



Westside
Unitarian Universalist
Congregation

May 19, 2021

WSUU BOARD AGENDA

6:45PM PT – 8:45PM PT via Zoom

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

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

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

6:45pm (20 min)	Chalice Lighting & Welcome –	<ul style="list-style-type: none">o Land Acknowledgement - <i>Vanessa</i>o Chalice lighting & reading - <i>marissa</i>o Grounding practice - <i>Rev. Christopher</i>o Covenant--<i>volunteer</i>o check-in, access needs & realities
7:05 pm (5 min)	Minutes - Liz	<ul style="list-style-type: none">o Changes to May 5 Minutes or approve as written
7:10 pm (15 min)	Executive Session w/minister	<ul style="list-style-type: none">o Reconciliation Communications and Responses
7:25 pm (10 min)	Annual Meeting - Vanessa	<ul style="list-style-type: none">o Planning
7:35 pm (20 min)	2021-22 Board Slate - Kristina, Simon, Judi	<ul style="list-style-type: none">o Review board Slate for 2021-22 year
7:55 pm (20 min)	2021-22 Budget - Shelley	<ul style="list-style-type: none">o Review proposed budgeto Vote
8:15 pm (10 min)	Formal Request for Immediate Readmission to WSUU Membership - Vanessa	<ul style="list-style-type: none">o Review request and vote
8:25 (15 min)	Updates/Liaisons - Various	<ul style="list-style-type: none">o Covid Advisory Team - <i>Liz</i>o RJCT
8:40 (5 min)	May Reports - Vanessa	<ul style="list-style-type: none">o Ministero Administratoro DREo Musico Finance Committeeo Treasurero Nom Como RJCT
8:45 pm	Close of the Meeting	<ul style="list-style-type: none">o Personal Process Observationso Extinguishing the Chalice

MINUTES: MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN

UNIVERSALIST CONGREGATION

May 19, 2021

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

STAFF: Shannon Day, Rev. Christopher Wulff

GUESTS: Nominating Committee members Kristina Darnell, Judi Finney, Simon Knaphus

TIMEKEEPER: Thomas

WELCOME AND CHALICE LIGHTING: The meeting started at 6:45 pm. marissa shared chalice lighting words from John O'Donoghue's Blessing the Space Between Us.

COVENANT, ACCESS NEEDS, CHECK IN AND GROUNDING PRACTICE: marissa read the Board covenant, Board members shared a check in and access needs, and Rev. Christopher led a grounding practice.

APPROVAL OF MINUTES: The minutes from the Board meeting of May 5, 2021 were approved as amended.

EXECUTIVE SESSION: Board members met in executive session to discuss communications and responses to the reconciliation process involving a former member.

NOMINATING COMMITTEE REPORT: The Board met with the members of the nominating committee and thanked them for their work in putting together a slate of candidates in a difficult year. The committee reported that it will be issuing a report which will summarize the process followed this year and will also contain recommendations for process improvement. The committee warned that the proposed slate will probably contain less than seven members and that a corresponding change in the bylaws may be necessary.

2021-22 BUDGET: The Board reviewed the proposed 2021-22 budget plan which will be presented at the upcoming annual meeting and voted to finalize and accept the plan as proposed.

ANNUAL MEETING: The Board discussed plans for the upcoming annual meeting and noted the need for a parliamentarian.

FORMAL REQUEST FOR IMMEDIATE READMISSION TO WSUU MEMBERSHIP: The Board considered the request for immediate readmission to WSUU membership from David Cycleback and voted to deny the request.

COVID ADVISORY TEAM UPDATE: The Covid advisory team has updated its recommendations to the Board concerning whether small group in person meetings can be held in venues other than the church building. An email will go out to members of the congregation tomorrow reflecting adoption of those recommendations detailing the circumstances under which such meetings can be held and the considerations which groups should take into account when making that decision.

MAY REPORTS:

*MINISTER'S REPORT: None this month.

*ADMINISTRATOR: See attached report.

*DRE: See attached report.

*MUSIC: See attached report.

*FINANCE COMMITTEE: See attached report.

*TREASURER: See attached report.

*RJCT: None this month.

CLOSE OF MEETING: The meeting ended at 8:50 pm. The next meeting of the Board will be held on June 2, 2021 by Zoom.

