

WSUU BOARD AGENDA — May 21, 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?

- | | | |
|--------------------------------|---|---|
| 6:30pm
<i>15 min</i> | Chalice Lighting & Welcome | <ul style="list-style-type: none"> ○ Check-In ○ Access needs |
| 6:45pm
<i>15 min</i> | Covenant and Grounding Practice | <ul style="list-style-type: none"> ○ How are we living our covenant? Review the covenant together. ○ Board member shares a grounding practice |
| 7:00pm
<i>20 min</i> | Minutes (5 min) | <ul style="list-style-type: none"> ○ Changes or approve as written |
| | Reports (5 min) | <ul style="list-style-type: none"> ○ Bridge Minister ○ Administrator ○ DRE ○ Music – Request for support to launch Music Worship Support Team ○ Finance Committee ○ Treasurer ○ Transition Working Group |
| | Liaison Updates (10 min) | <ul style="list-style-type: none"> ○ Roseanne – Leadership Assembly – <ul style="list-style-type: none"> ▪ May 31st Final Mtg– Beloved Accountability Case Study ○ Aimee – Annual Meeting preparation updates ○ Tony – RJCT updates ○ Thomas – Congregational Care Cluster updates ○ Jade – Board goals |
| 7:20pm
<i>30 min</i> | Budget Approval
Shelley (Treasurer) | <ul style="list-style-type: none"> ○ Update on pledges ○ Discuss changes made to the 2020-2021 budget since board review on May 14th ○ Review updated slides for Annual Meeting ○ Vote to approve budget to present to congregation ○ Dates for online budget Q&A meetings – <ul style="list-style-type: none"> ▪ May 31 – 9-10am ▪ June 2 – 6:30-7:30pm ▪ June 6 – 10-11am |
| 7:50pm
<i>20 min</i> | Annual Meeting Preparation | <ul style="list-style-type: none"> ○ Review messaging ○ Walk-through of technical process for hosting virtual meeting and voting ○ Allocate roles |



8:10pm <i>20 min</i>	COVID-19 Advisory Task Force	<ul style="list-style-type: none">○ Discuss learning from other congregations○ Review proposed task force plans and timeline
8:30pm <i>15 min</i>	Right Relations Discernment Team	<ul style="list-style-type: none">○ Share process learned from Quimper UU○ Discuss proposed discernment team charter○ Review timeline
8:45pm <i>10 min</i>	Transition Planning	<ul style="list-style-type: none">○ Updates on R-1 Visa and timeline contingencies○ Transition service plans
8:55pm <i>5 min</i>	Close of the Meeting	<ul style="list-style-type: none">○ Thank you notes○ Process Observer Report

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

May 21, 2020

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

STAFF: Shannon Day, Rev. Deanna Vandiver

GUEST OBSERVERS: Vanessa Shaughnessy, Marissa Delgado Ohoyo (representing Board candidates for 2020-21)

TIMEKEEPER: Roseanne PROCESS OBSERVER: Tony

WELCOME AND CHALICE LIGHTING: The meeting started at 6:35pm.

COVENANT AND GROUNDING PRACTICE: The Board shared access needs for the meeting. The Board and staff reflected on the covenant and agreed to covenant together. Jade shared a grounding practice with the attendees.

APPROVAL OF MINUTES: April minutes are approved as written.

REPORTS:

- BRIDGE MINISTER REPORT: *See report attached.*
- ADMINISTRATOR REPORT: *See report attached.*
- DRE REPORT: *See report attached.*

MUSIC REPORT: *See report attached.* The Board acknowledged Scott's request for assistance to start the Music Worship Support Team. Most members have been identified through an earlier process. The Board will follow-up with him for details of what kind of support was needed. Soph Davenberry bought a Closed Captioning program called Kapwing which Scott is working on getting set up. Neve was previously asked if they were interested in supporting that process, and it is not known yet whether Neve is available.

- FINANCE COMMITTEE REPORT: *See report attached.*
- TREASURER REPORT: *See report attached.*
- TRANSITION WORKING GROUP REPORT: *See report attached.*

LIAISON UPDATES:

LEADERSHIP ASSEMBLY: Roseanne met with Richard Kim of Cultures Connecting to plan for the Leadership Assembly meeting scheduled for 5/31. In the LA meeting, Roseanne, Jade, Tony, Tracy Burrows and Rev Deanna will share a case study of Beloved Accountability for a personal experience, for attendees to use as a learning opportunity using the equity tool as a guide.

ANNUAL MEETING PREPARATION UPDATES: Aimee provided an update to the Board on the process of gathering reports for the annual meeting. Jade also shared a lot of work she has been doing behind the scenes to get prepared for the first ever online annual meeting.

RJCT: RJCT is planning to lead the worship service on 7/26/20. RJCT is encouraging each other to attend the 5/31 Leadership Assembly.

CONGREGATIONAL CARE CLUSTER UPDATES: Thomas met with Care Cluster leaders. The leaders are finding some imbalance in the group attendance with some groups having more attendees than others. The leaders agreed to a plan for cross cluster meetings instead of by geography which will hopefully better utilize leaders' resources and time. The board agreed that it is important to keep the Care Clusters intact as we continue through the unknowns of what this pandemic year will bring. Thomas will encourage cluster leaders to connect with their cluster through meeting or email at least one time a month.

BOARD GOALS: Jade shared that an e-news article will be coming out this week to show how we shifted our Board goals in alignment with what's needed for our congregation during the pandemic.

BUDGET DISCUSSION:

- **UPDATE ON PLEDGES:** Pledges in hand for 2020-21 are \$274,021 with verbal commitments of more. It's estimated we will receive between \$283,000-\$285,000 in total pledges. This is down about 3% from last year; however, it is remarkable given the pandemic.
- **DISCUSS CHANGES TO 2020-2021 BUDGET:** Shelley presented the latest budget assumptions and budget planning documents for the Board's review. Forecasting for FY2021-2022, there is an anticipated gap of \$73,000 to cover in our budget. Applying funds from our reserves from current one-time income sources will reduce the anticipated gap in FY21-22 to approximately \$33,000. This highlights the need for stewardship to increase our pledge income to the extent possible in FY2020-2021.
- **VOTE TO APPROVE BUDGET:** Tony moved to approve the 2020-2021 budget. Matt seconded. The motion passed unanimously.
- **DATES FOR ONLINE BUDGET Q&A MEETINGS:** The current dates for online budget Q&A meetings are as follows: May 31 from 9:00am-10:00am, June 2 from 6:30-7:30pm, June 6 from 10:00-11:00am. The Board discussed having Board representation at all of the meetings.

