



# WSUU November BOARD AGENDA —2021/22

Nov. 18, 2021 6:30PM PT – 8:30PM PT via [Red Zoom Link](#)

[Google Drive Folder](#) for this meeting.

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

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

6:30pm	<b>Chalice Lighting &amp; Welcome – Jim</b>	<ul style="list-style-type: none"><li>o Land Acknowledgement &amp; Covenant</li><li>o Chalice lighting</li><li>o Quick Check in/Access Needs</li></ul>
	<b>Covenant Review</b>	<ol style="list-style-type: none"><li>1. Share workload, responsibilities, joys, and sorrows</li><li>2. Slow down and seek consensus when possible</li><li>3. Listen to minority and marginalized voices</li><li>4. Seek additional perspectives, particularly those most impacted by decisions</li><li>5. Honor confidentiality</li><li>6. Focus our energy on established priorities</li><li>7. Right-size the board's work and maintain healthy boundaries</li><li>8. Share what we are doing. Be intentional about honest, timely communication.</li><li>9. Work to stay in right relationship with each other</li><li>10. Support our collective decisions. The board speaks with one voice</li><li>11. Name the elephant in the room</li><li>12. Hold this covenant as a living document</li></ol>
	<b>Minutes</b>	<ul style="list-style-type: none"><li>o Changes to Oct minutes or approve as written.</li><li>o Approval of Oct minutes.</li></ul>
	<b>October Reports</b>	<ul style="list-style-type: none"><li>o Minister (Rev Christopher)</li><li>o Administrator (Shannon)<ul style="list-style-type: none"><li>▪ Recognition of new or leaving members</li></ul></li><li>o DRE</li><li>o Music (Scott)</li><li>o Finance Committee <i>Auction Alternatives</i></li><li>o Treasurer (Jim)</li></ul>
	<b>Liaison Updates</b>	<ul style="list-style-type: none"><li>o As needed</li></ul>
7:00pm	<b>Nominating Committee Checkin</b>	<ul style="list-style-type: none"><li>o Discussion on how Nom Com can facilitate nominations of GA Delegates</li></ul>



7:20pm	In Person/Hybrid Worship Sunday, December 5th	<ul style="list-style-type: none"><li>○ Check in online procedures, entrance check in procedures, greeters, seating pods, social hr w/ no food/drink for now, informing congregation, problem solving, grace</li></ul>
	WSUU Groups and unfilled Leadership Positions	<ul style="list-style-type: none"><li>○ Confirmation &amp; posting of current WSUU Groups</li></ul>
	Congregational Relationship Building	<ul style="list-style-type: none"><li>○ Planning for January Congregational meeting (Laura P)</li></ul>
7:50pm	Other Business	<ul style="list-style-type: none"><li>○ Auction status &amp; options, next steps</li><li>○ RE status &amp; next steps</li><li>○ David Cycleback status &amp; next steps</li><li>○ Ministerial Evaluation<ul style="list-style-type: none"><li>▪ 18 survey responses to date</li></ul></li><li>○ Equity tool - how should the board use it?</li><li>○ December Westside Week article, who? theme?</li><li>○ Who's available to table Nov 28th Board Social Hour? Theme? <a href="#">Board Tabling Sign Up Sheet 2021-2022</a></li></ul>
8:10pm	Administrative Session	<ul style="list-style-type: none"><li>○ Update on Supervision process for Rev. C</li><li>○ Committee on Ministry Purpose Statement</li><li>○ Q4 vacations? Marco in Germany 12/16-1/2</li></ul>
	Upcoming Meetings Dates/Times	<ul style="list-style-type: none"><li>○ Sun, Nov. 28th Board Social Hour</li><li>○ Thu, Dec. 16th Board Meeting (Laura P will read land acknowledgement, provide chalice reading and closing).</li><li>○</li></ul>
8:20pm	Close of the Meeting - Jim	<ul style="list-style-type: none"><li>○ Personal Reflections/Gratitude</li><li>○ Extinguishing the Chalice</li><li>○ <b>8:30 End</b></li></ul>

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

November 18th, 2021

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

**STAFF:** Rev. Christopher Wulff, Shannon Day, administrator

**GUESTS:** Simon Knaphus, representing the Nominating Committee

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

*We are sharing the Board monthly meeting responsibilities of chalice lighting words, land acknowledgement, check-in and closing words starting in October as per our first Board covenant. December: Laura Pierce, January 2022: Laura White.*

Our Board Covenant as developed in our August Board Retreat:

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

## **MINUTES**

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

We reviewed and approved the October minutes, motion to approve made by Laura Pierce, seconded by Kristina, all in favor. Once minutes are approved, they will be marked as approved, sent to Shannon for posting and filed under Board meetings.

Shannon noted minutes need to be filed from the June 2021 Annual meeting-Laura White to contact Jade.

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

**Minister:** Rev. Christopher is balancing Opening Dec 5th coordination, Sunday service planning and sermons, RE programming in lieu of an RE staff, leading small group activities such as meditation walks and other important administrative tasks. Hiring a Tech assistant has been slowed due to limited availability for a part time position. There is a continuing need for volunteer leadership and/or support in some areas.

**Administrator:** In addition to her normal workload, Shannon has been very busy overseeing many of the elements required to support our first in person Sunday service, December 5th, since the COVID closing including designing an online check in form, in person check in logistics and pod seating, coordination with Greeters Chair, Joan Whitley, staff and Rev. Christopher communications. In addition, she has updated information and posted a Membership directory through our new church software, Breeze.

- Membership: We welcomed three new member households: Rick Taylor, Kate Kirkwood and Kathy Leotta after a New Member Join session offered in November by Laura White, Membership Chair. A building tour will be offered to 2021 New Members (6 households) on Sunday, December 12th after the service and a New Members Ceremony in January or February 2022.

**DRE:** *See Westside Weekly RE section.* Laura Pierce reached out on behalf of the Board to individual parents in the RE Council and YAC groups to express caring support and gather input about moving forward with the RE program. Rev. Christopher has worked with a group of our Youth to organize White Center Food Bank volunteering, creative writing and other activities. Rev. Christopher is currently offering appointments with parents/caregivers about the RE program. He projected a hiring process for a new DRE towards the late winter or early spring.

**Music:** The music program is moving forward in planning for our Dec 5th opening, Chalice Singers and other musicians will be wearing specialized masks when performing or practicing.

**Finance Committee:** *see Auction Alternatives document.* The Finance Committee has responded to the challenges of forming an Auction Committee with several alternatives to a traditional auction which downscales the volunteer time required, simplifies the overall complexity of the event and uses the \$15K anonymous donation for the General Fund. Once a team is in place, these ideas will be shared with the new committee members.

**Treasurer:** Income figures seem lower this month only because our renter, Leaps and Bounds, paid 2 months at once last month. Severance pay for Rev. Cynthia will show up in the November budget. The Finance Committee is exploring a review process of our bookkeeping procedures.