As of: **Tuesday, May 4, 2021****BUDGET SUMMARY**% thru Year: **83%**

	Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
Income					
Pledges	\$ 23,329	\$ 239,235	84%	\$ 285,400	\$ 46,165
Sunday Plate	1,539	22,690	88%	25,733	3,043
Other Donations	-	8,798	107%	8,250	(548)
Fund Raising	50	53,835	145%	37,000	(16,835)
Affinity Programs	-	270	10%	2,700	2,430
RE Ministry	-	51	3%	1,850	1,799
Youth Group Ministry	-	-	0%	1,033	1,033
Music Ministry	-	-	0%	1,000	1,000
Program and Misc	41	54,184	98%	55,100	916
Rentals	3,000	41,624	78%	53,118	11,494
Total Income	\$ 27,959	\$ 420,687	89%	\$ 471,184	\$ 50,497
Expenses					
Minister Compensation	\$ 11,421	\$ 107,177	83%	\$ 129,102	\$ 21,925
Additional Minister	-	410	18%	\$ 2,300	1,890
RE Director Compensation	6,023	62,627	83%	\$ 75,146	12,519
RE Staff	592	6,296	62%	\$ 10,220	3,925
RE Training	-	-	0%	\$ 1,650	1,650
RE Youth Group	-	115	7%	\$ 1,633	1,518
RE Operations	264	1,168	34%	\$ 3,450	2,282
Music Director Compensation	3,445	27,220	78%	\$ 34,692	7,472
Music Staff	675	7,405	62%	\$ 11,884	4,479
Other Music	-	393	32%	\$ 1,241	848
Administrator Compensation	4,681	44,966	82%	\$ 55,140	10,174
Additional Employee Benefits	763	2,790	72%	\$ 3,900	1,110
UUA Dues	-	8,527	74%	\$ 11,569	3,042
Loans, Taxes, Fees	2,430	27,514	81%	\$ 34,169	6,655
Discretionary	822	14,036	99%	\$ 14,210	174
Facility	2,382	37,920	57%	\$ 66,728	28,808
Fundraising & Rentals	-	2,453	109%	\$ 2,250	(203)
Committees	385	4,932	41%	\$ 11,900	6,968
Total Expenses	\$ 33,883	\$ 355,949	76%	\$ 471,184	\$ 115,235
Cash Flow (GF):	\$ (5,924)	\$ 64,738			

	YTD Balance	Start of FY	YTD Change
BANK ACCOUNT BALANCES			
Umpqua General Fund Checking #7545	\$ 71,572	64,631	\$ 6,941
Sound Credit Union Money Market #6299	199,290	208,696	(9,406)
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
Total Account Balances	\$ 271,087	\$ 273,552	\$ (2,465)
ASSETS			
Church Bldg & Land (book value)	\$ 2,918,600	\$ 2,889,800	\$ 28,800
Cash - Operations	97,342	117,085	(19,743)
Cash - Building Fund	\$ 69,576	76,959	(7,384)
Cash - Accessibility	25,319	3,808	21,511
Other Dedicated Fund Balances	22,592	43,813	(21,221)
<u>Undesignated Donations</u>	<u>56,258</u>	<u>31,886</u>	<u>24,371</u>
<i>Total Fund Balances</i>	<i>\$ 173,745</i>	<i>156,467</i>	<i>17,278</i>
Total Assets	\$ 3,189,688	\$ 3,163,353	\$ 26,335
LIABILITIES			
Loan fm UUA	\$ 419,602	\$ 435,136	\$ (15,535)
Loan fm Pacific NW Growth Fdtn	56,516	61,474	(4,958)
Other Current Liabilities	45,946	94,982	(49,036)
Other Dedicated Fund Balances	22,592	43,813	(21,221)
Total Liabilities	\$ 544,656	\$ 635,406	\$ (90,749)
CONGREGATIONAL EQUITY			
Beginning of FY Equity	\$ 2,645,032	\$ 2,527,947	\$ 117,084
<i>YTD Change in Equity</i>	<i>516,715</i>		
DEDICATED FUND BALANCES			
Beginning of FY Dedicated Fund Balances	\$ 156,467		
<i>YTD Change in Dedicated Fund Balances</i>	<i>17,278</i>		
Overall YTD Cash Flow with Fund Balances:	\$ 82,016		

