



Westside  
Unitarian Universalist  
Congregation

# November 2020

## WSUU BOARD AGENDA

6:30PM PT – 9:30PM PT via Zoom

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

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

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

<b>6:30pm</b> (20 min)	<b>Chalice Lighting &amp; Welcome –</b>	<ul style="list-style-type: none"> <li>○ Chalice lighting &amp; reading--<i>Vanessa</i></li> <li>○ Grounding practice</li> <li>○ Covenant</li> <li>○ Access needs &amp; check-in</li> </ul>
<b>6:50 pm</b> (5 min)	<b>Minutes - Liz</b>	<ul style="list-style-type: none"> <li>○ Changes in October Minutes or approve as written</li> </ul>
<b>6:55 pm</b> (10 min)	<b>Liaison Updates</b>	<ul style="list-style-type: none"> <li>○ RJCT - <i>Tony</i></li> <li>○ Clusters - <i>Thomas</i></li> <li>○ COVID 19 - <i>Liz</i></li> </ul>
<b>7:05 pm</b> (20 min)	<b>Executive Session 1 - Vanessa</b>	
<b>7:25 pm</b> (10 min)	<b>Approving last year's final budget report--<i>Shelley</i></b>	<ul style="list-style-type: none"> <li>○ Review and vote</li> </ul>
<b>7:35 pm</b> (20 min)	<b>Budget Carryover--<i>Shelley</i></b>	<ul style="list-style-type: none"> <li>○ Review three suggestions by FC, additional thoughts, discuss, and vote</li> </ul>
<b>7:55 pm</b> (5 min)	<b>Break</b>	
<b>8:00 pm</b> (5 min)	<b>Rev C housing allotment--<i>Shelley, Shannon</i></b>	<ul style="list-style-type: none"> <li>○ For tax purposes: \$3200*6 months--\$19,200</li> </ul>
<b>8:05 pm</b> (15 min)	<b>Policy on GA delegates--<i>Marissa</i></b>	<ul style="list-style-type: none"> <li>○ Discussion and Vote</li> </ul>
<b>8:20 pm</b> (10 min)	<b>Delegate budgeting --<i>Marissa</i></b>	<ul style="list-style-type: none"> <li>○ 5@ \$200 per person = \$1k</li> <li>○ Discussion and Vote</li> </ul>
<b>8:30 pm</b> (10 min)	<b>Update on Clusters and congregational connection - <i>Marissa, Jade, Thomas and Christopher</i></b>	<ul style="list-style-type: none"> <li>○ Recap and what next?</li> </ul>
<b>8:40 pm</b> (10 min)	<b>Right Relations --<i>Jade and Liz</i></b>	<ul style="list-style-type: none"> <li>○ Update</li> </ul>
<b>8:50 pm</b> (10 min)	<b>Request to reduce dues to UUA - <i>Vanessa</i></b>	<ul style="list-style-type: none"> <li>○ Request from some members to withhold an amount of their pledge in protest of the UUA</li> </ul>
<b>9:00 pm</b> (10 min)	<b>November Reports - <i>Vanessa</i></b>	<ul style="list-style-type: none"> <li>○ Minister</li> <li>○ Administrator</li> <li>○ DRE</li> <li>○ Music</li> </ul>



		<ul style="list-style-type: none"><li>○ Finance Committee</li><li>○ Treasurer</li><li>○ Auction</li></ul>
<b>9:10 pm</b> <i>(10 min)</i>	<b>Executive Session 2 - Vanessa</b>	
<b>9:20 pm</b> <i>(10 min)</i>	<b>Close of the Meeting - Vanessa</b>	<ul style="list-style-type: none"><li>○ Personal Process Observations</li><li>○ Extinguishing the Chalice</li></ul> <b>9:30 End</b>

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

November 16, 2020

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

STAFF: Shannon Day, Rev. Christopher Wulff

TIMEKEEPER: Jade

GUESTS: None

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WELCOME AND CHALICE LIGHTING: The meeting started at 6:32 pm. Vanessa shared chalice lighting words from Pema Chodron.

COVENANT, ACCESS NEEDS AND GROUNDING PRACTICE: Shelley read the covenant, Vanessa led a grounding practice based on Tibetan meditation of Tonglen. Board members and staff participated in a check-in and addressed access needs.

APPROVAL OF MINUTES: October minutes were approved as amended.

LIAISON UPDATES:

COVID TASK FORCE: The auction will not feature any in person events. The previously issued guidelines remain in place at this time, subject to updating and revision as further information and health department directives are issued.

FINAL BUDGET REVIEW AND APPROVAL: The board voted to approve last year's final budget report, WSUU Treasurer's Report - FY 2019-2020 FINAL.

BUDGET CARRYOVER: The board voted to accept and approve the finance committee's recommendation to put the excess carryover from last year into undesignated funds at this time, subject to revision at a subsequent time based on review of upcoming financial needs.

HOUSING ALLOTMENT FOR REVEREND CHRISTOPHER: The board voted to designate Reverend Christopher's housing allotment for tax purposes to be \$3200 per month, for a total of \$19,200 for the period of July 2020 through December 2020 inclusive.

POLICY ON GENERAL ASSEMBLY DELEGATES: A motion was made to approve the proposed GA delegate policy. The board discussed the proposed policy. Recommendations were made and incorporated into the final policy. After reviewing all recommendations, the board approved the policy.

GA DELEGATE REGISTRATION FEES: The board voted to approve paying \$200 per delegate to be taken out of the excess carryover fund for this fiscal year. The board also agrees that the policy should reflect that the most equitable financial solutions should be considered to send all delegates to GA in person when held in the western United States.

CONGREGATIONAL CONNECTION: A meeting was held with cluster leaders. A cluster reboot and restructuring is planned, with some leaders stepping down and some clusters combining. A call has been issued for virtual affinity groups to be formed. The pastoral care team is also working on organizing a mutual aid group.

RIGHT RELATIONS: The Right Relations team has held 3 focus groups to receive input from the congregation and is in the process of preparing a document summarizing the key points to be submitted to the board before its **scheduled December 12 informal work session**. The team also proposes a meeting with committees and Board representatives to discuss possible uses of the \$3000 in the budget designated for congregational training. The team is also **considering organizing** listening circles to invite congregants to talk about their experiences with the pandemic in a safe, supportive environment.