**NOMINATING COMMITTEE** *Simon Knaphus spoke on behalf of the Nominating Committee which this year consists of Simon Knaphus, Cara Mathison and Steve Burrows. See GA Policy document under Policies and Practices.*

Simon shared that the nomination and election of next year's GA delegates is ideally completed in Jan/Feb/March time period, well before the annual meeting to allow adequate time for the nomination process, voting, GA delegate preparation, travel planning, and GA input from the

congregation. A Google nomination form and voting poll is being considered. The current policy on nominating GA delegates is to be more democratic and equitable since we have outgrown the informal nomination process. Thus a job description and timeline for congregational polling and election will be more transparent. We have a budget of \$2000 for up to 4 GA delegates this year, 2 delegates will return, 2 delegates will be poll voted. We also have funding for Youth GA delegates and RE Youth advisors will be consulted for candidate ideas. The June 22nd-26th Portland GA Conference is a great opportunity for more folx in the congregation to participate. During this GA there will be a UUA vote on the 8th Principle. Questions were asked if the GA delegates would be voting based on our WSUU's congregational vote or their own personal conscience. The consensus was GA delegates should act in good faith to represent the wishes of our congregation.

*Laura Pierce proposed, Kristina moved, Marco seconded, all in favor, for a GA Delegates Candidate Vote via Google form poll Feb 13th-Feb 20th embedded in the Westside Weekly or through a Worship Blast.*

**IN PERSON/HYBRID WORSHIP SUNDAY DECEMBER 5TH** Rev. Christopher, Shannon, Scott, Joan Whitley, our Tech and Music Ensembles are preparing for the various tasks and safety procedures related to opening our Sunday services Dec 5th. Some of the tasks include online pre-registration, entrance check in procedures, greeters jobs, seating pods, social hour without coffee/snacks (except what is brought by folx themselves), informing congregation via email and/or video, online giving, and QR code for the Order of Service. Shannon is making adjustments to the online registration and filling seating pods based on feedback of her sample online registration form. Shannon noted that WSUU has decided to use our own additional safety guidelines such as masks, vaccinations, open windows and 6 feet seating pod separation (instead of the 3 foot King County guidelines) based on our COVID Task Force Congregational Survey. These safety measures will likely change over time. A Greeters Committee training will be offered by Rev. Christopher and Joan Whitley.

**WSUU COMPREHENSIVE LEADERSHIP DIRECTORY AND UNFILLED POSITIONS** *See DRAFT Comprehensive Leadership Directory proposed for posting in Members Only section of our website.* Kristina has had a good response to her request to committee chairs/advisory group individuals asking for their consent to be listed in the Comprehensive Directory. Once confirmed, a PDF directory will be posted in the Members Only section of our website. Volunteer leadership is still needed in several areas including a Hospitality Team, Right Relations Team and Stewardship Team.

## **OTHER BUSINESS**

**AUCTION STATUS & OPTIONS, NEXT STEPS** *See Auction Alternatives document from the Finance Committee* \$36,000 net is our target financial goal to minimally meet our 2021/22/FY budget. Kristina and Laura White have been contacting potential Co-Chair/Team Leadership for an Auction. Volunteer recruitment has been a challenge due to the extensive time commitment required if the Silent Auction and Live Auction format stays the same. A “re-imagining” of the Auction is needed. The Finance Committee has offered alternative formats all of which require full use of the \$15,000 anonymous general fund donation, limiting Online Silent auction to

predominately less volunteer intensive events, and some form of an Online Live Auction and/or Raise the Paddle used for the general fund instead of a special project. The Brockney Center has been canceled since there will be no in person Auction this year. Priorities include making the Auction sustainable and equitable for both volunteers and participants. Use of the Equity Tool for considering events/items is encouraged. Prioritizing community bonding events/activities with “a seat at the table” left open. In the past, offering childcare, raffle tickets and a variety of price points increased participation and accessibility. Shannon has options for less expensive software. Laura Pierce stated “the Board supports downscaling volunteer work and using some funds from the budget surplus and donation with a focus on equity and community gatherings”. A planning meeting with those folx who have agreed to join the Auction team will be convened soon by Kristina and Laura White.

**RE/DRE STATUS & NEXT STEPS** *See DRE comments above.*

Rev. Christopher noted that there are numerous changes needed to the traditional RE format from parent, child and volunteer perspectives. Close communication with the RE parents/caregivers is important in forming the program moving forward. There is a strong resistance to a “one room schoolhouse” setting, parents/children want activities specific to their age group. OWL is important but Coming of Age is not ready for implementation at this time. Children need to get to know the church again after COVID isolation and are likely to want to be in the pews with their parents at least initially. There is an interest/enthusiasm for outdoor activities. Rev. Christopher is reaching out to the homeschool network to identify potential RE teachers. A DRE search timeline will likely be in the late winter/early spring, with May/June projected for the start of a new DRE. In the interim, RE salary expenses should decrease significantly and may include interim staffing.

**DAVID CYCLEBACK RETURN STATUS & NEXT STEPS**

*Zoom Planning meeting was Tuesday, November 16th.* Jim, Kristina, Laura Pierce from the Board and others from the Committee on Ministry and Personnel Committee attended a strategy session on Tuesday, Nov 16th called by Rev. Christopher. Some of the comments: many found the meeting extremely valuable, evident that we need clearer guidelines around Right Relations (disruptive behavior already developed) for situations of this nature, some remain concerned around the management of the situation, some with strong objections did not attend the meeting which was disappointing to Rev. Christopher who stated this made it more challenging to get everyone’s perspective. Another letter of understanding will be crafted to David and will need to be clear as well as reviewed by others in this group prior to sending. Clarification around how to facilitate one to one and small group repair is ongoing. Communication to the congregation is also needed with input/editing of this group.

**MINISTERIAL EVALUATION**

*See Friday Westside Weekly ministerial evaluation link*

Deadline for responding to the Ministerial Evaluation has been extended to Nov 30th. Laura Pierce encouraged staff and Board members to participate. The Committee on Ministry is meeting in January to craft a statement of purpose, review their tasks and timeline. Naomi Bradfute is taking the lead on reviewing the Ministerial Evaluation for this committee. The UUA Initial Fellowship Ministry Evaluation forms (Committee on Ministry form, Board form, Rev.

Christopher form) are due February 1st, Committee on Ministry form needs to be reviewed by Rev Christopher, Marco and Laura Pierce prior to submitting. A Worship Blast was recommended in order to encourage fuller evaluation participation. Eighteen persons have responded as of the date of this meeting.

**EQUITY TOOL & BOARD USE** *See Equity Tool document.*

Kristina encouraged Board use of the Equity Tool as a valuable decision making process in advancing and modeling inclusion, accessibility and equity. The Board will also encourage committee leadership to make use of this tool.

**DECEMBER WESTSIDE ARTICLE** Kristina will write a short Board article outlining some of the topics/areas the Board is presently working/focusing on.

**NOV 28TH BOARD COFFEE HOUR**

Host: Kristina, Jim, Laura Pierce, Christopher will attend with representation from a member of the Committee on Ministry invited.