As of: Tuesday, May 4, 2021				% Thru Year: 83%				
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes	
GENERAL FUND INCOME								
Pledges								
4.100.100	Pledges - Current Year Income	23,329.43	236,830.37	283,400.00	84%	-		
4.100.110	Pledges - Prior Year Income	-	2,405.00	2,000.00	120%	405.00		
	Total Pledges	\$ 23,329	\$ 239,235	\$ 285,400	84%	\$ 405		
Sunday Plate								
4.100.140	Contributions - Sunday WSUU	1,052.76	14,874.58	18,400.00	81%	-		
4.100.141	Contributions - Sunday WSUU Minister Discretion	-	630.00	600.00	105%	30.00		
4.100.142	Contributions - Sunday WSUU Kitchen/Hospitality	-	-	-	0%	-		
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	600.00	0%	-		
4.100.150	Contributions Sunday Charities	486.24	7,185.68	6,133.00	117%	1,052.68		
	Total Sunday Plate Income	\$ 1,539	\$ 22,690	\$ 25,733	88%	\$ 1,083		
Other Donations								
4.100.135	Give Big (Non-pledge gifts and stretch dollars)	-	-	-	0%	-		
4.100.155	Endowment Fund Transfers IN	-	-	-	0%	-		
4.100.160	Special Gifts & Campaigns	-	8,797.50	8,250.00	107%	547.50		
4.100.244	Accessibility Fund Donations	-	-	-	0%	-		
	Total Other Donations	\$ -	\$ 8,798	\$ 8,250	107%	\$ 548		
Fund Raising								
4.100.245	Auction Income	50.00	27,947.31	22,000.00	127%	5,947.31	event income	
4.100.247	Raise the Paddle Income	-	25,787.21	15,000.00	172%	10,787.21		
4.100.250	Rummage & Book Sale Income	-	-	-	0%	-		
4.100.257	Misc. Fundraising Income	-	100.00	-	0%	100.00		
	Total Fund Raising Income	\$ 50	\$ 53,835	\$ 37,000	145%	\$ 16,835		
Affinity Program Income								
4.100.210	E Scrip GF Income	-	21.41	-	0%	21.41		
4.100.211	Amazon Rebate Income	-	248.45	1,500.00	17%	-		
4.100.212	Thriftway Rebate Program	-	-	1,200.00	0%	-	still awaiting a check	
	Total Affinity Program Income	\$ -	\$ 270	\$ 2,700	10%	\$ 21		
RE Ministry Income								
4.100.258	RE Fund Transfers IN	-	-	-	0%	-		
4.100.259	RE Fundraising & Donations	-	51.38	-	0%	51.38		
4.100.260	OWL Registration Fees	-	-	800.00	0%	-		
4.100.263	OWL Fund Transfers IN	-	-	1,050.00	0%	-		
4.100.264	RE Coming of Age Program Fees	-	-	-	0%	-		
	Total RE Ministry Income	\$ -	\$ 51	\$ 1,850	3%	\$ 51		
Youth Group Ministry Income								
4.100.261	RE Youth Group Fund Transfers IN	-	-	1,033.00	0%	-		
4.100.262	RE Youth Group Fundraising & Gifts	-	-	-	0%	-		
	Total Youth Group Ministry Income	\$ -	\$ -	\$ 1,033	0%	\$ -		

As of: Tuesday, May 4, 2021				% Thru Year: 83%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
<u>Music Ministry Income</u>							
4.100.221	Music Fund Transfers IN	-	-	-	0%	-	
4.100.222	Music Fundraising and Donations	-	-	1,000.00	0%	-	
4.100.223	Music Programs Income	-	-	-	0%	-	
	Total Music Ministry Income	\$ -	\$ -	\$ 1,000	0%	\$ -	
<u>Program and Misc Income</u>							
4.100.220	Coffee Income	-	-	-	0%	-	
4.100.225	Membership Fundraising and Donations	-	-	500.00	0%	-	
4.100.240	Interest Income	40.94	593.93	1,000.00	59%	-	
4.100.241	Board Designated Fund Transfers to GF	-	53,500.00	53,500.00	100%	-	
4.100.242	Building Fund Transfer IN	-	-	-	0%	-	
4.100.251	Social & Envir. Justice Fundraising	-	90.00	-	0%	90.00	
4.100.255	Common Quest Income	-	-	100.00	0%	-	
4.100.265	Ministerial Intern Inc	-	-	-	0%	-	
4.100.267	Minister Search Fund Transfers IN	-	-	-	0%	-	
4.100.268	Web Development Fund Transfers IN	-	-	-	0%	-	
4.100.270	Building Maintenance/Janitorial transfer IN	-	-	-	0%	-	
	Total Program and Misc Income	\$ 41	\$ 54,184	\$ 55,100	98%	\$ 90	
<u>Rentals</u>							
4.100.300	Cell Tower Rental & Elec Reimb	-	11,038.95	14,718.00	75%	-	2 payments in march
4.100.302	Cell Tower Electricity Reimb True-up	-	-	1,600.00	0%	-	still awaiting - Cliff verified it is coming
4.100.305	Rental Income - Single Events	-	-	-	0%	-	
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	3,000.00	30,000.00	36,000.00	83%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	-	585.00	800.00	73%	-	
	Total Rental Income	\$ 3,000	\$ 41,624	\$ 53,118	78%	\$ -	
TOTAL GENERAL FUND INCOME		\$ 27,959	\$ 420,687	\$ 471,184	89%	\$ 19,032	

As of: Tuesday, May 4, 2021				% Thru Year: 83%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
GENERAL FUND EXPENSE							
MINISTER POSITION							
Minister Compensation							
5.100.100	Minister Housing Allow Exp	3,000.00	18,400.00	44,475.00	41%	-	
5.100.101	Minister Salary Exp	4,479.77	62,244.32	44,975.00	138%	17,269.32	
5.100.105	Minister Medical Ins Exp	1,451.81	10,104.21	11,385.00	89%	-	
5.100.106	Minister Group Term Life Ins Exp	67.27	559.89	730.00	77%	-	
5.100.107	Minister Long Term Disability Ins Exp	96.36	674.52	1,073.00	63%	-	
5.100.108	Minister Dental Insurance	148.00	1,036.00	1,776.00	58%	-	
5.100.110	Minister Retirement Exp	741.25	4,663.91	8,945.00	52%	-	
5.100.115	Minister-FICA Exp	567.06	3,475.01	6,843.00	51%	-	
5.100.125	Minister's Professional Exp	869.89	6,019.19	8,900.00	68%	-	
	Total Minister Compensation	\$ 11,421	\$ 107,177	\$ 129,102	83%	\$ 17,269	
Additional Minister Exp							
5.100.102	Minister Moving Exp	-	-	-	0%	-	
5.100.120	Minister's Sabbatical Exp	-	-	-	0%	-	
5.100.126	Minister Installation Exp	-	410.00	2,300.00	18%	-	
5.100.128	Minister Search Exp	-	-	-	0%	-	
	Total Additional Minister Exp	\$ -	\$ 410	\$ 2,300	18%	\$ -	
Total Minister Position Expense		\$ 11,421	\$ 107,587	\$ 131,402	82%	\$ 17,269	