ANNUAL MEETING PREPARATION:

- **REVIEW MESSAGING:** The Board talked through the agenda items for the annual meeting. Shelley has shared the budget slides. There are no new bylaws to discuss and vote on this year. The Board discussed having more shared leadership in the meeting and keeping it as concise and short as possible with awareness that many people are experiencing Zoom fatigue from being online more than usual.
- **WALK-THROUGH OF TECHNICAL PROCESS FOR HOSTING VIRTUAL MEETING AND VOTING:** The Board will discuss this outside of this meeting due to time constraints.
- **ALLOCATE ROLES:** The Board discussed what roles each person might play in the annual meeting but no final decisions have been made. This will be discussed more outside of the meeting through email.

COVID-19 ADVISORY TASK FORCE:

- **DISCUSS LEARNING FROM OTHER CONGREGATIONS:** Roseanne and Jade have been researching to specify the purpose of this task force. At Jade's request, Tandi Rogers, Congregational Life Staff member for the Pacific Western Region, gathered information from other congregations about their experience with COVID-19 task forces. Also, the UUA's Safety Team offered excellent questions and points for consideration related to when congregations might choose to return to their buildings. This information has been extremely helpful in forming a proposal for WSUU's task force.
- **REVIEW PROPOSED TASK FORCE PLANS AND TIMELINE:** The Board reviewed a proposal presented by Roseanne and Jade and agreed to moving forward with building this team. **Next Steps:** Roseanne and Jade will present candidates for task force chair to this board, and to executive team members from the FY20-21 board slate. Once identified, the chair will work with the potentially incoming and the outgoing presidents and vice presidents to identify task force member candidates who bring key areas of expertise, experience and representation. The board will approve the task force membership in the June meeting, if possible.

RIGHT RELATIONS DISCERNMENT TEAM: The Board discussed the proposed discernment team charter and reviewed the timeline for benchmarks to completion. Jade gave an update on the Right Relations Discernment Team based on materials that came from Quimper UU when they went through this process. Roseanne updated our draft discernment team mission and vision and that was reviewed and discussed by the Board. **Next Steps:** The discernment team will be presented at the final Board meeting on June 18th for approval.

TRANSITIONS PLANNING: The Board reviewed updates on the R-1 Visa, timeline contingencies and transition service plans. There is still no update from USCIS about Rev. Christopher's visa adjudication. Right now, June 28th is the plan for a Rev. Deanna to Rev. Christopher transition service. The immigration lawyer has sent another letter to USCIS to clarify our status since we are at the end of the outside range 9-month timeline indicated in USCIS materials based on our August 15, 2019 application. We have not yet received any word from USCIS, but we expect to hear something any time. All steps in the process are completed except for the final adjudication.

CLOSE OF MEETING:

- THANK YOU NOTES: The notes were split between Board members to be mailed.
- PROCESS OBSERVER REPORTS: Tony shared feedback on interactions among Board members.

The Board adjourned at 9:03pm. The next regular meeting of the Board will be held on June 18, 2020 at 6:30pm by Zoom.

Aimee Schiefelbein, Secretary

Bridge Minister's Report
May 2020

Historical Notes:

It occurred to me recently that this Bridge Minister's report might be a useful container to capture a slice of history re: the WSUU pandemic experience. Using the lens of worship, I offer the following for us to note and remember:

March 1st: We gathered as an embodied congregation, lit first Sunday of the month candles, and the choir sang "*Show Us How to Love.*" This was, it turns out, the last Sunday we would gather in person to worship as a corporate body before the gathering restrictions began to be implemented.

March 8th: We learned on the Thursday before this Sunday that groups of 50 or more were not to gather within King County and quickly started pivoting to figure out how to offer on-line worship to the congregation. The staff and the board rallied and shifted from a planned stewardship service to a pastoral service offered by a small group gathered at WSUU and figuring out how to Zoom worship.

March 15th: The youth group was scheduled to offer worship on this Sunday, so we figured out how a very small group could offer worship through a combination of pre-recorded elements and live broadcasting from the sanctuary, while trying to honor the boundaries of social distancing. The Director of Religious Exploration, the Rev. Cynthia Westby, began to explore the variety of forms and platforms religious exploration could take, including recorded stories (for Time for All Ages and for nursery ages children), pre-recorded classes and live zoom gatherings, and home projects e-mailed to families each week.

March 22nd: And then the Governor issued a shelter in place order (the same day, as it happens, that the Washington DOT shutdown the upper West Seattle bridge). This Sunday marked the first Sunday that we lead a worship service without anyone being in the WSUU sanctuary. Music Director Scott Farrell reached out to Emma's Revolution about the use of one of their songs and we ended up with videos made specifically for WSUU. We held our first Saturday worship rehearsal and it took us a while, but we figured out how and what. And on Sunday, I preached my first ever virtual stewardship sermon. That happened.

March 31st: The Go Janes, with worship leader Lisa Reitzes, recorded many performances for the services, offering us a rich gift at the time and in the weeks since. I was so grateful for a Sunday to set down the responsibility of worship after the unexpectedly intense February through March flow.

March-April: The learning curve was steep, and the quality of worship was remarkable. With Office Administrator, Shannon Day's leadership, we realized that we needed to transition into a webinar-style meeting and upgraded our Zoom account. We recognized that this was going to be long-haul work and began figure out how to shift roles to meet new needs. Those on the AV team with the skills and the willingness began to serve as the core of a team led by Scott - who added Technical Director to his roles. In a beautiful example of religious professional staff collaboration, one of the nursery workers shifted roles to video support for worship after a needs assessment among staff. In addition to the Saturday worship rehearsals to get the VJ (video jockey) team and the worship leaders connected and collected for Sunday worship, we began meeting at 9:30 AM on Zoom for cue-to-cue (from spoken words to videos) reversals and then muted speakers and video until time for service to begin. Shannon began to serve as the manager of the chatbox and coffee hour host, with Cheryl as her backup.