Topics: Re-opening procedures for December 5th, Auction, Committee on Ministry

**SUNDAY SERVICE ANNOUNCEMENTS/ALTERNATIVE WITH ZOOM 1/X PER MONTH**

- *Christopher requested that it would be valuable to raise the Board profile by making announcements at the end of the service, once per month.*
- *In addition, alternating a "live" Board Table in the social hour and a Zoom Board break out room would be helpful. A once a month Board Table during the Social Hour after a service, perhaps with a computer for those attending remotely, would also be helpful.*

**Q4 Vacations Schedule** Office will be closed during at least one week around Christmas as determined by Rev. Christopher in consultation with staff members.

- *Marco in Germany 12/16-1/16, 2022*
- *Kristina in Oklahoma 12/24th -28th*
- *Jim in New Mexico 12/20th-27th*
- *Laura White in Port Townsend 12/20th-30th*
- *There will be no one to sign checks from December 20th to 24th.*

**UPCOMING MEETINGS DATES/TIMES**

- Sunday, Nov 28th Board Coffee Hr
- Thursday, Dec 16th, Board Monthly Meeting (Laura Pierce will read land acknowledgement, provide chalice reading and closing, Laura White will lead the opening and closing in January)

**CLOSE OF MEETING** *Jim closed our meeting with ending reflections and extinguished the chalice. The meeting ended at 9:03pm.*

Respectfully submitted: Laura H White, Board of Trustees, Secretary





## Minister's Report for November 18, 2021 Board Meeting

“Doing those deeply unfashionable things—slowing down, letting your spare time expand, getting enough sleep, resting—is a radical act now, but it is essential. ... Life meanders like a path through the woods. We have seasons when we flourish and seasons when the leaves fall from us, revealing our bare bones. Given time, they grow again.”

— Katherine May, *Wintering: The Power of Rest and Retreat in Difficult Times*

As we come to that season of advent, of quieting and slowing down in the swelling darkness, we talk often of the pregnant pause, that time before something new is born. I don't know if that's where we are, if we're anticipating a new birth and all the energy that accompanies that, or if, having been in the waiting for so long, know that we'll be here a little while longer yet.

I've spoken to lots of colleagues and am hearing all kinds of stories about how congregations are responding to reopening. Congregations where they re-opened as soon as their metrics said it was okay, who found themselves closing again just a few weeks later. Congregations where 80% of their congregants are staying online, while their sanctuary that usually had 150 on a Sunday pre-pandemic has 15-20 now. We don't know what will come of re-opening for in-person worship and in-person small groups, but we'll do our best to move into it listening to the response of everyone around us, knowing that there is a lot of potential for different feelings. I feel like we're well-prepared, and know that there is surely going to be a lot of learning in the coming weeks. I'm aware also of all of the energy of excitement that many have around reopening for worship (myself included), and know that I need to remain mindful of the folks who don't share that excitement, for whom it instead brings anxiety.

The opening of vaccines to our 5-11 year-olds has eased some anxiety for a number of our families, while those with younger ones are still feeling their way through the constant assessment of risks. It has been a long time and some parents I'm talking with are still very much in the pandemic struggle that others 'seem' to have moved beyond. It remains a difficult time for families with children, or who are supporting older parents, where access to care has been limited since the pandemic and supports are worn thin. Pastoral need, particularly complex need, is high right now. My conversations with parents have surfaced a lot of concern about the uncertainty of what's next (in life, in school, with their kids, and in church), which remains difficult to answer for everyone.

The church continues to struggle with a lack of folks with a lot of time or energy to take on more significant roles. Many churches are talking about this being something that has been predicted for several decades, but that has been profoundly exacerbated and accelerated by the pandemic. We've also had an increase in the number of folks who have had to step back from commitments they'd made, sometimes after several weeks of chasing follow-up. While I'm quick to thank them for doing the work of setting boundaries that keep them healthy (and my thanks are genuine), it leaves things that need to be done. I'm overextended and doing far too much, and haven't yet figured out how to say, “No, that's not something I can do. If someone else can't do it, it's not going to get done and that's going to have to be okay.”

I appreciate that Laura and Marco have made time to meet with me and that we'll be doing some of the work of figuring out what Westside wants the Minister to be responsible for and what the congregation should be responsible for. My colleagues unfortunately haven't had a lot to offer in terms of a ready-made “who's responsible for what” between minister and congregation, but I've asked our Primary

Contact Sarah Schurr if she could perhaps help with bringing some of that together, particularly since it's something that would normally have been part of the startup program.

The programs we're offering continue to be appreciated. While the moving meditation group is starting to fluctuate a little more in numbers as the weather changes, it feels like a program to continue as there is lots of good feedback coming out of it and good entry-points to new relationships for folks who are new to Westside. I'm having to split the Westside Reads into two groups as the interest level was quite high, and Aging to Saging will be moving to have an in-person offering once a month as well as an online one. Winter and spring offerings are under development, and we're presuming that many of them will be in-person. I'm going to cancel Lectio Divina for the month of December as the initial interest has waned and my time would be better spent elsewhere.

December Services will include the reopening service on December 5th, a science and wonder focused service on Dec. 12, a regular service on Dec. 19, an evening Solstice service in Solstice Park (very near the church) on the 21st, and two Christmas Eve services. The Christmas Eve services will have about 45 minutes between them, when we'll be offering hot chocolate and hot cider in the parking lot while we do some caroling (since there won't be congregational singing in the services indoors). We're moving the services nearer together to facilitate this time of caroling, and to lessen the burden on volunteers. The services will be largely the same (some different musicians and speakers) rather than the traditional family and contemplative services. We'll be seeking to strike a balance in the service with elements of both of those.

I've had four get-togethers with new contacts in the last month and there's definite need for some folks doing 'integration into the congregation' work to help those folks find their place. Each month on the 2nd Sunday, I'll be offering to meet with folks who are new to the congregation.

Some upcoming meetings and quick thoughts:

- Met with folks from WIN (Westside Interfaith Network), just trying to get a sense of their purpose and organizing. In the meeting, they were clearly very focused on The Welcome Table program and direct charitable works around Christmas.
- The UUMA PNW Chapter retreat was good, though the actionable systems work necessary to support a trauma-informed return remains beyond my capacity to synthesize right now.
- The Committee on Ministry will be having a retreat January 9th. They have a letter going out in next week's Westside Week introducing themselves, and we'll include an announcement in the service on the 28th.
- I've asked the Members Connect team to consider a winter/spring lunch to coincide with the beginning of this year's stewardship campaign, as well as taking on the summer solstice picnic potluck coordination. I'll let you know what I hear from them. The stewardship lunch is a bit of a diversion for them because they're normally engaged in 'strictly social' functions.
- I've met a number of times with the youth group and coordinated their participation in a service event at the White Center Food Bank. You should know that Westside gets rave reviews from the staff at WCFB. Please send a note of thanks to Jill Fleming if you get a chance, who started that connection.
- Judi Finney did a great job summarizing the process of offering Unemployment Insurance as one of the benefits of working at Westside. I'll be talking with staff and later the Finance Committee if we decide to pursue this now.