As of: Tuesday, May 4, 2021				% Thru Year: 83%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
CHILDREN AND YOUTH MINISTRY							
RE Director Compensation							
5.100.150	RE Director Salary Exp	4,763.08	49,464.15	57,157.00	87%	-	
5.100.153	RE Director Group Term Life Ins Exp	-	-	-	0%	-	
5.100.154	RE Director Long Term Disability Ins Exp	-	-	-	0%	-	
5.100.155	RE Director Medical Insurance	437.30	2,671.70	4,400.00	61%	-	
5.100.158	RE Director FICA Exp	346.16	3,594.80	4,373.00	82%	-	
5.100.160	RE Director Retirement Exp	476.31	4,946.55	5,716.00	87%	-	
5.100.165	RE Director Professional Exp	-	1,949.54	3,500.00	56%	-	
	Total RE Director Compensation	\$ 6,023	\$ 62,627	\$ 75,146	83%	\$ -	
RE Staff Expense							
5.100.162	RE Story Time Toddler Teacher Exp	-	-	-	0%	-	
5.100.163	RE Nursery Lead Teacher Exp	160.00	1,680.00	2,200.00	76%	-	
5.100.164	RE Nursery Assistant Exp	-	187.50	1,920.00	10%	-	
5.100.168	RE Program Assistant Exp	432.00	4,428.00	5,300.00	84%	-	
5.100.169	RE Summer Coordinator Exp	-	-	-	0%	-	
5.100.170	Childcare Exp	-	-	800.00	0%	-	
	Total RE Staff Exp	\$ 592	\$ 6,296	\$ 10,220	62%	\$ -	
RE Training Expense							
5.100.151	RE Youth Leadership Development Exp	-	-	-	0%	-	
5.100.152	RE OWL Leadership Development Exp	-	-	1,650.00	0%	-	
5.100.166	RE Leader Training Exp	-	-	-	0%	-	
5.100.167	RE Teacher Appreciation Exp	-	-	-	0%	-	
	Total RE Training Expense	\$ -	\$ -	\$ 1,650	0%	\$ -	
RE Youth Group Expense							
5.100.161	RE Lead Youth Advisor Exp	-	-	-	0%	-	
5.100.132	RE High School Youth Programs Exp	-	115.39	1,633.00	7%	-	
5.100.136	RE High School Youth Scholarships Exp	-	-	-	0%	-	
5.100.227	RE Youth Group Fund Transfers OUT	-	-	-	0%	-	
	Total RE Youth Group Expense	\$ -	\$ 115	\$ 1,633	7%	\$ -	
RE Operations Expense							
5.100.131	RE OWL Program Exp	-	-	200.00	0%	-	
5.100.133	RE Middle School Youth Programs Exp	-	-	-	0%	-	
5.100.134	RE Operational Exp	264.08	1,167.91	3,250.00	36%	-	
5.100.135	RE Middle School Scholarships Exp	-	-	-	0%	-	
5.100.171	RE Program Support Exp	-	-	-	0%	-	
5.100.172	RE Curricula Exp	-	-	-	0%	-	
5.100.225	RE Fund Transfers OUT	-	-	-	0%	-	
5.100.229	RE OWL Fund Transfers OUT	-	-	-	0%	-	
	Total RE Operations Expense	\$ 264	\$ 1,168	\$ 3,450	34%	\$ -	
Total Children & Youth Ministry Expense		\$ 6,879	\$ 70,206	\$ 92,099	76%	\$ -	