April 5th: Rev. Cynthia was scheduled to offer a service on mindful spiritual practice and she shared a powerfully timely gift with the congregation. Jennifer Disotell served as Worship Associate today and again on the 12th, as the second of four worship associates took a leave from service due to family needs. We figured out how to use candle emojis in the chatbox to light first Sunday joys and sorrows candles.

April 12th: With the leadership of Cheryl Brown, WSUU RE Assistant, the first ever virtual WSUU Easter hat celebration was created with gifts from the congregation. Space was made to acknowledge the grief of our hearts and this world in this pandemic experience

April 19th: For the beauty of the earth indeed - this earth day service featured Mia Shaughnessy as worship associate and collaborator.

April 26th: Our guest speaker initially scheduled for the 26th was rescheduled for mid-May after communication difficulties and the Rev. Joseph Santos-Lyons offered a sermon from Manila, The Philippines. Since it is 1:30 AM on Monday when WSUU gathers for

worship, Rev. Joseph pre-recorded the sermon and Liza R. led the live portions of the virtual service. The VJ team expended a heroic effort providing captioning for the sermon to make it more accessible. We begin to explore closed captioning options for worship. We are still exploring.

May 3rd: A music service in the time of COVID-19! This required much creativity and resilience practice. The service was woven together beautifully by WSUU musicians and the Music Director.

May 10th: This was a multigenerational service, complete with a dance party and a virtual flower communion. We continue to learn what is possible as we co-create.

On May 14th, our UUA leadership made the following recommendation, in alignment with science and our faith values: *"we continue to recommend that congregations not gather in person. We also recommend that congregations begin planning for virtual operations for the next year (through May 2021)."*

May 17th: Our first "live" guest speaker, the fabulous Anastacia-Renée, joined us for the 9:30 am cue-to-cue and all went well for the service!

I wanted to capture the highlights before we shift into the next thing and the next thing and wonder *"how did we even do that?"* with brains are too foggy and full to remember. The professional religious staff and lay leaders can, no doubt, offer volumes more insight and details (and perhaps, corrections ☺) of this time.

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In other May notes:

I continue to coordinate transition plans with Rev. Christopher in our hopes of his visa being approved soon. I have encouraged the Religious Professional Staff to write self-evaluations/reflections of their work this past church year and I will add my own reflections, with their review, to share with Rev. Christopher as part of the transfer of supervision. It may be useful for me to name that the supervisory role at WSUU is currently a hybrid model, with staff reporting directly to the Board, as well as meeting with the minister.

I am grateful to be working with Roseanne and Jade and other lay leaders in preparation of the May 31st Leadership Assembly, where

we will share our learnings from harm caused by white supremacist culture thinking patterns and assumptions within recent communications. As Anastacia-Renée shared with us on Sunday, it matters that we follow this loving formula: a+a+a=A - acknowledge, apologize, (take) action for (effective) Allyship - bringing us closer and closer to collective liberation. May it be so.

And, dear ones, I am so very grateful to y'all. Thank you for your blessings of compassionate leadership and generosity of spirit. I offer you this song of gratitude by Beautiful Chorus in honor of my heart gratitude to you and for you:

<https://www.youtube.com/watch?v=7d98IJCnm7w>

With love, Rev. Deanna Vandiver

Administrator Report to Board May 2020

Greetings beautiful board of trustees. April has come and gone with great haste. The month has been busy, and the lovely weather is such a nice boost to the spirits.

No action items for me this month.

Sunday Morning Attendance and Offering (Charity Portion)

Date	Speaker/Special Circumstances	Attendance	Collection (charity portion)
4.12.20	Easter – Rev. Deanna	138 units	\$422.04
4.19.20	Earth Day – Rev Deanna	117 units	\$217.04
4.26.20	Rev. Joseph Santos-Lyons	105 units	\$508.20 includes checks mailed in.
5.3.20	Music Celebration -John Britt, Scott Farrell, Lisa Maynard	118 units	\$189.03
5.10.20	Revs Cynthia and Deanna – Multi-gen	93 units	\$174

Virtual Services/Offering Collection: attendance at our virtual worship services remains strong and we continue to get positive feedback on this vital weekly connection. Offering collections are falling off. An interesting consideration is that of the total number of units engaging only about 25% are giving to the offering collection.

Membership: As we wrap up the stewardship effort for the year, we have heard from a few folks that they will not be renewing their pledges and wanted to resign their memberships. I also removed a few members from the roles who we haven't seen in a few years and who have not responded to communications or the stewardship campaign. Membership now stands at 186. I have been in touch with the membership committee about these communications.

Stewardship: As of today (5/14/20) pledges in hand for 2020-21 fy are \$274,021. We have verbal commitments for more and estimate that we will achieve somewhere between \$283,000-285,000 in total pledges. Much gratitude to Jim Schlough, Kevin Lane-Cummings, Larry Brennan and the finance team for helping us finish strong.

Tenant: Leaps and Bounds continues to see children one-on-one and were able to make their complete lease payment for May. We are hopeful that this will continue.

PPP Loan and Mortgage changes: We did receive the \$42000 Paycheck Protection Plan loan/grant in April and are on track to spend this within 8 weeks on payroll and other permitted expenses. We have also been granted modifications to our loan agreements for both of our building mortgages. WE will pay interest only for one year. This will allow us to spread about 23,000 less on our mortgage payments over the coming year.

Things requiring extra attention and time in March :

Stewardship support, research on payroll issues.

In loving Community,

Shannon

May 17, 2020

To: WSUU Board Members

From: Rev. Cynthia Westby, DRE

Re: DRE Board Report for May 2020

Wow!! What an adventure we are on. Learning to extend my skill set to offer services and RE classes on-line has been quite a journey. This has been a time of experimentation to see what is useful and what is not. I continue to experiment and try new things for our children and parents. I am currently offering many different pre-recordings, live-streamed classes and events, as well as weekly home projects.

RE News: In addition to sending a weekly blast to RE families and friends about the week's upcoming RE classes and offerings, I have been including ideas for home projects that are different from the ones sent to parents of children and middle schoolers that I email each week.

Nursery: I sent recordings that Julie Vance is making of herself reading stories to our nursery children to our parents of nursery-aged children each week for parents to show their children when they wish. Since the end of April, Ivy has moved, during this time, to helping and working with Scott Farrell, by singing for songs for our services.

