending or participating in events in the WSUU building to be vaccinated. By the fact of entering the WSUU building, an individual attests to being vaccinated against COVID-19.
- Those *not eligible* for the COVID-19 vaccine are exempt. This includes exempting children under the age five and other persons not eligible for the COVID-19 vaccine.
- Masks are required in all *indoor* WSUU church spaces unless you are a vaccinated staff member working alone or with other employees, a young child under 2 years of age, and/or a person who cannot wear a mask due to a health or accessibility need.
- Masks are optional *outside* the building for vaccinated persons. All unvaccinated persons should wear a mask *outside* unless socially distanced. Masks must be worn when re-entering the building.
- Members and visitors are welcome to eat or drink in the gardens, parking lot or entry areas.
- Please bring your mask to church. Wipes and hand sanitizer will be available in the building.
- Be aware of people maintaining social distance, and respect social distancing requests at all times. Ask before giving hugs or shaking hands—not everyone will be comfortable with close contact.
- No shared food or drink is allowed inside the building including the sanctuary, social hall, and small group meeting spaces. No shared food or coffee/tea will be served during social hour, or provided by small groups, or the Religious Education (RE) program inside the building.

- Drinks or snacks for individuals needing them for health/accessibility reasons are allowed and masks may be removed temporarily to consume the drink or food in the building spaces.
- Frequent use of hand sanitizer and hand washing is encouraged.
- With the exception of a Sunday service, all persons must enter and exit the building via the office door and schedule meetings through the main office or a staff member.
- Only 2 people are permitted to occupy the elevator at a time.
- **Optional onsite sign-in will be employed to facilitate contact tracing.**

Sunday Services in our Church Building *(some guidelines are still in development)*

- All guidelines above will apply before, during and after services in the entry areas, sanctuary, social hall and RE spaces.
- **Fifty percent of the seating in the sanctuary will be spaced to allow for 6 feet of distance between pod/household groups.**
- **Onsite sign-in sheets, requesting email information, will be available for the purposes of contact tracing for new visitors and non-members not receiving our Friday Westside Weekly at the front and social hall entrances.**
- While on the dais and physically distanced, those engaged in conducting the service may remove their mask when speaking or singing.
- Congregational singing is discouraged during the worship service.
- The windows of the sanctuary will be open whenever feasible.
- Adjustments to the Sunday service format may continue to be made to increase safety and accessibility.

Small Groups or Meetings in our Building, Off Site, and Virtual (under 20 persons)

- Small group or special event leaders and participants can decide together whether they will meet in the church building (meeting the requirements above), at a public place, personal home or Zoom setting. Preference should be given to the safest and most accessible setting for the highest number of participants.
- **By the fact of entering the WSUU building, an individual attests to being vaccinated against COVID-19. Those not eligible for the COVID-19 vaccine are exempt.**
- All meetings offered at the church building must be scheduled with the office or a staff member. Impromptu meetings are not allowed in the building at this time.
- While in the church building, small group meeting leaders and participants are responsible for wearing masks, not sharing food or drink, opening windows, and using hand sanitizer in meeting rooms such as the Fireside Room, RE spaces, etc.
- Before leaving a church space, close windows securely, use wipes on all used surfaces and straighten the space (we have Saturday evening limited janitorial services only).

Large Events Inside and Outside our Church Property (20 or more persons)

- Event arrangements (spaces, times) need to be scheduled with the Administrator.
- Inside the building, masks are required. Outside, masks are optional for vaccinated persons. Food and drink need to be consumed outside the building. Members and visitors are welcome to eat or drink in the parking lot or garden areas.
- **By the fact of entering the WSUU building, an individual attests to being vaccinated against COVID-19. Those not eligible for the COVID-19 vaccine are exempt.**

- A buffet line is allowed inside with social distancing and consumption of food and drink outside the building.
- Masks must be worn when re-entering the building to access restrooms, kitchen, and public spaces.

Preventing Infection—Notifying—Responding with Care

- WSUU encourages everyone to be proactive in protecting each other. Vaccinations are highly recommended for all Westside UU members and visitors who are eligible. Download the Washington Exposure Notifications app (Washington Notify) on your phone. Keep others safe. Stay home when ill, isolate from others, and get tested right away if exposed.
- Contact the main office immediately if you have attended a WSUU in-person gathering (onsite or elsewhere) and you or a household member tests positive or has been exposed to a COVID infected individual. If a positive COVID exposure is reported, WSUU will prioritize safety of our congregational community and respond to local and/or state health department instructions.
- **In the event of a positive COVID exposure being reported to WSUU, the membership will be emailed the date and time of day when that person was present at a WSUU event. WSUU will not ask people to share their name as part of contact tracing.**

Please note: The current COVID variants are challenging to predict. These guidelines will be updated as needed to meet state/local health requirements or in the best interests of our congregation. Thank you for the assistance and guidance of the COVID Task Force.

Board of Trustees