As of: Tuesday, May 4, 2021				% Thru Year: 83%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
MUSIC MINISTRY							
Music Director							
5.100.185	Music Dir Salary Exp	2,124.43	22,134.73	25,493.00	87%	-	
5.100.186	Music Dir Medical Insurance	946.00	1,178.60	2,200.00	54%	-	
5.100.187	Music Dir Retirement Exp	212.44	2,213.47	2,549.00	87%	-	
5.100.188	Music Dir FICA Exp	162.51	1,693.25	1,950.00	87%	-	
5.100.190	Music Dir Professional Exp	-	-	2,500.00	0%	-	
5.100.200	Music Dir Group Term Life Insurance	-	-	-	0%	-	
5.100.205	Music Dir Long Term Disability Ins Exp	-	-	-	0%	-	
	Total Music Director Compensation	\$ 3,445	\$ 27,220	\$ 34,692	78%	\$ -	
Music Staff							
5.100.193	Music Sunday Service Pianist Exp	375.00	3,750.00	4,875.00	77%	-	
5.100.195	Music Percussionist Exp	300.00	3,000.00	3,800.00	79%	-	
5.100.197	Music Chorale Rehearsal Pianist Exp	-	405.00	1,680.00	24%	-	
5.100.198	Music Bassist Exp	-	250.00	800.00	31%	-	
5.100.199	Music Administrator Exp	-	-	729.00	0%	-	
	Total Other Music Staff Expense	\$ 675	\$ 7,405	\$ 11,884	62%	\$ -	
Other Music Expense							
5.100.191	Music Purchase Exp	-	393.00	766.00	51%	-	
5.100.192	Music Equipment Maint Exp	-	-	400.00	0%	-	
5.100.194	Music Programs Exp	-	-	-	0%	-	
5.100.196	Music Council Fundraising Exp	-	-	75.00	0%	-	
5.100.201	Music Equipment Purchase Exp	-	-	-	0%	-	
5.100.202	Music Marketing Exp	-	-	-	0%	-	
	Total Other Music Expense	\$ -	\$ 393	\$ 1,241	32%	\$ -	
Total Music Ministry Exp		\$ 4,120	\$ 35,018	\$ 47,817	73%	\$ -	
ADMIN STAFF & SUPPORT							
Congr Administrator & Bookkeeper							
5.100.173	Congr Admin Group Term Life Ins Exp	-	-	-	0%	-	
5.100.174	Congr Admin Salary Exp	3,893.44	37,750.30	45,423.00	83%	-	
5.100.175	Congr Admin Medical Insurance	-	400.00	1,200.00	33%	-	
5.100.176	Congr Administrator Retirement Exp	389.34	3,793.18	4,542.00	84%	-	
5.100.177	Congr Administrator FICA Exp	297.84	2,887.88	3,475.00	83%	-	
5.100.230	Congr Admin Long Term Disability Ins Exp	-	-	-	0%	-	
5.100.231	Congr Admin Professional Exp	100.00	134.67	500.00	27%	-	
	Total Congr Administrator & Bookkeeper Compensation	\$ 4,681	\$ 44,966	\$ 55,140	82%	\$ -	

As of: Tuesday, May 4, 2021				% Thru Year: 83%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
Additional Employee Benefits							
5.100.178	Labor & Industries Ins Exp	559.37	1,717.91	2,500.00	69%	-	These ins. Exp lower due to Rev. C being contract emp. For 4 mo.
5.100.181	Family and Medical Leave Ins Exp	149.12	510.51	600.00	85%	-	
5.100.184	Part time Empl FICA SS Exp	54.46	561.92	800.00	70%	-	
	Total Additional Employee Benefits Expense	\$ 763	\$ 2,790	\$ 3,900	72%	\$ -	
Total Admin Staff & Support Expense		\$ 5,444	\$ 47,756	\$ 59,040	81%	\$ -	
DUES & FINANCIAL EXPENSE							
UUA Dues Expense							
5.100.300	Partner Church Dues Exp Bud	-	-	200.00	0%	-	
5.100.320	UUA Dues Exp Bud	-	8,526.75	11,369.00	75%	-	
	Total UU Organizations Dues Expense	\$ -	\$ 8,527	\$ 11,569	74%	\$ -	
Loans, Taxes & Fees Expense							
5.100.650	Loan Debt Service - UUA	1,699.39	16,993.90	22,043.00	77%	-	
5.100.655	Loan Debt Service - PNW Growth Foundation Exp	260.32	2,603.20	3,526.00	74%	-	
5.100.457	Annual City/County/State Fees	211.10	3,275.69	3,200.00	102%	75.69	
5.100.520	Banking & Credit Card Fees e.g.Vanco	258.70	4,641.22	5,400.00	86%	-	
	Total Financial Expense	\$ 2,430	\$ 27,514	\$ 34,169	81%	\$ 76	
Total Dues & Financial Expense		\$ 2,430	\$ 36,041	\$ 45,738	79%	\$ 76	
DISCRETIONARY EXPENSE							
Discretionary Expense							
5.100.757	Sunday Morning Contributions Given to Charity	821.95	6,558.79	6,133.00	107%	425.79	
5.100.758	Minister Discretionary Fund Transfer OUT	-	-	600.00	0%	-	
5.100.760	Undesignated Donation FB Exp	-	7,477.00	7,477.00	100%	-	
	Total Discretionary Expense	\$ 822	\$ 14,036	\$ 14,210	99%	\$ 426	
Total Discretionary Expense		\$ 822	\$ 14,036	\$ 14,210	99%	\$ 426	