REQUEST TO REDUCE DUES TO UUA: The board declines to introduce an option for reducing pledges to reflect a reduction in payment of UUA dues. The board notes that WSUU is already paying only 50% of dues to the UUA due to budgetary reasons.

AUCTION REQUESTS: The board confirms that Raise the Paddle contributions will go to the general fund. The auction team has requested input and possible assistance with making a video in support of Raise the Paddle. Shelley agreed to reach out to the Auction Chairs as a liaison to the board to brainstorm possible framing for the Raise the Paddle ask.

#### NOVEMBER REPORTS:

MINISTER REPORT: See report attached. Reverend Christopher reports that attempting to observe half time hours has not worked. Instead he will be switching to full time weeks on and off. The projected start up meeting with WSUU's regional contact will be scheduled for January 30.

ADMINISTRATOR REPORT: See report attached. Shannon reports that the furnace does not need to be replaced at this time and instead can be repaired, and that no rain is entering the building following the repairs recently done.

DRE REPORT: See report attached.

MUSIC REPORT: See report attached.

FINANCE COMMITTEE: See report attached.

TREASURER REPORT: See report attached.

AUCTION REPORT: See report attached.

EXECUTIVE SESSIONS: Two executive sessions were held to discuss the disruptive behavior policy and the committee on ministry.

DISRUPTIVE BEHAVIOR POLICY: The board reviewed the current disruptive behavior policy and concluded that the structures to follow the procedures outlined in the policy do not currently exist within the congregation. Therefore, the board votes to set aside the current policy. The board will promptly begin a process of revising the disruptive behavior policy.

COMMITTEE ON MINISTRY: The board will discuss options for forming a committee on ministry.

CLOSE OF MEETING: marissa shared closing words and the meeting was concluded at 10:04 pm.

ADDENDUM: Due to an emergent circumstance, the board approved by email vote between board meetings a motion for expenditure of an additional \$1900 to have the brick molding surrounding the 9 window bays resealed in order to prevent water from entering the building.

## **Minister's Report for November 18, 2020 Board Meeting**

As expected, with the anxieties of the election and the continuing/worsening pandemic, this has proven to be a month with some challenges in the congregation.

Related to the election we hosted space on election day, which had some drop-ins, but for the most part was probably not necessary. The open spaces held the following day were small, but valuable for the folks who participated in them. There were also a number of instances of direct outreach for pastoral care in relation to responses to the election. In general, pastoral requests have been up during the last month, which is also expected as the holidays approach. I anticipate that this will continue to rise through the next month. We'll have to clarify some understandings around when to contact the minister, even if he's off, which is also to be expected as it has been so long since the congregation has had a settled minister, and many ministers have different understandings of how this ought to work.

Worship has gone mostly well on recent Sundays. We're continuing to iron out processes for everything from tech, to music selection, to liturgy. There are many areas where work continues to be necessary, and is proceeding. I am enormously grateful to Lisa Reitzes who has resumed her role as Chair of the Worship Team, and is a great support to me and to the worship program. We're also beginning the process of identifying and recruiting new members to serve as worship associates, hoping to expand the team to double its current size. We're looking forward to having some good guest service leaders in the coming months on the Sundays when I'm off, as well as a few collaborative services. We'll also be introducing some new elements to the liturgy as well, working to bring more congregants to the front to share their stories. In this next month, we'll be observing our standard two services on Christmas Eve, the first focused on families, and the latter following a 'lessons and carols' format with readers and music. While I had hoped to be able to offer services that week for both blue Christmas and the solstice, it's outside of both my and the congregation's capacity at the moment.

Development of the staff covenant is proceeding, and is focused on the ways in which we will work together as a team. We'll also be reaching out to staff who serve in other roles (accompaniment, RE, nursery, etc.) for their input so that the staff covenant serves the needs of both core and support staff. Personal health issues forced the cancellation of the second meeting of the personnel committee, but they are eager to move forward with the work set them, including reviewing the existing employee handbook in light of revised UUA recommendations from last year. This work will begin in early December, and my thanks to Thomas Terence for recruiting and convening a capable and wonderful group to lead that work.

December 6th we will be welcoming 7 new families into membership. Membership and worship are working together to make joining in this pandemic time feel as joyful and supportive as possible. The membership team, and Laura White in particular, have been doing exemplary work in welcoming and responding to visitors, leading them through processes of orientation and discernment. I'll be doing a special gathering with the membership team and the new members on the day before the membership ceremony. The membership team is hopeful that the majority of board members will make a special effort after service on December 6th to come and welcome the new members. The membership team is also looking to develop and bring forward a strategy for our youth to become members of the congregation, helping them to solidify their connection to the congregation and their claiming Westside as their spiritual home, while also working with the congregation to become more effectively welcoming of them as members (note that our bylaws admit anyone over the age of fourteen as eligible for membership).

The new Monday morning after-party seems to have been valuable for the folks who have been attending, who also appreciate not having the conversation immediately following the service so that they can participate in coffee hour. There has been a request for coffee hour breakout rooms for affinity groups following the service, with perhaps a different one each Sunday, naming specifically LGBTQ+, disabled, neurodiverse and BIPOC as possible umbrellas. We might also pursue one for emerging and young adults, and I'll be working on a specific small group offering for young adults for the spring.

The Sunday Shared Offering committee, led by Regina Brennan and supported by Viv and Lisa, has done a significant amount of work in clarifying their processes and policies, which have now been updated on the WSUU website.

For me personally, this has proven to be a challenging month in ministry, particularly in managing expectations, maintaining communications, missing deadlines, and the very difficult work of holding to part-time boundaries. Viv Monahan has helped with some referrals to support services that feel necessary at the moment and which I am pursuing, and I'm continuing work to develop more regular practices of self-care, which have been particularly difficult to maintain amidst all of the change in life. I'm grateful to Marissa and Vanessa for their support in helping me to recognize and acknowledge that the status quo was not working, and working through an alternate plan (which will, instead of trying to manage part-time hours, move towards weeks of full-time work and full weeks off), which feels much more likely to succeed. We'll be reviewing the schedule of work that we had initially agreed to, making revisions, and then making plans for communicating the new plan. In the short-term, this means that I'll be off next week, on full-time the following week, and then off for another week again, before moving into the Christmas weeks followed by an extended break.