- We had a productive meeting of past-presidents, the board and the Committee on Ministry on the next steps in David Cycleback's probationary return to congregational participation. I have some follow-up to do from that meeting before we share a congregational message, which I hope we can do next week.

As of: **Wednesday, December 1, 2021****BUDGET SUMMARY**% thru Year: **42%**

	Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
<b>Income</b>					
Pledges	\$ 23,238	\$ 128,809	46%	\$ 277,533	\$ 148,724
Sunday Plate	892	6,142	20%	29,999	23,857
Other Donations	-	253	0%	-	(253)
Fund Raising	-	-	0%	63,000	63,000
Affinity Programs	112	216	36%	600	384
RE Ministry	-	-	0%	700	700
Youth Group Ministry	-	-	0%	-	-
Music Ministry	48	220	44%	500	280
Program and Misc	41	209	11%	1,833	1,624
Rentals	5,097	24,315	44%	55,365	31,050
Carry-over	-	73,077	170%	43,042	(30,035)
<b>Total Income</b>	<b>\$ 29,429</b>	<b>\$ 233,243</b>	<b>49%</b>	<b>\$ 472,572</b>	<b>\$ 239,329</b>
<b>Expenses</b>					
Minister Compensation	\$ 11,073	\$ 55,288	44%	\$ 125,348	\$ 70,060
Additional Minister	-	-	0%	\$ 2,500	2,500
RE Director Compensation	5,977	22,273	57%	\$ 38,773	16,500
RE Staff	216	1,755	23%	\$ 7,547	5,792
RE Training	-	-	0%	\$ -	-
RE Youth Group	-	-	0%	\$ 833	833
RE Operations	40	464	23%	\$ 2,000	1,536
Music Director Compensation	1,281	7,623	42%	\$ 18,026	10,403
Music Staff	450	2,250	38%	\$ 5,975	3,725
Other Music	-	725	36%	\$ 2,041	1,316
Administrator Compensation	4,581	21,707	39%	\$ 55,140	33,433
Additional Employee Benefits	17	1,281	45%	\$ 2,875	1,594
Community Impact-Internal	2,842	5,685	17%	\$ 33,836	28,152
Community Impact-External	752	2,587	28%	\$ 9,181	6,595
Worship	865	3,692	31%	\$ 12,055	8,363
Loans, Taxes, Fees	3,663	15,274	32%	\$ 47,959	32,685
Facility	4,149	21,083	37%	\$ 56,653	35,570
Fundraising & Rentals	-	-	0%	\$ 12,667	12,667
Reserves	-	73,077	187%	\$ 39,163	(33,914)
<b>Total Expenses</b>	<b>\$ 35,906</b>	<b>\$ 234,765</b>	<b>50%</b>	<b>\$ 472,572</b>	<b>\$ 237,807</b>
<b>Cash Flow (GF):</b>	<b>\$ (6,478)</b>	<b>\$ (1,523)</b>			

	YTD Balance	Start of FY	YTD Change
<b>BANK ACCOUNT BALANCES</b>			
Umpqua General Fund Checking #7545	\$ 70,429	107,401	\$ (36,972)
Sound Credit Union Money Market #6299	199,582	199,373	209
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
<b>Total Account Balances</b>	<b>\$ 270,236</b>	<b>\$ 306,999</b>	<b>\$ (36,763)</b>
<b>ASSETS</b>			
Church Bldg & Land (book value)	\$ 2,901,200	\$ 2,918,600	\$ (17,400)
Cash - Operations	30,275	133,131	(102,856)
Cash - Building Fund	\$ 93,404	69,576	23,829
Cash - Accessibility	24,319	24,319	-
Other Dedicated Fund Balances	23,327	23,715	(388)
<u>Undesignated Donations</u>	<u>98,910</u>	<u>56,258</u>	<u>42,652</u>
<i>Total Fund Balances</i>	<i>\$ 239,961</i>	<i>173,868</i>	<i>66,093</i>
<b>Total Assets</b>	<b>\$ 3,171,437</b>	<b>\$ 3,225,600</b>	<b>\$ (54,163)</b>
<b>LIABILITIES</b>			
Loan fm UUA	\$ 419,602	\$ 419,602	\$ -
Loan fm Cascadia Growth Fund	56,516	56,516	-
Other Current Liabilities	25,924	71,565	(45,641)
Other Dedicated Fund Balances	23,327	23,715	(388)
<b>Total Liabilities</b>	<b>\$ 525,369</b>	<b>\$ 571,398</b>	<b>\$ (46,029)</b>
<b>CONGREGATIONAL EQUITY</b>			
<b>Beginning of FY Equity</b>	<b>\$ 2,654,201</b>	<b>\$ 2,654,201</b>	<b>\$ (8,134)</b>
<i>YTD Change in Equity</i>	<i>(8,134)</i>		
<b>DEDICATED FUND BALANCES</b>	<b>\$ 239,961</b>	<b>\$ 173,868</b>	<b>\$ 66,093</b>
<b>Beginning of FY Dedicated Fund Balances</b>	<b>\$ 173,868</b>		
<i>YTD Change in Dedicated Fund Balances</i>	<i>66,093</i>		
<b>Overall YTD Cash Flow with Fund Balances:</b>	<b>\$ 64,570</b>		

As of: <b>Wednesday, December 1, 2021</b>				% Thru Year: <b>42%</b>				
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes	
<b>GENERAL FUND INCOME</b>								
<b>Pledges</b>								
4.100.100	Pledges - Current Year Income	23,238.47	126,296.67	275,533.00	<div><div></div></div> 46%	-		
4.100.110	Pledges - Prior Year Income	-	2,512.78	2,000.00	<div><div></div></div> 126%	512.78		
	Total Pledges	\$ 23,238	\$ 128,809	\$ 277,533	46%	\$ -		
<b>Sunday Plate</b>								
4.100.140	Contributions - Sunday WSUU	602.00	4,122.82	20,000.00	<div><div></div></div> 21%	-	continues to be low	
4.100.141	Contributions - Sunday WSUU Congr Care Fund	-	-	833.00	0%	-		
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	833.00	0%	-		
4.100.144	Contributions - Sunday WSUU Real Rent Duwamish	-	-	833.00	0%	-		
4.100.145	Contributions - Sunday WSUU Partner Church	-	70.99	600.00	<div><div></div></div> 12%	-		
4.100.150	Contributions Sunday Charities	290.34	1,948.53	6,900.00	<div><div></div></div> 28%	-	continues to be low	
	Total Sunday Plate Income	\$ 892	\$ 6,142	\$ 29,999	20%	\$ -		
<b>Other Donations</b>								
4.100.160	Special Gifts & Campaigns	-	253.30	-	0%	253.30		
4.100.244	Accessibility Fund Donations	-	-	-	0%	-		
	Total Other Donations	\$ -	\$ 253	\$ -	0%	\$ 253		
<b>Fund Raising</b>								
4.100.245	Auction Income	-	-	48,000.00	0%	-		
4.100.247	Raise the Paddle Income	-	-	15,000.00	0%	-		
	Total Fund Raising Income	\$ -	\$ -	\$ 63,000	0%	\$ -		
<b>Affinity Program Income</b>								
4.100.210	E Scrip GF Income	-	3.54	-	0%	3.54		
4.100.211	Amazon Rebate Income	112.25	212.06	-	0%	212.06		
4.100.212	Thriftway Rebate Program	-	-	600.00	0%	-		
	Total Affinity Program Income	\$ 112	\$ 216	\$ 600	36%	\$ -		
<b>RE Ministry Income</b>								
4.100.259	RE Fundraising & Donations	-	-	700.00	0%	-		
4.100.258	RE Fund Transfers IN	-	-	-	0%	-		
4.100.260	OWL Registration Fees	-	-	-	0%	-		
4.100.263	OWL Fund Transfers IN	-	-	-	0%	-		
	Total RE Ministry Income	\$ -	\$ -	\$ 700	0%	\$ -		
<b>Youth Group Ministry Income</b>								
4.100.261	RE Youth Group Fund Transfers IN	-	-	-	0%	-		
	Total Youth Group Ministry Income	\$ -	\$ -	\$ -	0%	\$ -		