As of: Tuesday, May 4, 2021				% Thru Year: 83%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
OTHER OPERATIONAL EXPENSE							
Facility Expense							
5.100.450	Telephone/Cable/Internet	322.10	3,062.03	3,200.00	96%	-	new contract
5.100.460	Web Hosting Exp	-	121.68	300.00	41%	-	
5.100.470	Web Maintenance Exp Bud	-	-	100.00	0%	-	
5.100.475	Technology Management	132.14	1,642.78	4,600.00	36%	-	
5.100.480	Office Expenses	-	91.53	1,000.00	9%	-	
5.100.481	Postage Exp Bud	-	394.60	500.00	79%	-	
5.100.482	Printing / Copying	0.61	3,262.28	5,500.00	59%	-	Issued a credit for last mo's bill which included a past month that was unpaid. Unsure if this was Covid support or ?
5.100.483	Constant Contact Email Service	-	-	425.00	0%	-	
5.100.550	Liability Insurance Exp Bud	-	7,180.00	7,450.00	96%	-	
5.100.452	Security Alarm System	-	436.70	500.00	87%	-	
5.100.453	Electricity - SCL	-	7,695.11	11,000.00	70%	-	
5.100.454	Water/Sewer - SPU	123.75	557.94	2,000.00	28%	-	
5.100.455	Waste/Recycling/Green	104.02	958.72	2,000.00	48%	-	
5.100.456	Gas - PSE	916.06	4,668.42	4,500.00	104%	168.42	Higher this year due to need to ventilate lower level this winter?
5.100.451	Janitorial Supplies	-	37.63	1,500.00	3%	-	
5.100.458	Landscaping Exp	319.73	736.27	500.00	147%	236.27	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	65.67	902.31	2,700.00	33%	-	
5.100.461	Building Capital Reserve Exp-GF	-	3,000.00	3,000.00	100%	-	
5.100.462	Lift Phone Monitoring	99.09	396.76	360.00	110%	36.76	
5.100.463	Elevator Fund Reserve Exp	-	-	-	0%	-	
5.100.471	Janitorial Service	125.00	1,185.00	8,000.00	15%	-	
5.100.484	Marketing and Advertising	-	-	-	0%	-	
5.100.726	AV Tech Expense	120.00	1,050.00	6,720.00	16%	-	
5.100.727	AV Equipment & Maintenance	-	-	225.00	0%	-	
5.100.728	Real Rent Duwamish	54.00	540.00	648.00	83%	-	
5.100.900	Transfers to Operations Cash Reserve Fund or Bldg	-	-	-	0%	-	
Total Facility Expense		\$ 2,382	\$ 37,920	\$ 66,728	57%	\$ 441	

As of: Tuesday, May 4, 2021				% Thru Year: 83%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
Fundraising & Rentals Expense							
5.100.819	Raise the Paddle Purchase Exp -GF	-	-	-	0%	-	
5.100.820	Auction Expense	-	2,250.00	2,000.00	113%	250.00	
5.100.821	Rummage Sale Expense	-	-	-	0%	-	
5.100.822	Canvass Expense	-	202.96	250.00	81%	-	
5.100.823	Misc. Fundraising Exp Bud	-	-	-	0%	-	
5.100.305	Facilities Rental Exp - single events	-	-	-	0%	-	
	Total Fundraising & Rentals Expense	\$ -	\$ 2,453	\$ 2,250	109%	\$ 250	
Committees Expense							
5.100.222	Coffee and Other Kitchen Exp	-	-	1,100.00	0%	-	
5.100.710	Membership Exp Bud	-	-	500.00	0%	-	
5.100.725	Worship Council Expense Budget	385.00	4,752.31	6,575.00	72%	-	
5.100.754	Partner Church Program Exp	-	-	-	0%	-	
5.100.756	Social Action Expense	-	-	-	0%	-	
5.100.759	Board Discretionary Fund	-	180.00	300.00	60%	-	
5.100.800	All Congr Social Events	-	-	175.00	0%	-	
5.100.801	All Congr Retreats and Trainings	-	-	3,000.00	0%	-	
5.100.829	Common Quest Exp	-	-	250.00	0%	-	
	Total Committees Exp	\$ 385	\$ 4,932	\$ 11,900	41%	\$ -	
Total Other Operational Support Expense		\$ 2,767	\$ 45,305	\$ 80,878	56%	\$ 691	
TOTAL GENERAL FUND EXPENSE		\$ 33,883	\$ 355,949	\$ 471,184	76%	\$ 18,462	
Income less Expense		\$ (5,924)	\$ 64,738	-			

As of: January 0, 1900						
Fund Acct	Fund Balances	Curr Balance	Mo. Change	Notes/Explanation	Prior Year Balance	Ann. Change
3.200.100	Building Fund FB	69,575.71	-		76,959.46	(7,383.75)
3.201.100	Accessibility FB	25,319.25	-		3,808.31	21,510.94
3.202.100	Building Maintenance/Janitorial Fund Balance	329.42	-		329.42	-
3.302.100	Minister's Discretion FB	2,246.73	-		2,296.73	(50.00)
3.303.100	Minister Search Fund Balance	142.88	-		142.88	-
3.304.100	Gifts to be Designated by Board FB	-	-		-	-
3.305.100	Undesignated Donations FB	56,257.57	-		31,886.18	24,371.39
3.307.100	PPP Loan/Grant FB Balance	-	-			
3.310.100	Conference Scholarship FB	171.21	-		171.21	-
3.321.100	Miscellaneous Grants	160.33	-		160.33	-
3.345.100	Hymnals FB	98.71	-		98.71	-
3.350.100	Music FB	290.53	-		290.53	-
3.355.100	WSUU Sponsored Events Balance	1,513.47	-		1,513.47	-
3.360.100	Youth Group FB	6,249.01	-		5,830.74	418.27
3.370.100	OWL Fund Balance	4,208.28	-		3,608.28	600.00
3.380.100	Religious Ed Misc FB	2,041.84	-		1,883.46	158.38
3.385.100	Raise the Paddle FB	-	-		22,214.34	(22,214.34)
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-		2,929.50	-
3.391.100	Social Justice FB Balance	775.54	-		775.54	-
3.400.100	Endowment FB	55.00	-		55.00	-
3.405.100	Little Free Library Balance	40.00	-		40.00	-
3.815.100	Partner Church FB	970.05	-		1,103.36	(133.31)
3.835.100	Community Meal Trust Fund Balance	369.87	-		369.87	-
Total Dedicated Funds		\$ 173,744.90	-		\$ 156,467.32	\$ 17,277.58