K-3 Spirit Play class: I continued to send recordings of the K-3 Spirit Play class home to parents on our private YouTube channel to have their children watch at their leisure from the beginning of this virtual period. I am hearing that some parents of children in the K-3 Spirit Play class are having their children watch this pre-recording after the story for all ages is told in the service. Some show it at some other point during the week.

4-6th Grade: I have been offering the 4-6th grade class live-streamed since March 8th because a good number of those children join this class held during the service. This class is being offered after the story for all ages is told in our Sunday service. Many thanks to our 4-6th grade teaching team for continuing to offer this class in this new format. I adapted all curriculum to work in this new format.

Middle School OWL: We continue to postpone the continuation of this class until we can meet in person. When we know definitively that we can meet in person, the teachers and I will brainstorm the best way to complete this class for our children - hopefully during the summer, probably combining sessions to complete this class over just a few sessions.

Coming of Age: The Coming of Age 9th-10th graders held their credo dinner at the beginning of May live-streamed for youth, families, mentors, teachers and their friends. It was a wonderful, moving ceremony and everyone held this sacred space. Rev. Deanna joined us, as well as all the youth advisors. We had a record attendance –

everyone youth, their families, their mentors, their youth advisors, friends, and myself, Cheryl, Rev. Deanna all showed up and participated! This was extremely touching.

Youth Group: The Youth met several times in April and May to watch movies and talk. Thank you to Simon Knaphus (lead youth advisor) for spear-heading the continuing connection of our youth during this challenging time.

Chalice Chapels: Sunday, April 19th Cheryl and I live-streamed a Chalice Chapel to connect our children ages 5-12 to give each child time to be together, see each other, have a conversation, share something that means something to them by bringing a show and tell item from one of the home projects or something else they would like to share. It went really well and was well attended. We will be doing our next Chalice Chapel on Sunday, May 24th.

Multi-Gen Service: Rev. Deanna and I offered the Mother's Day service on Sunday, May 10th. It was wonderful to create the service in collaboration with Rev. Deanna and fun to try some new things – I'd been wanting to try dance parties 😊.

The next multi-gen will be Sunday, June 14th, the RE Transitions and Celebrations service and I am working on creating this service for the live-streamed format.

Home Projects: I send home projects every week to parents of RE children *and* to parents of our Middle Schoolers *and* to Simon to send to our youth group in his regular email blasts to youth and their parents. These projects are ones I feel will be useful, fun, and interesting, and give parents something to offer their children – especially for those who don't necessarily, during this time, want to do RE. I am reaching out to parents in this way and creating ways they can engage their children during this time.

Pastoral Care: I have been working my way through our list of registered parents, contacting everyone to check in with them. I also sent home to all parents my phone number encouraging them to call me. I have been checking in about parents and children to see how our congregants connected with RE are doing during this difficult time.

Sermon: I offered the sermon on April 5th on Mindful Conversation. I felt it would be a useful topic in this time and I hope it was! I learned so much about all the work that goes into the amazing Sunday services that are being offered every week. The teamwork is inspiring and the end-result is deeply moving.

DRE Colleagues: I am meeting every other week with my DRE colleagues during this time – to support each other, learn from each other, and more. This has been invaluable! I'm so grateful for this group of regional DREs!

RE Council: The RE Council met on April 5th. It was an important time for us to connect, be with each other and support each other.

YAC (Youth-Adult Committee which helps facilitate the youth group activities) met on April 29th to create a policy for how funds from the youth group fund will be distributed in the form of scholarships to youth. This committee is comprised of myself, Simon Knaphus, Amy Hance-Brancati, Marissa Ohoyo, Julie Forkasdi, Stephen Scheurich, Claire Bucklew, Talulla Shaughnessy, and Quinn Douros. Marissa and I will be working on completing a draft of this policy for our next meeting in July.

Stories for All Ages: I'm working with a strong team of tellers with a wonderfully diverse range of styles and strengths. I am so grateful to all of our storytellers who have been pivoting to pre-record their stories and get them to us for the services. We are all incredibly blessed by their generosity. Storytellers are scheduled through the summer of 2020.

MUSIC DIRECTOR MONTHLY REPORT

May 2020

ACTION ITEM: Music Worship Support Team ... see #5 below.

The work load started out at overwhelming since my last report and has been getting progressively more and more sustainable. I reached out and found three other media editors (Paula van Haagen, Kira Maynard and Ivy Ficarra) , and our four super-hearo video jockeys, Marco Deppe, Jill Jackson, Soph Davenberry and Kevin Lane-Cummings have figured out the routine and everything is moving so smoothly. It's allowed me to have the time to continue to search for media elements for our services and get ahead a bit with assigning and recording hymns. I'm feeling much more like I'm in a supervisory role, and I love that.

1. The Westside Chorale: We are continuing our Wednesday check-ins. I've added a hymn sing-along which I think people are really enjoying. We've been having an average of 5 to 8 participants. I've received several affirmative replies to an email I sent out inquiring about interest in participating in a "virtual choir" video. Marco Deppe and I are working together to make this happen. It's technologically a new thing for me, but I look forward to the challenge and the benefit for singers.
2. Meetings: Continuing weekly OOS planning sessions, as well as staff meetings and regular Saturday and Sunday morning rehearsals for Sunday worship have all been going well.
3. Music service on May 3: Lisa Maynard, John Britt and I spent a great deal of time preparing for this service, and I feel very happy and proud of the result.
4. Use of John and Larry: John is still recording weekly hymns and other piano tracks at home and sending them to me to create videos to share on Sundays. As I mentioned before, Larry does not have the at-home recording capability that John does. I would love to get a bunch of hymns recorded ahead of time by John, then bring Larry into the church for a one-evening recording session with Nate and me. I think that will be possible towards the end of May, first of June.
5. Music Worship Support Team: I think it's time to activate the team! Especially during this time, and looking toward the next year, creatively looking for new ways for our congregation to experience music; searching for resources for our weekly worship broadcasts; continuing communication with absolutely everyone who has been involved with music here, or would like to be; and looking for ways to use this time in preparing for when we can meet again are all ways that the MWST could really make an impact. I'd love to talk more about making sure we've got everything in place to begin, and then get all of the players together for a meeting to start the ball rolling. I'd like support on this.
6. AV team: I think we have an outstandingly committed group of people helping us make worship happen each week. I couldn't be more thankful and pleased with the results.