As of: Wednesday, December 1, 2021				% Thru Year: 42%				Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget		
<u>Music Ministry Income</u>								
4.100.222	Music Fundraising and Donations	48.00	220.00	500.00	<div><div>44%</div></div>	-	choir masks	
	Total Music Ministry Income	\$ 48	\$ 220	\$ 500	44%	\$ -		
<u>Program and Misc Income</u>								
4.100.220	Coffee Income	-	-	333.00	<div><div>0%</div></div>	-		
4.100.225	Membership Fundraising and Donations	-	-	500.00	<div><div>0%</div></div>	-		
4.100.240	Interest Income	41.00	209.01	1,000.00	<div><div>21%</div></div>	-		
4.100.255	Common Quest Income	-	-	-	<div><div>0%</div></div>	-		
	Total Program and Misc Income	\$ 41	\$ 209	\$ 1,833	11%	\$ -		
<u>Rentals</u>								
4.100.300	Cell Tower Rental & Elec Reimb	2,006.81	8,770.48	14,718.00	<div><div>60%</div></div>	-	running higher due to no more true-ups no longer receive true-ups (see note above)	
4.100.302	Cell Tower Electricity Reimb True-up	-	-	1,600.00	<div><div>0%</div></div>	-		
4.100.305	Rental Income - Single Events	-	-	1,667.00	<div><div>0%</div></div>	-		
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	3,090.00	15,350.00	36,600.00	<div><div>42%</div></div>	-		
4.100.311	Donations- Service Groups Meeting at WSUU	-	195.00	780.00	<div><div>25%</div></div>	-		
	Total Rental Income	\$ 5,097	\$ 24,315	\$ 55,365	44%	\$ -		
<u>Carry-over</u>								
4.100.241	Board Designated Fund Transfers to GF	-	73,077.47	43,042.00	<div><div>170%</div></div>	30,035.47		
	Total Carry-over Income	\$ -	\$ 73,077	\$ 43,042	170%	\$ 30,035		
TOTAL GENERAL FUND INCOME		\$ 29,429	\$ 233,243	\$ 472,572	49%	\$ -		

As of: <span>Wednesday, December 1, 2021</span>				% Thru Year: <span>42%</span>		Over Budget	Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt		
GENERAL FUND EXPENSE							
MINISTER POSITION							
<u>Minister Compensation</u>							
5.100.100	Minister Housing Allow Exp	3,000.00	15,000.00	36,000.00	<div><div></div></div> 42%	-	
5.100.101	Minister Salary Exp	4,474.77	22,378.85	52,950.00	<div><div></div></div> 42%	-	
5.100.105	Minister Medical Ins Exp	1,596.99	7,690.90	11,663.00	<div><div></div></div> 66%	-	
5.100.106	Minister Group Term Life Ins Exp	67.27	336.35	747.00	<div><div></div></div> 45%	-	
5.100.107	Minister Long Term Disability Ins Exp	96.36	481.80	1,156.00	<div><div></div></div> 42%	-	
5.100.108	Minister Dental Insurance	148.00	740.00	1,132.00	<div><div></div></div> 65%	-	
5.100.110	Minister Retirement Exp	741.25	3,706.25	8,895.00	<div><div></div></div> 42%	-	
5.100.115	Minister-FICA Exp	567.06	2,835.30	6,805.00	<div><div></div></div> 42%	-	
5.100.125	Minister's Professional Exp	381.63	2,119.02	6,000.00	<div><div></div></div> 35%	-	
	Total Minister Compensation	\$ 11,073	\$ 55,288	\$ 125,348	44%	\$ -	
<u>Additional Minister Exp</u>							
5.100.126	Minister Installation Exp	-	-	2,500.00	<div><div></div></div> 0%	-	
	Total Additional Minister Exp	\$ -	\$ -	\$ 2,500	0%	\$ -	
Total Minister Position Expense		\$ 11,073	\$ 55,288	\$ 127,848	43%	\$ -	

As of: <b>Wednesday, December 1, 2021</b>				% Thru Year: <b>42%</b>					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes		
<b>CHILDREN AND YOUTH MINISTRY</b>							-		
<b>RE Director Compensation</b>							-		
5.100.150	RE Director Salary Exp	5,051.73	17,138.05	29,293.00	<div><div>59%</div></div>	-	Final paycheck		
5.100.155	RE Director Medical Insurance	-	1,437.30	2,310.00	<div><div>62%</div></div>	-			
5.100.158	RE Director FICA Exp	367.14	1,245.53	2,241.00	<div><div>56%</div></div>	-			
5.100.160	RE Director Retirement Exp	505.17	1,713.81	2,929.00	<div><div>59%</div></div>	-			
5.100.165	RE Director Professional Exp	53.31	738.31	2,000.00	<div><div>37%</div></div>	-			
Total RE Director Compensation		\$ 5,977	\$ 22,273	\$ 38,773	57%	\$ -			
<b>RE Staff Expense</b>							-		
5.100.168	RE Program Assistant Exp	216.00	1,539.00	4,680.00	<div><div>33%</div></div>	-			
5.100.163	RE Nursery Lead Teacher Exp	-	120.00	2,200.00	<div><div>5%</div></div>	-			
5.100.164	RE Nursery Assistant Exp	-	-	-	<div><div>0%</div></div>	-			
5.100.170	Childcare Exp	-	96.00	667.00	<div><div>14%</div></div>	-			
Total RE Staff Exp		\$ 216	\$ 1,755	\$ 7,547	23%	\$ -			
<b>RE Training Expense</b>							-		
5.100.152	RE OWL Leadership Development Exp	-	-	-	<div><div>0%</div></div>	-			
Total RE Training Expense		\$ -	\$ -	\$ -	0%	\$ -			
<b>RE Youth Group Expense</b>							-		
5.100.132	RE High School Youth Programs Exp	-	-	833.00	<div><div>0%</div></div>	-			
Total RE Youth Group Expense		\$ -	\$ -	\$ 833	0%	\$ -			
<b>RE Operations Expense</b>							-		
5.100.131	RE OWL Program Exp	-	-	-	<div><div>0%</div></div>	-			
5.100.134	RE Operational Exp	40.03	464.48	2,000.00	<div><div>23%</div></div>	-			
Total RE Operations Expense		\$ 40	\$ 464	\$ 2,000	23%	\$ -			
<b>Total Children &amp; Youth Ministry Expense</b>		\$ 6,233	\$ 24,492	\$ 49,153	50%	\$ -			