As of: **Tuesday, November 3, 2020****BUDGET SUMMARY**% thru Year: **33.3%**

	Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
<b>Income</b>					
Pledges	\$ 14,063	\$ 95,801	34%	\$ 285,400	\$ 189,599
Sunday Plate	2,524	8,096	31%	25,733	17,637
Other Donations	-	8,398	102%	8,250	(148)
Fund Raising	-	130	0%	37,000	36,870
Affinity Programs	1	57	2%	2,700	2,643
RE Ministry	-	-	0%	1,850	1,850
Youth Group Ministry	-	-	0%	1,033	1,033
Music Ministry	-	-	0%	1,000	1,000
Program and Misc	53,572	53,857	98%	55,100	1,243
Rentals	3,000	15,875	30%	53,118	37,243
<b>Total Income</b>	<b>\$ 73,160</b>	<b>\$ 182,213</b>	<b>39%</b>	<b>\$ 471,184</b>	<b>\$ 288,971</b>
<b>Expenses</b>					
Minister Compensation	\$ 8,721	\$ 44,932	35%	\$ 129,102	\$ 84,170
Additional Minister	-	410	18%	\$ 2,300	1,890
RE Director Compensation	6,896	25,293	34%	\$ 75,146	49,853
RE Staff	592	2,448	24%	\$ 10,220	7,773
RE Training	-	-	0%	\$ 1,650	1,650
RE Youth Group	-	-	0%	\$ 1,633	1,633
RE Operations	-	21	1%	\$ 3,450	3,429
Music Director Compensation	2,715	10,829	31%	\$ 34,692	23,863
Music Staff	675	2,700	23%	\$ 11,884	9,184
Other Music	-	284	23%	\$ 1,241	957
Administrator Compensation	4,702	16,827	31%	\$ 55,140	38,313
Additional Employee Benefits	457	1,161	30%	\$ 3,900	2,739
UUA Dues	-	2,842	25%	\$ 11,569	8,727
Loans, Taxes, Fees	2,245	9,014	26%	\$ 34,169	25,155
Discretionary	8,777	10,393	73%	\$ 14,210	3,817
Facility	4,653	15,186	23%	\$ 66,728	51,542
Fundraising & Rentals	-	-	0%	\$ 2,250	2,250
Committees	-	650	5%	\$ 11,900	11,250
<b>Total Expenses</b>	<b>\$ 40,433</b>	<b>\$ 142,989</b>	<b>30%</b>	<b>\$ 471,184</b>	<b>\$ 328,195</b>
<b>Cash Flow (GF):</b>	<b>\$ 32,727</b>	<b>\$ 39,225</b>			

	YTD Balance	Start of FY	YTD Change
<b>BANK ACCOUNT BALANCES</b>			
Umpqua General Fund Checking #7545	\$ 35,580	64,631	\$ (29,051)
Sound Credit Union Money Market #6299	209,013	208,696	317
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
<b>Total Account Balances</b>	<b>\$ 244,818</b>	<b>\$ 273,552</b>	<b>\$ (28,735)</b>
<b>ASSETS</b>			
Church Bldg & Land (book value)	\$ 2,918,600	\$ 2,889,800	\$ 28,800
Cash - Operations	63,268	117,085	(53,817)
Cash - Building Fund	\$ 76,359	76,959	(601)
Cash - Elevator Fund	26,063	3,808	22,254
Other Dedicated Fund Balances	22,726	43,813	(21,088)
<u>Undesignated Donations</u>	<u>56,403</u>	<u>31,886</u>	<u>24,516</u>
<i>Total Fund Balances</i>	<i>\$ 181,550</i>	<i>156,467</i>	<i>25,082</i>
<b>Total Assets</b>	<b>\$ 3,163,418</b>	<b>\$ 3,163,353</b>	<b>\$ 65</b>
<b>LIABILITIES</b>			
Loan fm UUA	\$ 419,602	\$ 435,136	\$ (15,535)
Loan fm Pacific NW Growth Fdtn	56,516	61,474	(4,958)
Other Current Liabilities	66,808	94,982	(28,174)
Other Dedicated Fund Balances	22,726	43,813	(21,088)
<b>Total Liabilities</b>	<b>\$ 565,651</b>	<b>\$ 635,406</b>	<b>\$ (69,754)</b>
<b>CONGREGATIONAL EQUITY</b>			
<b>Beginning of FY Equity</b>	<b>\$ 2,597,767</b>	<b>\$ 2,527,947</b>	<b>\$ 69,819</b>
<i>YTD Change in Equity</i>	<i>469,450</i>		
<b>DEDICATED FUND BALANCES</b>			
<b>Beginning of FY Dedicated Fund Balances</b>	<b>\$ 181,550</b>	<b>\$ 156,467</b>	<b>\$ 25,082</b>
<i>YTD Change in Dedicated Fund Balances</i>	<i>25,082</i>		
<b>Overall YTD Cash Flow with Fund Balances:</b>	<b>\$ 64,307</b>		



As of: <b>Tuesday, November 3, 2020</b>				% Thru Year: <b>33%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
<b>GENERAL FUND INCOME</b>							
<b>Pledges</b>							
4.100.100	Pledges - Current Year Income	14,062.91	93,396.00	283,400.00	33%	-	
4.100.110	Pledges - Prior Year Income	-	2,405.00	2,000.00	120%	405.00	
	Total Pledges	\$ 14,063	\$ 95,801	\$ 285,400	34%	\$ 405	
<b>Sunday Plate</b>							
4.100.140	Contributions - Sunday WSUU	1,648.03	5,237.74	18,400.00	28%	-	
4.100.141	Contributions - Sunday WSUU Minister Discretion	190.00	240.00	600.00	40%	-	earmarked gift
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	685.49	2,618.27	6,133.00	43%	-	
	Total Sunday Plate Income	\$ 2,524	\$ 8,096	\$ 25,733	31%	\$ -	
<b>Other Donations</b>							
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	-	8,397.50	8,250.00	102%	147.50	
4.100.244	Accessibility Fund Donations	-	-	-	0%	-	
	Total Other Donations	\$ -	\$ 8,398	\$ 8,250	102%	\$ 148	
<b>Fund Raising</b>							
4.100.245	Auction Income	-	30.00	22,000.00	0%	-	
4.100.247	Raise the Paddle Income	-	-	15,000.00	0%	-	
4.100.250	Rummage & Book Sale Income	-	-	-	0%	-	
4.100.257	Misc. Fundraising Income	-	100.00	-	0%	100.00	
	Total Fund Raising Income	\$ -	\$ 130	\$ 37,000	0%	\$ 100	
<b>Affinity Program Income</b>							
4.100.210	E Scrip GF Income	1.08	7.22	-	0%	7.22	
4.100.211	Amazon Rebate Income	-	50.27	1,500.00	3%	-	
4.100.212	Thriftway Rebate Program	-	-	1,200.00	0%	-	
	Total Affinity Program Income	\$ 1	\$ 57	\$ 2,700	2%	\$ 7	
<b>RE Ministry Income</b>							
4.100.258	RE Fund Transfers IN	-	-	-	0%	-	
4.100.259	RE Fundraising & Donations	-	-	-	0%	-	
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	\$ -	\$ -	\$ 1,850	0%	\$ -	
<b>Youth Group Ministry Income</b>							
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%	\$ -	