In Harmony,

Scott Farrell

Finance Committee Report May 2020

This report contains no action items for the Board.

Financial Highlights for April 2020 (83% of the year):

April 2020 Highlights	Actuals – April	Actuals – YTD	YTD % of Budget	Budget
Total Income	\$ 64,447.85	\$426,686.06	97%	\$ 441,547
Pledges	\$ 13,671.33	\$229,448.55	79%	\$292,183
Total Expenses	\$ 31,281.27	\$332,980.26	75%	\$ 441,547
Net Income/Expenses	\$33,166	\$93,705		

Financial Status: We received our SBA PPP loan for \$42,000. This switched our Net Income/Expenses from negative to positive territory. Our pledges hit a new low this month. It's likely the economy is a factor, if not the cause. Cumulatively, pledges continue to lag. Shannon is following up with people who contact her about their Q3 pledge statement. This will result in an increase in pledge payments. Sunday Plate collections continue to be strong through giving online. The bonuses to our staff were paid in April.

Unanticipated Expenses: None.

Pandemic Financial Assistance: Thank you to board members for promptly completing the paperwork for our PNUUGF loan, switching to 12 months of interest-only payments. And thanks also for your support of the same relief from UUA for our loan with them.

Financial Management in the Time of Uncertainty: On behalf of Finance Committee, I wrote an article for this week's Westside Week to inform the Congregation about the PPP loan and mortgage loan relief. It's part of a series developed to strengthen financial stewardship as we wrap up the pledge campaign for 20/21 and pledge payments for the current year. Jade's article expressing gratitude started the series.

Submitted by Paula vanHaagen 5/16/2020

As of: **Monday, May 4, 2020****BUDGET SUMMARY**% thru Year: **83%**

	YTD Actuals	%	Full Year Budget	Amount Remaining
Income				
Pledges	\$ 229,874	78%	\$ 294,183	\$ 64,309
Sunday Plate	23,167	97%	24,000	833
Other Donations	69,517	246%	28,236	(41,281)
Fund Raising	49,781	106%	47,000	(2,781)
Affinity Programs	1,711	106%	1,620	(91)
RE Ministry	4,958	160%	3,100	(1,858)
Youth Group Ministry	1,302	0%	-	(1,302)
Music Ministry	686	66%	1,040	354
Program and Misc	6,122	132%	4,650	(1,472)
Rentals	39,569	105%	37,718	(1,851)
Total Income	\$ 426,686	97%	\$ 441,547	\$ 14,861
Expenses				
Minister Compensation	\$ 36,020	49%	\$ 73,125	\$ 37,105
Additional Minister	610	4%	15,500	14,890
RE Director Compensation	62,296	82%	76,079	13,783
RE Staff	7,501	73%	10,220	2,719
RE Training	-	0%	800	800
RE Youth Group	746	0%	-	(746)
RE Operations	3,478	101%	3,450	(28)
Music Director Compensation	26,875	90%	29,741	2,866
Music Staff	8,130	76%	10,733	2,603
Other Music	480	120%	400	(80)
Administrator Compensation	40,254	78%	51,325	11,071
Additional Employee Benefits	2,753	80%	3,453	700
UUA Dues	6,890	67%	10,336	3,446
Loans, Taxes, Fees	47,295	85%	55,555	8,260
Discretionary	5,416	73%	7,400	1,984
Facility	50,209	87%	57,880	7,671
Fundraising & Rentals	9,935	86%	11,600	1,665
Committees	24,091	101%	23,950	(141)
Total Expenses	\$ 332,980	75%	\$ 441,547	\$ 108,567
YTD Cash Flow (GF):	\$ 93,706			

	YTD Balance
BANK ACCOUNT BALANCES	
Umpqua General Fund Checking #7545	\$ 62,238
Sound Credit Money Market #6299	208,492
Sound Credit Savings #6290	25
Petty Cash	200
Total Account Balances	\$ 270,955
ASSETS	
Church Bldg & Land (book value)	\$ 2,889,800
Cash - Operations	118,760
Cash - Building Fund	\$ 76,959
Cash - Elevator Fund	3,783
Other Dedicated Fund Balances	39,306
Undesignated Donations	32,146
<i>Total Fund Balances</i>	<i>\$ 152,195</i>
Total Assets	\$ 3,160,755
LIABILITIES	
Loan fm UUA	\$ 435,136
Loan fm Pacific NW Growth Fdtn	61,474
Other Current Liabilities	39,106
Other Dedicated Fund Balances	39,306
Total Liabilities	\$ 575,022
CONGREGATIONAL EQUITY	
Beginning of FY Equity	\$ 2,128,317
<i>YTD Change in Equity</i>	<i>457,416</i>
DEDICATED FUND BALANCES	
Beginning of FY Dedicated Fund Balances	\$ 144,328
<i>YTD Change in Dedicated Fund Balances</i>	<i>7,867</i>
Overall YTD Cash Flow with Fund Balances:	\$ 101,573