As of: <b>Wednesday, December 1, 2021</b>			% Thru Year: <b>42%</b>					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes	
<b>MUSIC MINISTRY</b>							-	
<b>Music Director</b>							-	
5.100.185	Music Dir Salary Exp	1,088.77	6,479.51	13,065.00	<div><div>50%</div></div>	-	-	
5.100.186	Music Dir Medical Insurance	-	-	1,155.00	<div><div>0%</div></div>	-	-	
5.100.187	Music Dir Retirement Exp	108.88	647.96	1,307.00	<div><div>50%</div></div>	-	-	
5.100.188	Music Dir FICA Exp	83.29	495.67	999.00	<div><div>50%</div></div>	-	-	
5.100.190	Music Dir Professional Exp	-	-	1,500.00	<div><div>0%</div></div>	-	-	
	Total Music Director Compensation	\$ 1,281	\$ 7,623	\$ 18,026	42%	\$ -	-	
<b>Music Staff</b>							\$ -	
5.100.193	Music Sunday Service Pianist Exp	250.00	1,250.00	3,375.00	<div><div>37%</div></div>	-	-	
5.100.195	Music Percussionist Exp	200.00	1,000.00	2,600.00	<div><div>38%</div></div>	-	-	
5.100.197	Music Chorale Rehearsal Pianist Exp	-	-	-	<div><div>0%</div></div>	-	-	
5.100.198	Music Bassist Exp	-	-	-	<div><div>0%</div></div>	-	-	
5.100.199	Music Administrator Exp	-	-	-	<div><div>0%</div></div>	-	-	
	Total Other Music Staff Expense	\$ 450	\$ 2,250	\$ 5,975	38%	\$ -	-	
<b>Other Music Expense</b>							-	
5.100.191	Music Purchase Exp	-	-	766.00	<div><div>0%</div></div>	-	-	
5.100.192	Music Equipment Maint Exp	-	-	400.00	<div><div>0%</div></div>	-	-	
5.100.194	Music Programs Exp	-	725.09	800.00	<div><div>91%</div></div>	-	-	
5.100.196	Music Council Fundraising Exp	-	-	75.00	<div><div>0%</div></div>	-	-	
5.100.201	Music Equipment Purchase Exp	-	-	-	<div><div>0%</div></div>	-	-	
	Total Other Music Expense	\$ -	\$ 725	\$ 2,041	36%	\$ -	-	
<b>Total Music Ministry Exp</b>							\$ -	
<b>ADMIN STAFF &amp; SUPPORT</b>							-	
<b>Congr Administrator &amp; Bookkeeper</b>							-	
5.100.174	Congr Admin Salary Exp	3,893.44	18,169.38	45,423.00	<div><div>40%</div></div>	-	-	
5.100.175	Congr Admin Medical Insurance	-	-	1,200.00	<div><div>0%</div></div>	-	-	
5.100.176	Congr Administrator Retirement Exp	389.34	1,816.92	4,542.00	<div><div>40%</div></div>	-	-	
5.100.177	Congr Administrator FICA Exp	297.84	1,389.94	3,475.00	<div><div>40%</div></div>	-	-	
5.100.231	Congr Admin Professional Exp	-	330.75	500.00	<div><div>66%</div></div>	-	-	
	Total Congr Administrator & Bookkeeper Compensation	\$ 4,581	\$ 21,707	\$ 55,140	39%	\$ -	-	

As of: <b>Wednesday, December 1, 2021</b>				% Thru Year: <b>42%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
<b>Additional Employee Benefits</b>							
5.100.178	Labor & Industries Ins Exp	-	872.75	1,875.00	47%	-	
5.100.181	Family and Medical Leave Ins Exp	-	265.31	500.00	53%	-	
5.100.184	Part time Empl FICA SS Exp	16.52	143.41	500.00	29%	-	
	Total Additional Employee Benefits Expense	\$ 17	\$ 1,281	\$ 2,875	45%	\$ -	
<b>Total Admin Staff &amp; Support Expense</b>							
		\$ 4,597	\$ 22,988	\$ 58,015	40%	\$ -	
<b>Other OPERATIONAL AND COMMUNITY IMPACT</b>							
<b>Community Impact-Internal Expense</b>							
5.100.320	UUA Dues Exp Bud	2,842.25	5,684.50	11,653.00	49%	-	
5.100.801	All Congr Retreats and Trainings	-	-	3,000.00	0%	-	
5.100.802	GA Delegate Exp	-	-	2,000.00	0%	-	
5.100.758	Congregational Care Fund Transfer OUT	-	-	833.00	0%	-	
5.100.710	Membership Exp Bud	-	-	500.00	0%	-	
5.100.759	Board Discretionary Fund	-	-	500.00	0%	-	
5.100.800	All Congr Social Events	-	-	300.00	0%	-	
5.100.819	Raise the Paddle Purchase Exp -GF	-	-	15,000.00	0%	-	
5.100.829	Common Quest Exp	-	-	50.00	0%	-	
	Total Community Impact-Internal Expense	\$ 2,842	\$ 5,685	\$ 33,836	17%	\$ -	
<b>Community Impact-External Expense</b>							
5.100.757	Sunday Morning Contributions Given to Charity	481.96	2,316.50	6,900.00	34%	-	
5.100.729	Real Rent Duwamish- Sunday Plate	-	-	833.00	0%	-	
5.100.728	Real Rent Duwamish	270.00	270.00	648.00	42%	-	Catch-up for missed payments earlier in the year.
5.100.754	Partner Church Program Exp	-	-	600.00	0%	-	
5.100.300	Partner Church Dues Exp Bud	-	-	200.00	0%	-	
	Total Community Impact-External Expense	\$ 752	\$ 2,587	\$ 9,181	28%	\$ -	
<b>Worship Expense</b>							
5.100.726	AV Tech Expense	480.00	1,680.00	5,680.00	30%	-	back in sanctuary
5.100.725	Worship Council Expense Budget	385.00	2,012.03	4,650.00	43%	-	
5.100.727	AV Equipment & Maintenance	-	-	1,725.00	0%	-	
	Total Worship Expense	\$ 865	\$ 3,692	\$ 12,055	31%	\$ -	
<b>Financial Expense</b>							
5.100.650	Loan Debt Service - UUA	3,521.78	10,319.34	31,509.00	33%	-	
5.100.655	Loan Debt Service - Cascadia Growth Fund for UU	-	2,639.84	7,950.00	33%	-	
5.100.457	Annual City/County/State Fees	-	1,457.44	3,500.00	42%	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	141.28	857.38	5,000.00	17%	-	
	Total Financial Expense	\$ 3,663	\$ 15,274	\$ 47,959	32%	\$ -	
<b>Facility Expense</b>							
5.100.450	Telephone/Cable/Internet	-	1,282.98	3,865.00	33%	-	
5.100.460	Web Hosting Exp	-	-	-	0%	-	
5.100.470	Web Maintenance Exp Bud	-	-	-	0%	-	
5.100.475	Technology Management	243.33	752.69	3,400.00	22%	-	
5.100.480	Office Expenses	-	63.52	750.00	8%	-	
5.100.481	Postage Exp Bud	-	-	600.00	0%	-	