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Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
<b><u>Music Ministry Income</u></b>							
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%	\$ -	
<b><u>Program and Misc Income</u></b>							
4.100.220	Coffee Income	-	-	-	0%	-	
4.100.225	Membership Fundraising and Donations	-	-	500.00	0%	-	
4.100.240	Interest Income	62.11	316.65	1,000.00	32%	-	
4.100.241	Board Designated Fund Transfers to GF	53,500.00	53,500.00	53,500.00	100%	-	From FB 3.305.100
4.100.242	Building Fund Transfer IN	-	-	-	0%	-	
4.100.251	Social & Envir. Justice Fundraising	10.00	40.00	-	0%	40.00	
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	\$ 53,572	\$ 53,857	\$ 55,100	98%	\$ 40	
<b><u>Rentals</u></b>							
4.100.300	Cell Tower Rental & Elec Reimb	-	3,679.65	14,718.00	25%	-	
4.100.302	Cell Tower Electricity Reimb True-up	-	-	1,600.00	0%	-	
4.100.305	Rental Income - Single Events	-	-	-	0%	-	
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	3,000.00	12,000.00	36,000.00	33%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	-	195.00	800.00	24%	-	
	Total Rental Income	\$ 3,000	\$ 15,875	\$ 53,118	30%	\$ -	
<b>TOTAL GENERAL FUND INCOME</b>		<b>\$ 73,160</b>	<b>\$ 182,213</b>	<b>\$ 471,184</b>	<b>39%</b>	<b>\$ 700</b>	

As of: <span>Tuesday, November 3, 2020</span>				% Thru Year: <span>33%</span>				Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget		
<b>GENERAL FUND EXPENSE</b>								
<b>MINISTER POSITION</b>								
<b><u>Minister Compensation</u></b>								
5.100.100	Minister Housing Allow Exp	-	3,200.00	44,475.00	<div><div></div></div> 7%	-		
5.100.101	Minister Salary Exp	8,720.80	40,045.47	44,975.00	<div><div></div></div> 89%	-		
5.100.105	Minister Medical Ins Exp	-	-	11,385.00	<div><div></div></div> 0%	-		
5.100.106	Minister Group Term Life Ins Exp	-	89.00	730.00	<div><div></div></div> 12%	-		
5.100.107	Minister Long Term Disability Ins Exp	-	-	1,073.00	<div><div></div></div> 0%	-		
5.100.108	Minister Dental Insurance	-	-	1,776.00	<div><div></div></div> 0%	-		
5.100.110	Minister Retirement Exp	-	957.66	8,945.00	<div><div></div></div> 11%	-		
5.100.115	Minister-FICA Exp	-	639.71	6,843.00	<div><div></div></div> 9%	-		
5.100.125	Minister's Professional Exp	-	-	8,900.00	<div><div></div></div> 0%	-		
	Total Minister Compensation	\$ 8,721	\$ 44,932	\$ 129,102	35%	\$ -		
<b><u>Additional Minister Exp</u></b>								
5.100.102	Minister Moving Exp	-	-	-	<div><div></div></div> 0%	-		
5.100.120	Minister's Sabbatical Exp	-	-	-	<div><div></div></div> 0%	-		
5.100.126	Minister Installation Exp	-	410.00	2,300.00	<div><div></div></div> 18%	-		
5.100.128	Minister Search Exp	-	-	-	<div><div></div></div> 0%	-		
	Total Additional Minister Exp	\$ -	\$ 410	\$ 2,300	18%	\$ -		
<b>Total Minister Position Expense</b>		\$ 8,721	\$ 45,342	\$ 131,402	35%	\$ -		

As of: <b>Tuesday, November 3, 2020</b>				% Thru Year: <b>33%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
<b>CHILDREN AND YOUTH MINISTRY</b>							
<b>RE Director Compensation</b>							
5.100.150	RE Director Salary Exp	5,129.75	20,519.00	57,157.00	36%	-	
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	-	-	4,400.00	0%	-	
5.100.158	RE Director FICA Exp	372.80	1,491.20	4,373.00	34%	-	
5.100.160	RE Director Retirement Exp	513.00	2,052.00	5,716.00	36%	-	
5.100.165	RE Director Professional Exp	880.00	1,230.54	3,500.00	35%	-	
	Total RE Director Compensation	\$ 6,896	\$ 25,293	\$ 75,146	34%	\$ -	
<b>RE Staff Expense</b>							
5.100.162	RE Story Time Toddler Teacher Exp	-	-	-	0%	-	
5.100.163	RE Nursery Lead Teacher Exp	160.00	640.00	2,200.00	29%	-	
5.100.164	RE Nursery Assistant Exp	-	187.50	1,920.00	10%	-	
5.100.168	RE Program Assistant Exp	432.00	1,620.00	5,300.00	31%	-	
5.100.169	RE Summer Coordinator Exp	-	-	-	0%	-	
5.100.170	Childcare Exp	-	-	800.00	0%	-	
	Total RE Staff Exp	\$ 592	\$ 2,448	\$ 10,220	24%	\$ -	
<b>RE Training Expense</b>							
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%	\$ -	
<b>RE Youth Group Expense</b>							
5.100.161	RE Lead Youth Advisor Exp	-	-	-	0%	-	
5.100.132	RE High School Youth Programs Exp	-	-	1,633.00	0%	-	
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	\$ -	\$ -	\$ 1,633	0%	\$ -	
<b>RE Operations Expense</b>							
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	-	20.74	3,250.00	1%	-	
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	\$ -	\$ 21	\$ 3,450	1%	\$ -	
<b>Total Children &amp; Youth Ministry Expense</b>		\$ 7,488	\$ 27,761	\$ 92,099	30%	\$ -	