As of: Monday, May 4, 2020			% Thru Year: 83%				
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	13,671.33	229,448.55	292,183.00	<div><div>79%</div></div>	-	low month!
4.100.110	Pledges - Prior Year Income	-	425.00	2,000.00	<div><div>21%</div></div>	-	
	Total Pledges	13,671.33	229,873.55	294,183.00	78%	-	
Sunday Plate							
4.100.140	Contributions - Sunday WSUU	3,435.36	16,200.85	16,000.00	<div><div>101%</div></div>	200.85	great collections from virtual services excellent!
4.100.141	Contributions - Sunday WSUU Minister Discretion	1,485.13	1,485.13	600.00	<div><div>248%</div></div>	885.13	
4.100.142	Contributions - Sunday WSUU Kitchen/Hospitality	-	-	150.00	<div><div>0%</div></div>	-	
4.100.143	Contributions - Sunday WSUU Youth Programs	-	656.29	450.00	<div><div>146%</div></div>	206.29	
4.100.150	Contributions Sunday Charities	-	4,824.59	6,800.00	<div><div>71%</div></div>	-	
	Total Sunday Plate Income	4,920.49	23,166.86	24,000.00	97%	1,292.27	
Other Donations							
4.100.135	Give Big (Non-pledge gifts and stretch dollars)	-	-	-	<div><div>0%</div></div>	-	PPP Loan/Grant
4.100.155	Endowment Fund Transfers IN	-	-	-	<div><div>0%</div></div>	-	
4.100.160	Special Gifts & Campaigns	42,000.00	69,516.95	28,236.00	<div><div>246%</div></div>	41,280.95	
4.100.244	Elevator Fund Donations	-	-	-	<div><div>0%</div></div>	-	
	Total Other Donations	42,000.00	69,516.95	28,236.00	246%	41,280.95	
Fund Raising							
4.100.245	Auction Income	-	48,562.26	46,000.00	<div><div>106%</div></div>	2,562.26	
4.100.247	Raise the Paddle Income	-	-	-	<div><div>0%</div></div>	-	
4.100.250	Rummage & Book Sale Income	-	1,218.91	1,000.00	<div><div>122%</div></div>	218.91	
4.100.257	Misc. Fundraising Income	-	-	-	<div><div>0%</div></div>	-	
	Total Fund Raising Income	-	49,781.17	47,000.00	106%	2,781.17	
Affinity Program Income							
4.100.210	E Scrip GF Income	1.35	18.62	120.00	<div><div>16%</div></div>	-	another check arrived!
4.100.211	Amazon Rebate Income	69.32	1,164.75	1,500.00	<div><div>78%</div></div>	-	
4.100.212	Thriftway Rebate Program	267.14	527.46	-	<div><div>0%</div></div>	527.46	
	Total Affinity Program Income	337.81	1,710.83	1,620.00	106%	527.46	
RE Ministry Income							
4.100.258	RE Fund Transfers IN	-	-	-	<div><div>0%</div></div>	-	
4.100.259	RE Fundraising & Donations	-	1,658.38	1,500.00	<div><div>111%</div></div>	158.38	
4.100.260	OWL Registration Fees	-	3,300.00	800.00	<div><div>413%</div></div>	2,500.00	
4.100.263	OWL Fund Transfers IN	-	-	800.00	<div><div>0%</div></div>	-	
4.100.264	RE Coming of Age Program Fees	-	-	-	<div><div>0%</div></div>	-	
	Total RE Ministry Income	-	4,958.38	3,100.00	160%	2,658.38	
Youth Group Ministry Income							
4.100.261	RE Youth Group Fund Transfers IN	-	-	-	<div><div>0%</div></div>	-	
4.100.262	RE Youth Group Fundraising & Gifts	483.30	1,302.30	-	<div><div>0%</div></div>	1,302.30	
	Total Youth Group Ministry Income	483.30	1,302.30	-	0%	1,302.30	

As of: Monday, May 4, 2020				% Thru Year: 83%			
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	-	299.63	500.00	60%	-	
4.100.225	Membership Fundraising and Donations	-	15.00	500.00	3%	-	
4.100.240	Interest Income	69.92	1,008.17	50.00	2016%	958.17	
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	(100.00)	4,798.88	3,600.00	133%	1,198.88	refunded payments for equity training that was cancelled
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	(30.08)	6,121.68	4,650.00	132%	2,157.05	
<u>Rentals</u>							
4.100.300	Cell Tower Rental & Elec Reimb	-	12,265.50	14,718.00	83%	-	
4.100.302	Cell Tower Electricity Reimb True-up	-	1,830.12	1,500.00	122%	330.12	
4.100.305	Rental Income - Single Events	-	3,448.00	2,000.00	172%	1,448.00	
4.100.310	Leases Income- Pre School	3,000.00	21,015.00	18,000.00	117%	3,015.00	
4.100.311	Donations- Service Groups Meeting at WSUU	65.00	1,010.00	1,500.00	67%	-	
	Total Rental Income	3,065.00	39,568.62	37,718.00	105%	4,793.12	
TOTAL GENERAL FUND INCOME		\$ 64,447.85	\$ 426,686.06	\$ 441,547.00	97%	\$ 56,792.70	

As of: Monday, May 4, 2020				% Thru Year: 83%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt	Over Budget	Notes
GENERAL FUND EXPENSE							
MINISTER POSITION							
Minister Compensation							
5.100.100	Minister Housing Allow Exp	1,600.00	11,800.00	26,975.00	44%	-	
5.100.101	Minister Salary Exp	2,848.00	14,794.00	24,542.00	60%	-	
5.100.105	Minister Cost of Living Adj Exp	725.66	3,628.30	5,851.00	62%	-	
5.100.106	Minister Group Term Life Ins Exp	89.00	212.27	401.00	53%	-	
5.100.107	Minister Long Term Disability Ins Exp	-	173.00	660.00	26%	-	
5.100.110	Minister Retirement Exp	478.83	2,768.61	5,492.00	50%	-	
5.100.115	Minister-FICA Exp	340.27	1,498.81	3,704.00	40%	-	
5.100.125	Minister's Professional Exp	-	1,145.00	5,500.00	21%	-	
	Total Minister Compensation	6,081.76	36,019.99	73,125.00	49%	-	
Additional Minister Exp							
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%	-	
Total Minister Position Expense		6,081.76	36,629.99	88,625.00	41%	0.00	

As of: Monday, May 4, 2020				% Thru Year: 83%			
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	51,197.75	61,557.00	83%	-	bonuses reflected next month
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	3,720.78	4,800.00	78%	-	refunded for cancelled conference
5.100.160	RE Director Retirement Exp	513.00	5,464.18	6,222.00	88%	-	
5.100.165	RE Director Professional Exp	(0.87)	1,913.03	3,500.00	55%	-	
Total RE Director Compensation		6,014.68	62,295.74	76,079.00	82%	-	
RE Staff Expense							
5.100.162	RE Story Time Toddler Teacher Exp	-	-	-	0%	-	
5.100.163	RE Nursery Lead Teacher Exp	200.00	1,758.75	2,200.00	80%	-	
5.100.164	RE Nursery Assistant Exp	120.00	1,245.00	1,920.00	65%	-	
5.100.168	RE Program Assistant Exp	540.00	4,113.50	5,300.00	78%	-	
5.100.169	RE Summer Coordinator Exp	-	-	-	0%	-	
5.100.170	Childcare Exp	-	383.75	800.00	48%	-	
Total RE Staff Exp		860.00	7,501.00	10,220.00	73%	-	
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	-	656.29	-	0%	656.29	
Total RE Youth Group Expense		-	746.32	-	0%	746.32	
RE Operations Expense							
5.100.131	RE OWL Programs Exp	-	331.82	200.00	166%	131.82	
5.100.133	RE Middle School Youth Programs Exp	-	-	-	0%	-	
5.100.134	RE Operational Exp	80.00	3,146.49	3,250.00	97%	-	
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		80.00	3,478.31	3,450.00	101%	131.82	
Total Children & Youth Ministry Expense		6,954.68	74,021.37	90,549.00	82%	878.14	