As of: <a href="#">Wednesday, December 1, 2021</a>				% Thru Year: <a href="#">42%</a>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
5.100.482	Printing / Copying	459.97	2,299.85	5,500.00	42%	-	
5.100.483	Constant Contact Email Service	-	-	425.00	0%	-	
5.100.550	Liability Insurance Exp Bud	(303.00)	3,846.50	7,450.00	52%	-	safety dividend
5.100.452	Security Alarm System	-	445.69	500.00	89%	-	
5.100.453	Electricity - SCL	2,261.80	8,048.69	10,700.00	75%	-	running higher due to new cell tower, but reimbursement covers it
5.100.454	Water/Sewer - SPU	-	778.75	1,667.00	47%	-	
5.100.455	Waste/Recycling/Green	107.06	535.30	3,300.00	16%	-	
5.100.456	Gas - PSE	219.05	592.44	4,500.00	13%	-	
5.100.451	Janitorial Supplies	97.81	393.25	1,250.00	31%	-	
5.100.458	Landscaping Exp	-	-	500.00	0%	-	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	158.41	324.44	2,800.00	12%	-	light bulbs, hooks for sanctuary
5.100.462	Lift Phone Monitoring	-	189.23	360.00	53%	-	
5.100.222	Coffee and Other Kitchen Exp	-	-	916.00	0%	-	
5.100.471	Janitorial Service	905.00	1,530.00	8,170.00	19%	-	deep clean of kitchen plus regular cleaning
Total Facility Expense		\$ 4,149	\$ 21,083	\$ 56,653	37%	\$ -	

As of: <b>Wednesday, December 1, 2021</b>				% Thru Year: <b>42%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
<b>Fundraising &amp; Rentals Expense</b>							
5.100.305	Facilities Rental Exp - single events	-	-	417.00	0%	-	-
5.100.820	Auction Expense	-	-	12,000.00	0%	-	-
5.100.822	Canvass Expense	-	-	250.00	0%	-	-
	Total Fundraising & Rentals Expense	\$ -	\$ -	\$ 12,667	0%	\$ -	-
<b>Reserves Expense</b>							
5.100.461	Building Capital Reserve Exp-GF	-	30,425.00	30,425.00	100%	-	-
5.100.760	Undesignated Donation FB Exp	-	42,652.47	8,738.00	488%	33,914.47	-
	Total Reserves	\$ -	\$ 73,077	\$ 39,163	187%	\$ 33,914	-
<b>Total Other Operational &amp; Community Impact Expense</b>		\$ 12,272	\$ 121,398	\$ 211,514	57%	\$ -	-
<hr/>							
<b>TOTAL GENERAL FUND EXPENSE</b>		\$ 35,906	\$ 234,765	\$ 472,572	50%	\$ -	-
<hr/>							
<b>Income less Expense</b>		\$ (6,478)	\$ (1,523)	-			

As of: <u>Wednesday, December 1, 2021</u>							
Fund Acct	Fund Balances	Curr Balance	Mo. Change	Notes/Explanation	Prior Year Balance	Ann. Change	
3.200.100	Building Fund FB	93,404.44	-		69,575.71	23,828.73	
3.201.100	Accessibility FB	24,319.25	-		24,319.25	-	
3.202.100	Building Maintenance/Janitorial Fund Balance	329.42	-		329.42	-	
3.302.100	Minister's Discretion FB	500.00	-		2,876.73	(2,376.73)	
3.303.100	Minister Search Fund Balance	142.88	-		142.88	-	
3.304.100	Gifts to be Designated by Board FB	190.00	-		190.00	-	
3.305.100	Undesignated Donations FB	98,910.04	-		56,257.57	42,652.47	
3.307.100	PPP Loan/Grant FB Balance	-	-		-	-	
3.310.100	Conference Scholarship FB	171.21	-		171.21	-	
3.321.100	Miscellaneous Grants	1,957.26	(115.53)	tech grant exp	160.33	1,796.93	
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	1,705.37	-		1,513.47	191.90	
3.360.100	Youth Group FB	6,249.01	-		6,249.01	-	
3.370.100	OWL Fund Balance	4,208.28	-		4,208.28	-	
3.380.100	Religious Ed Misc FB	2,041.84	-		2,041.84	-	
3.385.100	Raise the Paddle FB	-	-		-	-	
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	1,273.05	-		1,273.05	-	
3.835.100	Community Meal Trust Fund Balance	369.87	-		369.87	-	
<b>Total Dedicated Funds</b>		<b>\$ 239,961.20</b>	<b>(115.53)</b>		<b>\$ 173,867.90</b>	<b>\$ 66,093.30</b>	

**Fund Balance Steward**

Finance Committee  
 Board of Trustees + Building Planning Committee  
 Congregational Administrator  
 Minister  
  
 Board of Trustees  
 Finance Committee  
  
 Minister  
 Social Justice Chair + Minister  
  
 Music Director  
 Members Connect Co-chairs  
 DRE  
 DRE  
 DRE  
  
 Ginger Brewer  
 Social Justice Chair  
 Endowment Fund Chair  
 LFL Coordinator  
 Partner Church Chair  
 Social Justice Chair

**FY21-22**

Shelley Webb  
 Kristina Darnell (President)  
 Shannon Day  
 Rev Christopher Wulff  
  
 Kristina Darnell (President)  
 Shelley Webb  
  
 Rev Christopher Wulff  
 Tracy Burrows + Rev Christopher Wulff  
  
 Scott Farrell  
 Viv Monahan & Alice Britt  
 Rev Christopher Wulff  
 Rev Christopher Wulff  
 Rev Christopher Wulff  
  
 Ginger Brewer  
 Tracy Burrows  
 Marion Kee  
 Ursula Ham  
 Jennifer Slatkin  
 Tracy Burrows

**WSUU Finance Committee Report  
October 2021**

**No Action Items for the Board this month.**

**No Major Open Action Items for Finance Committee this month.**

**Financial Highlights for October 2021 (33% of the year):**

Highlights	Actuals	Actuals – YTD	YTD % of Budget	Budget
<b>Total Income</b>	<b>\$ 21,043</b>	<b>\$ 203,710</b>	<b>43%</b>	<b>\$ 472,572</b>
Pledges	\$ 18,451	\$ 105,571	38%	\$277,533
<b>Total Expenses</b>	<b>\$ 26,001</b>	<b>\$ 198,859</b>	<b>42%</b>	<b>\$ 472,572</b>
<b>Net Income/Expenses</b>	<b>- \$4,959</b>	<b>\$ 4,851</b>		

**Financial Status:**

- Due to timing of Income & Expenses, expectation is that monthly Net Income/Expenses will be \$0 to negative until February (auction). That is normal.
- We are slightly better than expectations for Current Month Actuals and YTD.
- Pledges look good.
- Leaps & Bounds pre-paid this month's rent in September, so rental income is lower than usual.
- We also had two payments for the cell tower rental in September, so cell tower income is also low.