As of: <b>Tuesday, November 3, 2020</b>				% Thru Year: <b>33%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
<b>MUSIC MINISTRY</b>							
<b>Music Director</b>							
5.100.185	Music Dir Salary Exp	2,307.76	9,204.82	25,493.00	36%	-	
5.100.186	Music Dir Medical Insurance	-	-	2,200.00	0%	-	
5.100.187	Music Dir Retirement Exp	230.78	920.49	2,549.00	36%	-	
5.100.188	Music Dir FICA Exp	176.54	704.16	1,950.00	36%	-	
5.100.190	Music Dir Professional Exp	-	-	2,500.00	0%	-	
5.100.200	Music Dir Group Term Life Insurance	-	-	-	0%	-	
5.100.205	Music Dir Long Term Disability Ins Exp	-	-	-	0%	-	
	Total Music Director Compensation	\$ 2,715	\$ 10,829	\$ 34,692	31%	\$ -	
<b>Music Staff</b>							
5.100.193	Music Sunday Service Pianist Exp	375.00	1,500.00	4,875.00	31%	-	
5.100.195	Music Percussionist Exp	300.00	1,200.00	3,800.00	32%	-	
5.100.197	Music Chorale Rehearsal Pianist Exp	-	-	1,680.00	0%	-	
5.100.198	Music Bassist Exp	-	-	800.00	0%	-	
5.100.199	Music Administrator Exp	-	-	729.00	0%	-	
	Total Other Music Staff Expense	\$ 675	\$ 2,700	\$ 11,884	23%	\$ -	
<b>Other Music Expense</b>							
5.100.191	Music Purchase Exp	-	284.00	766.00	37%	-	
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	\$ -	\$ 284	\$ 1,241	23%	\$ -	
<b>Total Music Ministry Exp</b>		<b>\$ 3,390</b>	<b>\$ 13,813</b>	<b>\$ 47,817</b>	<b>29%</b>	<b>\$ -</b>	
<b>ADMIN STAFF &amp; SUPPORT</b>							
<b>Congr Administrator &amp; Bookkeeper</b>							
5.100.173	Congr Admin Group Term Life Ins Exp	-	-	-	0%	-	
5.100.174	Congr Admin Salary Exp	3,996.30	14,286.80	45,423.00	31%	-	
5.100.175	Congr Admin Medical Insurance	-	-	1,200.00	0%	-	
5.100.176	Congr Administrator Retirement Exp	399.63	1,446.85	4,542.00	32%	-	
5.100.177	Congr Administrator FICA Exp	305.72	1,092.96	3,475.00	31%	-	
5.100.230	Congr Admin Long Term Disability Ins Exp	-	-	-	0%	-	
5.100.231	Congr Admin Professional Exp	-	-	500.00	0%	-	
	Total Congr Administrator & Bookkeeper Compensation	\$ 4,702	\$ 16,827	\$ 55,140	31%	\$ -	

As of: <span>Tuesday, November 3, 2020</span>				% Thru Year: <span>33%</span>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
<b>Additional Employee Benefits</b>							
5.100.178	Labor & Industries Ins Exp	308.14	722.24	2,500.00	<div><div>29%</div></div>	-	
5.100.181	Family and Medical Leave Ins Exp	94.79	231.35	600.00	<div><div>39%</div></div>	-	
5.100.184	Part time Empl FICA SS Exp	54.46	207.90	800.00	<div><div>26%</div></div>	-	
	Total Additional Employee Benefits Expense	\$ 457	\$ 1,161	\$ 3,900	30%	\$ -	
<b>Total Admin Staff &amp; Support Expense</b>		\$ 5,159	\$ 17,988	\$ 59,040	30%	\$ -	
<b>DUES &amp; FINANCIAL EXPENSE</b>							
<b>UUA Dues Expense</b>							
5.100.300	Partner Church Dues Exp Bud	-	-	200.00	0%	-	
5.100.320	UUA Dues Exp Bud	-	2,842.25	11,369.00	<div><div>25%</div></div>	-	
	Total UU Organizations Dues Expense	\$ -	\$ 2,842	\$ 11,569	25%	\$ -	
<b>Financial Expense</b>							
5.100.650	Loan Debt Service - UUA	1,699.39	6,797.56	22,043.00	<div><div>31%</div></div>	-	
5.100.655	Loan Debt Service - PNW Growth Foundation Exp	260.32	1,041.28	3,526.00	<div><div>30%</div></div>	-	
5.100.457	Annual City/County/State Fees	-	65.05	3,200.00	<div><div>2%</div></div>	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	285.52	1,109.76	5,400.00	<div><div>21%</div></div>	-	
	Total Financial Expense	\$ 2,245	\$ 9,014	\$ 34,169	26%	\$ -	
<b>Total Dues &amp; Financial Expense</b>		\$ 2,245	\$ 11,856	\$ 45,738	26%	\$ -	
<b>DISCRETIONARY EXPENSE</b>							
<b>Discretionary Expense</b>							
5.100.757	Sunday Morning Contributions Given to Charity	1,300.41	2,915.70	6,133.00	<div><div>48%</div></div>	-	
5.100.758	Minister Discretionary Fund Transfer OUT	-	-	600.00	0%	-	
5.100.760	Undesignated Donation FB Exp	7,477.00	7,477.00	7,477.00	<div><div>100%</div></div>	-	transferred per budget
	Total Discretionary Expense	\$ 8,777	\$ 10,393	\$ 14,210	73%	\$ -	
<b>Total Discretionary Expense</b>		\$ 8,777	\$ 10,393	\$ 14,210	73%	\$ -	