As of: Monday, May 4, 2020				% Thru Year: 83%			
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	22,845.35	24,984.00	91%	-	
5.100.186	Music Dir Cost of Living Adj Exp	-	-	-	0%	-	
5.100.187	Music Dir Retirement Exp	228.15	684.45	1,320.00	52%	-	
5.100.188	Music Dir FICA Exp	174.54	1,747.67	937.00	187%	810.67	
5.100.190	Music Dir Professional Exp	-	1,597.77	2,500.00	64%	-	
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	\$ 26,875.24	\$ 29,741.00	90%	\$ 810.67	
Music Staff							
5.100.193	Music Sunday Service Pianist Exp	375.00	4,500.00	4,974.00	90%	-	
5.100.195	Music Percussionist Exp	300.00	3,100.00	3,725.00	83%	-	
5.100.197	Music Chorale Rehearsal Pianist Exp	-	330.00	1,084.00	30%	-	
5.100.198	Music Bassist Exp	-	200.00	950.00	21%	-	
5.100.199	Music Administrator Exp	-	-	-	0%	-	
Total Other Music Staff Expense		675.00	8,130.00	10,733.00	76%	-	
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		3,359.23	35,485.15	40,874.00	87%	1,180.58	
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	34,304.12	43,200.00	79%	-	
5.100.175	Congr Admin Cost of Living Adj Exp	-	-	-	0%	-	
5.100.176	Congr Admin Retirement Exp	381.18	3,125.32	4,320.00	72%	-	
5.100.177	Congr Admin FICA Exp	277.70	2,624.30	3,305.00	79%	-	
5.100.230	Congr Admin Long Term Disability Ins Exp	-	-	-	0%	-	
5.100.231	Congr Admin Professional Exp	-	200.44	500.00	40%	-	
Total Congr Administrator & Bookkeeper Compensation		4,288.88	40,254.18	51,325.00	78%	-	

As of: Monday, May 4, 2020				% Thru Year: 83%		Over Budget	Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt		
<u>Additional Employee Benefits</u>							
5.100.178	Labor & Industries Ins Exp	410.55	1,572.72	2,200.00	<div><div>71%</div></div>	-	need to review next yrs budget for this line with
5.100.181	Family and Medical Leave Ins Exp	126.40	596.92	453.00	<div><div>132%</div></div>	143.92	
5.100.184	Part time Empl FICA SS Exp	65.79	583.46	800.00	<div><div>73%</div></div>	-	
Total Additional Employee Benefits Expense		602.74	2,753.10	3,453.00	80%	143.92	
Total Admin Staff & Support Expense		4,891.62	43,007.28	54,778.00	79%	143.92	
<u>DUES & FINANCIAL EXPENSE</u>							
<u>UUA Dues Expense</u>							
5.100.300	Partner Church Dues Exp Bud	-	-	-	0%	-	
5.100.320	UUA Dues Exp Bud	-	6,890.32	10,336.00	<div><div>67%</div></div>	-	
Total UU Organizations Dues Expense		-	6,890.32	10,336.00	67%	-	
<u>Financial Expense</u>							
5.100.650	Loan Debt Service - UUA	3,287.66	32,876.60	39,455.00	<div><div>83%</div></div>	-	check budget for next year with these actuals
5.100.655	Loan Debt Service - PNW Growth Fdtn Exp	659.96	6,599.60	7,950.00	<div><div>83%</div></div>	-	
5.100.457	Annual City/County/State Fees	1,561.01	3,002.82	2,750.00	<div><div>109%</div></div>	252.82	
5.100.520	Banking & Credit Card Fees e.g.Vanco	347.27	4,815.92	5,400.00	<div><div>89%</div></div>	-	
Total Financial Expense		5,855.90	47,294.94	55,555.00	85%	252.82	
Total Dues & Financial Expense		5,855.90	54,185.26	65,891.00	82%	252.82	
<u>DISCRETIONARY EXPENSE</u>							
<u>Discretionary Expense</u>							
5.100.757	Sunday Morning Contrib to Charity	-	5,416.17	6,800.00	<div><div>80%</div></div>	-	this month internal collection will move collection to FB in May
5.100.758	Minister Discretionary Fund	-	-	600.00	0%	-	
Total Discretionary Expense		-	5,416.17	7,400.00	73%	-	
Total Discretionary Expense		-	5,416.17	7,400.00	73%	-	

As of: Monday, May 4, 2020				% Thru Year: 83%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt	Over Budget	Notes
OTHER OPERATIONAL EXPENSE							
Facility Expense							
5.100.450	Telephone/Cable/Internet	276.07	2,861.65	3,000.00	95%	-	
5.100.460	Web Hosting Exp	-	176.31	250.00	71%	-	
5.100.470	Web Maintenance Exp Bud	-	51.88	100.00	52%	-	
5.100.475	Technology Management	399.47	1,823.34	1,500.00	122%	323.34	zoom expenses
5.100.480	Office Expense	(5.02)	643.65	1,000.00	64%	-	
5.100.481	Postage Exp Bud	-	507.31	500.00	101%	7.31	
5.100.482	Printing / Copying	524.55	4,413.21	5,500.00	80%	-	
5.100.483	Constant Contact Email Service	-	405.02	425.00	95%	-	
5.100.550	Liability Insurance Exp Bud	-	7,429.00	6,500.00	114%	929.00	
5.100.452	Security Alarm System	-	437.10	500.00	87%	-	
5.100.453	Electricity - SCL	-	7,639.96	10,000.00	76%	-	
5.100.454	Water/Sewer - SPU	140.85	1,551.80	2,000.00	78%	-	
5.100.455	Waste/Recycling/Green	161.06	1,888.40	3,000.00	63%	-	
5.100.456	Gas - PSE	828.10	4,606.52	5,000.00	92%	-	
5.100.451	Janitorial Supplies	-	847.60	1,500.00	57%	-	
5.100.458	Landscaping Exp	-	60.00	500.00	12%	-	
5.100.459	Building Maint Supplies & Small Labor	-	1,944.33	2,500.00	78%	-	
5.100.461	Building Capital Reserve Exp-GF	-	-	-	0%	-	
5.100.462	Lift Phone Monitoring	-	288.46	-	0%	288.46	
5.100.463	Elevator Fund Reserve Exp	-	-	-	0%	-	
5.100.471	Janitorial Service	-	6,660.90	8,000.00	83%	-	
5.100.484	Marketing and Advertising	-	-	-	0%	-	
5.100.726	AV Tech Expense	480.00	5,360.00	5,880.00	91%	-	
5.100.727	AV Equipment & Maintenance	-	613.02	225.00	272%	388.02	
5.100.900	Transfers to Operations Cash Reserve Fund	-	-	-	0%	-	
	Total Facility Expense	2,805.08	50,209.46	57,880.00	87%	1,936.13	