May 17, 2021

To: WSUU Board Members

From: Rev. Cynthia Westby, DRE

Re: DRE Board Report for May 2021

Changes to my position: The RE Council, Rev. Christopher and I met in April and we discussed the fact that my position will go to ½ time beginning July 1st. I am in the process of drafting a more thorough revision of my position and gave a draft of that to the REC to consider before our next meeting on June 13th.

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

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

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

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

Mindfulness for Kids will be offered on May 23rd for children 6-13 to teach them simple practices for bringing a gentle, accepting attitude to the present moment. Mindfulness is an important skill for children to develop, particularly in these challenging times. It has been extremely rewarding to actively engage children with mindfulness practices that tap their needs and skills.

Youth Group: The Youth Group co-lead advisors are Neve Kamilah Mazique-Ricardi and David Edwards. Amy Hance-Brancati is the youth advisor communicating youth group plans and opportunities to youth and their parents. Youth group meets most Sundays and participated in a Moth Slam this past Sunday, May 16th.

RE Attendance: Attendance in our RE classes has been low this year because children are on zoom so much during the week for classes that they are not eager to spend more time on zoom during the weekend. For the past couple of months the attendance in whichever class was offered live that week (one live class per week) and

the youth group has been roughly the following. We are not yet able to determine how many people are watching the Nursery Book Readings and K-3 Spirit Play Lessons that we are pre-recording and putting on YouTube. We are currently moving those YouTube lessons to Westside's YouTube channel and will 'turn on' that ability over the summer. April 4th and May 9th were multi-gens.

	Jan					Feb				Mar				Apr				May
	3	10	17	24	31	7	14	21	28	7	14	21	28	4	11	18	25	2
4-5 th grade	-	3	-	-	-	-	0	-	-	-	4	-	-	-	-	-	3	
Middle Sch	2	-	-	-	-	3	-	-	-	4	-	-	-	-	-	2	-	3
Youth Group	-	2	2	1	-	2	1	2	-	4	-	-	-	-	-	1	1	
Chalice Chapel 3 rd -8 th	-	-	1	5	4	-	-	4	2	-	-	10+	2	-	0-	-	-	
Daily Total	2	5	3	6	4	5	1	6	2	8	4	10+	2	0	0	0	0	3

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

RE News: I send a weekly email blast to RE families and friends about the week's upcoming RE classes and offerings, as well any UU-related events coming up that recipients, children or youth may be interested in, to facilitate participation in RE.

Home Projects: Twice a month, I send home UU related projects to parents of children and youth to encourage family conversations, connections, and activities around important UU themes and topics to inspire faith formation within families. I continue to receive favorable comments and appreciation from parents about these projects.

June 13th RE Transitions Ceremony: The Sunday, June 13th annual RE Transitions Ceremony that will include the bridging of three seniors. Also included will be two children into kindergarten, three into middle school, and four youth into high school. I have been spending a great deal of time organizing and preparing for this as well as working on the script and reviewing it with YAC in regards to the bridging ceremony. This service will also include other Westside transitions that Rev. Christopher will be presiding over.

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

Stories for All Ages: I have done a few of the stories for all ages over the past month which has been lovely.

Nominating Committee May Board Report:

April 2021

- Started conducting "temperature check" conversations with potential Board members, Nominating Committee members, and GA Delegates in order to gauge interest and capacity among those nominated
- On April 25th hosted a "Ask a GA Delegate and the Nom Com" coffee hour in order to give congregants a chance to find out about the GA Delegate nominating process as well as learn more about being a GA Delegate. Kristina, Simon and Leilani hosted. Three congregants attended to ask questions about both the process and about being a GA Delegate.

May 2021

- Submitted the following GA Delegate slate to the board via email for consideration:
 - Leilani Davenberry (returning delegate)
 - Kerrie Schurr (new delegate)
 - Paula VanHaagan (new delegate)

As of May 17th we've communicated with every eligible person nominated for any Board or Nominating Committee position (**44** names in total). A few non-member names were submitted, but those folks are ineligible to serve. Two nominees left membership from WSUU before we'd had a conversation with them.