As of: <b>Tuesday, November 3, 2020</b>				% Thru Year: <b>33%</b>		Over Budget	Notes		
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt				
OTHER OPERATIONAL EXPENSE									
Facility Expense									
5.100.450	Telephone/Cable/Internet	278.06	1,112.05	3,200.00	<div><div></div></div> 35%	-			
5.100.460	Web Hosting Exp	-	-	300.00	<div><div></div></div> 0%	-			
5.100.470	Web Maintenance Exp Bud	-	-	100.00	<div><div></div></div> 0%	-			
5.100.475	Technology Management	-	814.91	4,600.00	<div><div></div></div> 18%	-			
5.100.480	Office Expenses	-	-	1,000.00	<div><div></div></div> 0%	-			
5.100.481	Postage Exp Bud	-	110.00	500.00	<div><div></div></div> 22%	-			
5.100.482	Printing / Copying	447.05	494.57	5,500.00	<div><div></div></div> 9%	-			
5.100.483	Constant Contact Email Service	-	-	425.00	<div><div></div></div> 0%	-			
5.100.550	Liability Insurance Exp Bud	-	3,869.50	7,450.00	<div><div></div></div> 52%	-			
5.100.452	Security Alarm System	-	436.70	500.00	<div><div></div></div> 87%	-			
5.100.453	Electricity - SCL	-	2,880.92	11,000.00	<div><div></div></div> 26%	-			
5.100.454	Water/Sewer - SPU	129.38	207.24	2,000.00	<div><div></div></div> 10%	-			
5.100.455	Waste/Recycling/Green	70.70	311.40	2,000.00	<div><div></div></div> 16%	-			
5.100.456	Gas - PSE	68.52	324.70	4,500.00	<div><div></div></div> 7%	-			
5.100.451	Janitorial Supplies	-	-	1,500.00	<div><div></div></div> 0%	-			
5.100.458	Landscaping Exp	327.54	327.54	500.00	<div><div></div></div> 66%	-	includes tree, delivery and some soil products		
5.100.459	Building Maintenance Supplies & Small Labor Vendor	32.61	111.57	2,700.00	<div><div></div></div> 4%	-			
5.100.461	Building Capital Reserve Exp-GF	3,000.00	3,000.00	3,000.00	<div><div></div></div> 100%	-	transferred per budget		
5.100.462	Lift Phone Monitoring	-	198.58	360.00	<div><div></div></div> 55%	-			
5.100.463	Elevator Fund Reserve Exp	-	-	-	<div><div></div></div> 0%	-			
5.100.471	Janitorial Service	125.00	500.00	8,000.00	<div><div></div></div> 6%	-			
5.100.484	Marketing and Advertising	-	-	-	<div><div></div></div> 0%	-			
5.100.726	AV Tech Expense	120.00	270.00	6,720.00	<div><div></div></div> 4%	-			
5.100.727	AV Equipment & Maintenance	-	-	225.00	<div><div></div></div> 0%	-			
5.100.728	Real Rent Duwamish	54.00	216.00	648.00	<div><div></div></div> 33%	-			
5.100.900	Transfers to Operations Cash Reserve Fund or Bldg	-	-	-	<div><div></div></div> 0%	-			
Total Facility Expense		\$ 4,653	\$ 15,186	\$ 66,728	23%	\$ -			

As of: <b>Tuesday, November 3, 2020</b>				% Thru Year: <b>33%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
<b>Fundraising &amp; Rentals Expense</b>							
5.100.819	Raise the Paddle Purchase Exp -GF	-	-	-	0%	-	
5.100.820	Auction Expense	-	-	2,000.00	0%	-	
5.100.821	Rummage Sale Expense	-	-	-	0%	-	
5.100.822	Canvass Expense	-	-	250.00	0%	-	
5.100.823	Misc. Fundraising Exp Bud	-	-	-	0%	-	
5.100.305	Facilities Rental Exp - single events	-	-	-	0%	-	
	Total Fundraising & Rentals Expense	\$ -	\$ -	\$ 2,250	0%	\$ -	
<b>Committees Expense</b>							
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	-	500.00	6,575.00	8%	-	
5.100.754	Partner Church Program Exp	-	-	-	0%	-	
5.100.756	Social Action Expense	-	-	-	0%	-	
5.100.759	Board Discretionary Fund	-	150.00	300.00	50%	-	
5.100.800	All Congr Social Events	-	-	175.00	0%	-	
5.100.801	All Congr Retreats and Trainings	-	-	3,000.00	0%	-	
5.100.829	Common Quest Exp	-	-	250.00	0%	-	
	Total Committees Exp	\$ -	\$ 650	\$ 11,900	5%	\$ -	
<b>Total Other Operational Support Expense</b>		\$ 4,653	\$ 15,836	\$ 80,878	20%	\$ -	
<b>TOTAL GENERAL FUND EXPENSE</b>		\$ 40,433	\$ 142,989	\$ 471,184	30%	\$ -	
<b>Income less Expense</b>		32,727	39,225	-			



As of: <b>Tuesday, November 3, 2020</b>						
<b>Fund Acct</b>	<b>Fund Balances</b>	<b>Curr Balance</b>	<b>Mo. Change</b>	<b>Notes/Explanation</b>	<b>Prior Year Balance</b>	<b>Ann. Change</b>
3.200.100	Building Fund FB	76,358.64	(600.82)	+Building fund reserve per budget (\$3,000) - down payment for brick work on leaking windows (\$3,600)	76,959.46	(600.82)
3.201.100	Accessibility FB	26,062.65	10.00		3,808.31	22,254.34
3.202.100	Building Maintenance/Janitorial Fund Balance	329.42	-		329.42	-
3.302.100	Minister's Discretion FB	2,246.73	-		2,296.73	(50.00)
3.303.100	Minister Search Fund Balance	142.88	-		142.88	-
3.304.100	Gifts to be Designated by Board FB	-	-		-	-
3.305.100	Undesignated Donations FB	56,402.57	24,516.39	+Carryover from 19-20 FY (\$71,139) - transfer to GF per budget (\$53,500) + transfer to Reserves per budget (\$7,477) - donation to PNGF (\$600)	31,886.18	24,516.39
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	1,103.36	-		1,103.36	-
3.835.100	Community Meal Trust Fund Balance	369.87	-		369.87	-
<b>Total Dedicated Funds</b>		<b>\$ 181,549.54</b>	<b>\$ 23,925.57</b>		<b>\$ 156,467.32</b>	<b>\$ 25,082.22</b>

## Finance Committee Report November 2020

This report is informational only this month.