As of: Monday, May 4, 2020				% Thru Year: 83%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt	Over Budget	Notes
<u>Fundraising & Rentals Expense</u>							
5.100.819	Raise the Paddle Purchase Exp-GF	-	-	-	0%	-	
5.100.820	Auction Expense	-	9,559.78	11,000.00	87%	-	
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	-	375.00	500.00	75%	-	
	Total Fundraising & Rentals Expense	-	9,934.78	11,600.00	86%	-	
<u>Committees Expense</u>							
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	250.00	18,571.54	18,475.00	101%	96.54	honorarium
5.100.754	Partner Church Program Exp	-	-	-	0%	-	
5.100.756	Social Action Expense	1,083.00	1,650.04	-	0%	1,650.04	check to chief sealth PTSA for gift cards for families in need.
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	1,333.00	24,090.80	23,950.00	101%	1,746.58	
Total Other Operational Support Expense		4,138.08	84,235.04	93,430.00	90%	3,682.71	
<hr/>							
TOTAL GENERAL FUND EXPENSE		\$ 31,281.27	\$ 332,980.26	\$ 441,547.00	75%	\$ 6,138.17	
<hr/>							
Income less Expense		\$ 33,166.58	\$ 93,705.80	\$ -			

As of: Monday, May 4, 2020								
Fund Acct	Fund Balances	Curr Balance	Mo. Change	Notes/Explanation	Prior Year Balance	YTD Income	YTD Expense	Ann. Change
3.200.100	Building Fund FB	76,959.46	-		77,621.35			(661.89)
3.201.100	Elevator FB	3,783.31	15.00		49,323.59	33,615.03	(78,170.31)	(45,540.28)
3.202.100	Building Maintenance/Janitorial Fund Balanc	329.42	-		329.42			-
3.302.100	Minister's Discretion FB	759.95	-		807.77			(47.82)
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	1,555.31	-		931.99			623.32
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	-		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	-		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	-		620.00			483.36
3.835.100	Community Meal Trust Fund Balance	369.87	-		369.87			-
Total Dedicated Funds		\$ 152,195.20	\$ 15.00		\$ 144,328.10			\$ 7,867.10

5.13.20 Transition Working Group Report to Board

- The TWG continues to coordinate with the Board, Professional Staff, Bridge Minister, and related WSUU committees to help maintain a healthy transition and successful start of our called minister, Rev. Christopher Wulff. Our focus has been on adjusting to a virtual start to Rev. Christophers ministry.
- Judi and Laura have met via Zoom twice last month with Rev. Christopher and our Board President to discuss and clarify transition plans between our Bridge Minister, Rev. Deanna Vandiver, and Rev. Christopher, family leave options, USCIS policy changes (restrictions have been placed upon green card applications but not R-1 applications), process of receiving a Social Security number and COVID19 international implications.
- Laura has met via Zoom as a representative of Membership and TWG with the Congregational Care Team to coordinate efforts to support the health of individual members of our congregation under the guidance of John Britt.
- Judi and Laura have begun planning a Gratitude Transition for our Bridge Minister, Rev. Deanna. Judi has coordinated with KMH Studios to create a gift ministerial stole using colors from our stained glass window and images of a chalice and “choose love” image relevant to Rev. Deannas philosophy. She has also solicited members who have worked closely with Rev. Deanna to create short thank you videos for an upcoming transitional Sunday service in June (Soph Davenberry will assist with the technology of combining the 10 videos for the upcoming service).
- Judi and Laura have also begun planning a virtual Welcoming for Rev. Christopher. They have invited the Ministerial Search Team to take the

lead in creating a section of an upcoming service in mid to late June to welcome Rev. Christopher via a video, song or other short program.

- Our TWG Annual Report was submitted 5.1.20. We thank the TWG group for continuing to provide support as we narrow in on a year of service to our community.
- Submitted by Laura White and Judi Finney.

EXISTING	UPDATED (April 2020)	INCREMENTAL SUCCESS METRICS
Priority	(Align updates w-existing priorities)	
1. Improve our Financial Stability	1. Continuation of Operations	<ul style="list-style-type: none"> * Develop & approve budget including contingency plan * Plan for COVID-19 Advisory Task Force * PPP loan application (\$42K for salaries) * PNW-UU Growth Fund grant (for virtual church technical costs) * Interest-only payments on building loans
2. Improve our Operational Structures	1. Continuation of Operations	<ul style="list-style-type: none"> * Create path to wage parity for staff * Update Personnel Handbook re equity in staff health ins & benefits
3. Strengthen the Health & Vitality of the Community	2. Congregational Care	<ul style="list-style-type: none"> * Establish Congregational Care Clusters * Create virtual worship services & Zoom accessibility * Develop resources to support virtual worship & ministries * Increase Board transparency and accessibility, host tabling after worship services
4. Bring Rev Christopher Wulff to WSUU!	1. Continuation of Operations	<ul style="list-style-type: none"> * Navigate transition between Rev Deanna and Rev Christopher * Plan for Family Leave arrangement with Rev Christopher * Facilitate Rev Christopher's online start with Westside
5. Address Social Justice/Equity needs of the Congregation	2. Congregational Care	<ul style="list-style-type: none"> * Assure accessibility to worship, news, pastoral, etc. * Provide appropriate ministry to BIPOC congregants * Create charter for Right Relations Discernment Team