There are still two Board positions for which we've not been able to secure candidates. We plan to communicate to the congregation through an email announcement and a pre-recorded announcement at the May 23rd Sunday service that we've reached a point in the year where we either need at least two more members to express interest in leadership positions on next year's Board or we may be in a position of requesting a motion to suspend the WSUU bylaws in order for a five-person Board to proceed. This would be unprecedented and may create an undue burden for the five members who'd be left to redistribute the work of a seven-member board amongst the five of them.

These are the slates we are able to present to the Board as of the writing of this report. We are hopeful that within the next few days some of the still vacant positions will be filled following this week's communications to the congregation explaining the need for more candidates.

2021/22 Board

- President: vacant (Laura Pierce considering)
- Vice President: vacant
- Treasurer: Jim Schlough
- Secretary: Kerrie Schurr
- Trustee #1: Marco Deppe
- Trustee #2: Laura White

- Past President/At Large: vacant (Laura Pierce considering)

2021/22 Nominating Committee

- Chair: Simon Knaphus (returning member)
- Member #1: Steve Burrows
- Member #2: Cara Mathison

Next steps:

- The full Nominating Committee (Kristina Darnell, Simon Knaphus and Judi Finney) plan to attend the May 19th WSUU Board meeting to report on any new developments, answer questions, and make recommendations
- If slates are approved by the current board, reach out to candidates for bios to include in upcoming announcements
- Create and distribute letters of acceptance for 2021/22 Board and Nominating Committee members once voting at annual meeting has concluded
- Create report of this year's Nominating Committee experience and recommendations for the future to present as an appendix to the annual report

MUSIC DIRECTOR MONTHLY REPORT

May 2021

ACTION ITEMS: No specific action items

Beginning preparations for the time of ¼ time Music Director position.

1. Sunday Services Preparation: Until time changes in July I'll be continuing to make certain that music is prepared and ready for each Sunday's service. Over the past month I've very much enjoyed working with guest speakers and our new tech and worship associates. I continue to have Monday morning meetings with Rev. Christopher, and we're getting way ahead.
2. Music Ministry Team (MMT): Our next meeting is May 24th. At our last meeting we began the process of talking about what role the Team as a whole, and individuals within the team might have in supporting music at the church as my hours are cut.
3. Evensong: We had our last gathering on May 5th, and it was a beautiful time. We sang all 8 of the chants I had written for each week's meeting and talked about our own goals and personal ministry. I think it was a valuable experience for the 6-10 people who attended each week.
4. Preparation for the future: Over the next weeks I intend to get things set up so that others will be empowered to take over the elements that I will be unable to attend to due to reduced hours. Since we no longer have Evensong weekly gatherings, I am able to devote more time to this prep work.
5. Choir: As we start looking at ways to gather together again, I'll be looking at creative ways for choir members to be able to sing together again. One option would be to have a parking lot rehearsal/sing with me bringing the electric piano outside. It's also been suggested that smaller ensembles with vaccinated people would be able to get together if all parties agree. I'll be discussing all of this in more detail with Rev. Christopher. Choir is more than just a group of people who get together to sing, it's a ministry and important social aspect of church life. I will continue to make it a priority for me as my hours diminish and will plan on devoting more time as guidelines become more certain.

In Harmony,

Scott Farrell
WSUU Music Director

Administrator Report to Board May 2021

No action items for me this month.

Sunday Morning Attendance and Offering (Charity Portion)

Beginning this month I will report how many units viewed the service live and how many post service views have happened to date.

Date	Speaker/Special Circumstances	Attendance (units live/ Viewed later)	Collection (charity portion)
4/18/21	Rev. Christopher – Death and Dying Spring Break weekend, beautiful day	71/20	\$89
4/25/21	Rev. Emily Hartlief	56/9	\$133.67
5/2/21	Rev. Christopher – Right Relations – Jade Lowry	49/18	\$128.33
5/9/21	Rev. Christopher – Mother’s Day	54/7	\$143.00

Membership: Current membership 175. During the stewardship campaign we heard from some folks that they were moving or have moved, some inactive people made the step to resign and we received 3 resignations in the last week.

Church Management Software: Progress with the rollout of Breeze has stalled for a bit as other tasks have demanded my extra attention. I will be doing some trial invitations to a small sample of users to make sure it is working well before I launch it with all members. I have now move to using Breeze for tracking membership and contributions but still have much to learn.

Facilities Issues and Updates:

Furnace: I am still awaiting a bid from MacDonald-Miller on the furnace repairs. I have several emails and calls to my contact and still no word. I am reaching out to the office staff to try to get an answer.

T-Mobile work to replace the cell tower equipment is now thankfully complete.

Extra security measures: Installed two additional security cameras with view of outdoor spaces appealing to unhoused community members.

Items requiring extra time this month: Facilitating communications and building access for T-Mobile project, learning Breeze software for managing membership and contributions data, recording 2021-2022 pledge data, budget development research, supporting finance and stewardship teams, new tasks for virtual worship that I have taken on (graphic design video production of promotional elements, editing and processing videos for worship, rehearsals with chalice lighters, setting up all worship rehearsals and streaming events and YouTube events), bookkeeping issues, hosting coffee hour on Sundays.

In loving community,
Shannon