### Financial Highlights for October 2020 (33% of the year):

Highlights	Actuals – October	Actuals – YTD	YTD % of Budget	Budget
<b>Total Income</b>	<b>\$ 73,160</b>	<b>\$182,213</b>	<b>39%</b>	<b>\$ 471,184</b>
Pledges	\$ 14,063	\$95,801	34%	\$285,400
<b>Total Expenses</b>	<b>\$ 40,433</b>	<b>\$142,989</b>	<b>30%</b>	<b>\$ 471,184</b>
<b>Net Income/Expenses</b>	<b>\$ 32,727</b>	<b>\$39,225</b>		

**Financial Status:** This month Shannon transferred \$53,500 from the Undesignated Donation Fund Balance to the General Fund. This is the amount specified in our Budget in “Board Designated Fund Transfers to GF” (Income line 4.100.241). She then transferred \$3,000 to Building Capital Reserve (Expense line 5.100.461) and \$7,477 back to Undesignated Donation Fund Balance (Expense line 5.100.760). This activity raised our income and expenses and kept us in the black this month. Fall typically is a time of low income as our major fundraiser is in winter.

Pledge payments, which vary a lot, were low this month. Sunday Plate was average. Shelley compared this year’s Sunday Plate to last year’s and found the variation we saw over the summer is typical. Since we’ve received feedback that many do not give by text because they don’t know how, Shelley is working with Community Giving to address this and, with Shannon, will develop a tool showing how to set this up.

Alan Mendel will tally a thick wad of Morgan Thriftway receipts that has accumulated over months, then assemble the report allowing us to submit receipts for our rebate.

**Unanticipated Expenses:** None. We’ve been well informed and invited to weigh in on the necessary building projects, which we appreciate.

**Minister’s Discretionary Fund:** Questions from Rev. Christopher about this fund revealed that our policy is almost 21 years old and doesn’t address current questions. Finance Committee will develop a new draft policy, with Rev. Christopher’s input, for the Board’s review/approval.

**Committee Members:** Phil Harris resigned from Finance yesterday due to insufficient time. He provided valuable counsel and a warm presence. We hope he returns when he has space for it.

Submitted by Paula vanHaagen      11/12/2020

## **Auction Update**

The auction team is busy meeting every Monday getting things going for our first-ever virtual auction the week prior to February 6. There is a wonderful/capable team of folks working with Leah and Don to put it all together. Viv Monahan, Alice Britt, Wendy Swyt, Shannon Day, Paula VanHagan, Amy Youngblood, Mike West (with offers of help from Judi and Steve Phinney). Also, our old beloved auctioneer, Todd Crooks, has agreed to return for the live portion of the auction.

The auction will begin Monday February 1 with 4 days of “silent” bidding with a new “table” of 12 items each day. Each “table” will have 9 items at \$75+ value and 3 “buy it now” lesser price items/gift cards/etc. (to be replenished through the day). We’re hoping this will help keep things interesting and get folks to sign on multiple times throughout the day to see what might be new. Each day through Thursday, February 4<sup>th</sup>, a new “table” of items will be put out.

On Friday, February 5, two “tables” of 8 cakes and 8 prepared drinks will be available to bid on. Bidding will cease that evening with the drinks/cakes being picked up/delivered on Saturday afternoon.

Finally, a virtual one hour live auction will happen starting at 7:30 Saturday night February 5. Todd Crooks will be the auctioneer and there will be an MC, tbd. The live auction will have a paddle raise (complete with motivational video) and music (likely taped but equally motivational) in addition to the live auction of 8 items. These details are still being worked out.

If you have any questions or concerns on any aspect of the auction, please contact Don Wahl and Leah LaCivita at [auctionchair@wsuu.org](mailto:auctionchair@wsuu.org).

November 140 2020

To: WSUU Board Members

From: Rev. Cynthia Westby, DRE

Re: DRE Board Report for November 2020

I hope this finds you all well and finding some peace during this wild and challenging time. Thank you all so very much for all you are so generously doing for Westside. I deeply appreciate all of you.

**Mindfulness for Kids:** The once-a-month mindfulness class for kids was held on October 4<sup>th</sup> and will be held again on November 15<sup>th</sup>. In this class children 6-13 are learning 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. I continue to be excited about actively engaging children with mindfulness practices that tap the needs and skills of each of them.

**Chalice Chapels:**

- This year we are offering a Chalice Chapel once a month focused on is learning about our emotions." This children's chapel for children 8-12 years of age includes rituals, brief videos, charades, and questions to consider as we explore and learn about our emotions. Our emotions encourage us to treat people with love and respect, or not; they help us focus our thinking or distract us; fill us with enthusiasm and energy or deplete our will; open us up to the outside world or wall us off from it – all deeply important faith formation issues. In this challenging time supporting our children in being aware of feelings in themselves and others; identifying those feelings; and being able to talk about those feelings is profoundly important. Congregant and psychotherapist Aimee Schiefelbein leads this Chalice Chapel. Our second Chalice Chapel on this topic was held on October 18<sup>th</sup>, and the third was held on November 8<sup>th</sup>.
- On November 22 and 29, Leilani Davenberry and Simon Knaphus will offer two Chalice Chapels for 4<sup>th</sup>-8<sup>th</sup> graders on "The Day of Mourning". Each will have unique content so children can attend one or both. As the United States national holiday of thanksgiving approaches for many Indigenous People this holiday is held differently including as the Day of Mourning. As Unitarian Universalists, we are called to affirm the inherent worth and dignity of all who have been marginalized, displaced, and attempted to be erased. Children will learn how our UU values intersect with decolonizing values for this holiday. As an act of faith, we will lift up the stories, writings and prayers of Indigenous People, the original and continuous inhabitants of this land and sea.

**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 when they wish.

**K-3 Spirit Play:** For K-3 children we are pre-recording Spirit Play lessons. I send the link out to parents, to be played for their children at their convenience. I include the wondering questions about each lesson's topics so parents can engage with their children in conversations around the lesson's faith formation topics.

**4<sup>th</sup>-5<sup>th</sup> Grade RE** is offered once-a-month with Thomas Terence, Larry Murphy, and Jim Angell rotating as teachers for this class. With the pandemic, children are on zoom for so many hours during the week for school, that they are 'zoomed out' by the weekend so a once-a-month class for this age group is an ideal faith formation support for these children. These classes are focused on social justice topics.

**Middle School RE:** I hold a once-a month middle school RE class focused on friendship, community, discussion, and social justice curriculum based on a *Simpson's* episode which introduces topics in the episode around which the discussion revolves. Because of the pandemic and considerable time being spent on zoom for classes, middle schoolers' faith formation is best supported with a once-a-month class.

**Youth Group:** The Youth Group co-lead advisors are Neve Kamilah Mazique-Ricardi and David Edwards. Amy Hance-Brancati is the communications youth advisor keeping the youth and their parents informed about youth group's plans and opportunities. Other youth group advisors are: Julie Forkasdi, Stephen Scheurich, Marissa Ohoyo, and Laura Strand. Youth group meets most Sundays and is a dynamic and engaged group with many wonderful plans for the upcoming year.

**YAC:** (Youth-Adult Committee) The next YAC meeting will be January 21, 2021. Talulla Shaughnessy is the youth co-chair with Julie Forkasdi the adult co-chair.

**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 they, or their children and 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 have been receiving many favorable comments from parents about these projects and their helpfulness for families.

**RE Council:** The RE Council met on Sunday, October 25<sup>th</sup> and will meet again on Sunday, December 13<sup>th</sup>. The Council is a vital group of congregants who help me reflect on our RE mission and offerings. They are: Amy Hance-Brancati, David Edwards, Laura Strand, Kim Frappier, Mike Fox, and Jeanette Hitch.

**Christmas Eve Family Service:** I have developed the Christmas Eve Family 5 pm Service script and am very excited about this service. We will offer Christmas songs

and stories as we did last year. Scott will be making final decisions regarding the songs. Christopher and I will be telling stories and he will be offering a homily.

**Mindfulness for Parents:** I continue to lead a weekly brief drop-in mindfulness break for parents. I remain on zoom for anyone who wants to talk after the session. Based on feedback for best times/days for this mindfulness break I am currently holding it on Tuesday afternoons at 2:30 pm. This is a stressful time for parents and practicing mindfulness meditation for even a few minutes a day can be profoundly beneficial. Additionally, the ideal way to teach a child to be mindful is to embody the practice oneself. This meditation break gives parents an opportunity to learn and develop their own mindfulness practice in support of their children's mindfulness.

**Faith-Defining Stories or Credos for Parents:** I will be offering a 4-week class to discern and write of core experience(s) that point toward what participants want to align their hearts. We will come together to take time to remember our faith defining stories, and the meaning our experiences have given to our life. For those who wish, we will create a service around our faith stories and the process of shaping those stories, in 2021. This class will offer parents an opportunity to contemplate their credo and faith in support of helping them encourage their children's faith formation.

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

## **MUSIC DIRECTOR MONTHLY REPORT**

### **November 2020**

**ACTION ITEMS:** No action items at this time

Looking ahead to the holidays and more creative ways to feature and engage more music.

1. The Westside Chorale: I had a conversation with folx about how to move forward, whether the weekly meetings were desired, and what exactly they'd like to get out of our Wednesday get togethers. It was decided that meeting twice a month was plenty, and that having one week (the first Wednesday of each month) be mostly singing, with lots of variety and opportunities to sing, and that the 3<sup>rd</sup> Wednesday of each month be a more thorough check-in and finish with fewer songs. This can all change if we're preparing for something special, but seems to be workable during our covid time.
2. Music Ministry Team (MMT): We met on October 19<sup>th</sup> and talked about what was coming up and brainstormed more ways to involve
3. Congregational offerings:
  - A. Lisa Maynard is continuing "Westside Strum-along" for ukulele players.. They've agreed to meet on the second Monday of every month going forward.
  - B. John Britt had another Cabaret Night on All Hallows Eve (October 31<sup>st</sup>) which was very well attended and lots of fun!!!
  - C. We're planning a Christmas and Show Tune Singalong for Sunday December 6<sup>th</sup>. I've contacted Glenn Phillips who's living on the east coast now to see if he'd like to reprise his popular role of songleader (along with me and others) for the zoom event. Waiting to hear back, but will offer it regardless. Should be fun!
  - D. I'm looking at offering another class, possibly voice skills, every other Wednesday starting in January or February
4. "Creating your own Life Song": October 28<sup>th</sup> was our last session (of four) and all 8 of our participants sang for the rest of us. It was very moving and heartfelt. I'll definitely be offering this workshop in the future.
5. Vacation week: I was on vacation from November 9-15<sup>th</sup> in Palm Springs. It felt great to be in those temperatures!

In Harmony,

Scott Farrell  
WSUU Music Director

# Administrator Report to Board November 2020

No action items for me this month.

## Sunday Morning Attendance and Offering (Charity Portion)

Date	Speaker/Special Circumstances	Attendance (units)	Collection (charity portion)
10/18/20	UU the Vote/Rev Christopher	62	\$130.70
10/25/20	Rev. Christopher/ Regina Brennan/Kathy Rawle	67	\$168.04+121.67 in checks
11/01/20	Rev. Christopher -Memorial Slideshow & election week	79	\$190.04
11/08/20	Rev. Christopher – Election decided the day before for Biden/Harris	75	\$175.04

**Membership:** Current membership 190. We welcomed Jack Conley into membership in October. We have one other new member in the process.

## Facilities Issues and Updates:

**Leaking Windows:** Work is nearly finished on our leaking windows. We had a storm last night and not a drip in sight! Yay! Much gratitude to John Monahan for acting as facilities liaison on this project and meeting the workers each morning with coffee.

**Furnace Update:** Yesterday our furnace was inspected by MacDonald-Miller. The fireboxes tested and were found to be in good shape emitting only 1-2 ppm of carbon monoxide. The tech reported that we have one repair to do on a warped shaft in one of the blowers but that the unit could function for many years into the future! Hooray!! They will be sending along a bid for that work in the coming week.

**Water Heater:** Our water heater repair done by Jim Schlough was approved and we are in compliance with requirements for our liability insurance. Thank you, Jim!

**Cell Tower:** T-Mobile will be replacing electrical service panel and antenna elements in the coming months. The facilities team has reviewed the plan and feel that the changes will not cause any building issues and that the unit may be smaller and thus less of an eyesore than the existing antennae.

**PPP Loan Forgiveness:** The portal is now open to apply for loan forgiveness. This is on my list for today.

**Items requiring extra time this month:** Supporting auction team, onboarding Rev. Christopher as a new employee, many facilities issues as noted above, 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.



In loving community,  
Shannon