**Unanticipated Variance to Budget – None.**

**Additional Notes:**

- Finance Committee reviewed some changes made to our covenant. We also noted that there are parts of our covenant that apply to the Board, The Minister, and The Staff and should be shared accordingly. To be determined mechanics of that at a later date.
- Finance Committee discussed the Auction and the request from the board to have some options to consider. Most of the meeting was focused on this discussion.
- The Auction Alternative options have been written up and was sent to the board on 11/11/21.

**Prior Action Items for the Board:**

Jim to include Finance Chair (Shelley Webb) among the list of committee chairs to be approved by the board.

Submitted by Shelley Webb      11/15/2021

*Calendars based on projections based on past practice for planning purposes and have not yet been confirmed for 2022.*

#### WSUU Finance Committee Calendar

P = Prep time; X = Done by; M = Meeting date

General Calendar and Responsibilities	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Budget Boot Camp for New Board			X									
Annual Financial Report - Prior Fiscal Year	P	P	P	X								
Raise the Paddle Project Selection			P	P	P	P	X					
Mid-Year report						P	X					
Auction (Finance Committee Offering)						P	P	X				
Budget							P	P	P	X		
Stewardship							P	P	X	X		
Annual Meeting									P	P	X	M

Annual Meeting Count-down	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
January Board Meeting – Determine a budget target.						P	X					
February week 1 (following the auction) – send out budget requests								X				
March 1 – deadline for budget requests									X			
March-first week – prepare for March Finance Committee									X			
March Finance Committee – review budget requests									X			
Between March Finance Committee and Board meeting - prepare for board meeting									X			
March Board Meeting – review budget requests									X			
March-third Sunday – Stewardship Sunday									X			
April -first Sunday – Pledge Sunday										X		
After Pledge Sunday – Prepare budget status update to the Board										X		
April Board Meeting – review budget status										X		
May Board meeting – Last Board meeting before packet goes out											X	
After May Board Meeting – Prepare packet for general distribution											X	
May-10 days before Annual Meeting – Packet goes out											X	
During 10 days before Annual Meeting – Budget informational meetings hosted											X	
June-first Sunday – Annual Meeting												X

# Administrator Report to Board November 2021

Date	Speaker/Special Circumstances	Attendance Concurrent views while streaming/ views since published/total views	Collection (charity portion)
10/17/21	Rev Christopher Mr. Rogers theme	35/37/72	\$104.99
10/24/21	Rev Christopher	40/19/59	\$99.98
10/31/21	Rev Christopher	40/35/75	\$74.65
11/7/21	Joseph Bednarik	36/11/47	\$78.01
11/14/21	Rev. Crystal Zerfoss	37/7/44	\$72

**Membership:** Current membership 180. Three new members joined this month! Thank you, Laura White. They are Rick Taylor and Kathy Leotta, and Kate Kirkwood.

**Tasks:** Much of my energy in October has gone into preparations for reopening. I have been both preparing the physical space and getting systems in place to support our in-person worship within our current COVID Guidelines. I have developed an online form for registration, a form for walk-in attendees, QR code signs for the pews (we will use a QR code for access to the order of service, giving, and our New Visitor Welcome form), and have been working with Joan Whitley on new tasks for our greeters.

**Breeze Church Management Software:** This month I was able to spend quite a bit of time cleaning up the data in our membership database and learned to produce a membership directory. I have replaced the outdated directory on our website with a new one generated from Breeze.

**Auction:** I contacted the Brockey Center to communicate last month's decision to not hold our auction in person. The director understood. They generously allowed me to book a date at the beginning of February 2023 for an in-person event even though we will not have there since 2020.

## Facilities Issues and Updates:

**No Leaks** John Monahan and Dan Day have been regularly making trips up to our roof to keep our scuppers clear of debris and flowing freely and so far, even with all the wind and rain we have not experienced leaks in our lower level. We will continue to monitor it through the wet season. It is such a blessing to not be dealing with that issue this year.

**Furnace Care** Gratitude to Jim Schlough for helping us get the many filters in our furnace replaced.

In loving community,  
Shannon



# Recommendation for Auction Alternative Plan

To: WSUU Board of Trustees  
From: Finance Committee

November 10, 2021

The Finance Committee discussed alternatives to the annual WSUU Auction, brought to us by Shannon and Jim.

The following scenarios are recommended in priority order, with financial impacts included.

## Background

This fiscal year, we had a larger-than-anticipated carry-over from the prior fiscal year. We budgeted \$8,738 to go to Reserves, bringing it from \$56,257.57 to \$64,995.57. The Finance Committee Recommends that our target Reserves is three months of operating expenses, which is approximately equal to  $\$35k \times 3 = \$105k$ . The carry-over was actually \$73k, bringing our Reserves to \$99k, very close to our targeted amount. The additional carry-over is driven by the \$15k anonymous donation, a great auction, program delays and general carry-over from expenses coming in under budget. While we do not anticipate future, large expenses needed from the Reserves, we do recognize there are unknowns with DRE staffing and the potential for other unexpected impacts to either Income or Expenses.

Also known is that there is currently lack of energy and leadership to lead an auction this year after a year and a half of the pandemic. The Auction was budgeted to bring in \$36k (\$48k income minus \$12k expenses), assuming an in-person auction. At this point in time in the pandemic, it is also understood that the Board is not recommending an in-person auction.

The FC discussed the multi-purpose function of the Auction. It raises money for the General Fund, but it also provides valuable community time through Sign-up events that are hosted by congregants for other congregants. As we start gathering in person, again, we feel there will be renewed energy for these events. Sign-up event income has brought in \$10k-\$14k pre-pandemic, and we feel with vaccinations and masking that there is an opportunity to raise a similar amount. \$10k

The FC discussed Raise the Paddle. It was communicated in the budget that there would not be a Raise the Paddle for the General Fund, but instead it would be for a special project. The FC acknowledged that there is not a special project in mind, and while Accessibility funds are likely not enough to solution for our Accessibility needs, we also do not have a specific solution or price point that we are targeting. The recommendation from the FC is to not raise money for a special project this year if there is not a particular project in mind, particularly if we are not able to hold an Auction that would yield the GF Income budgeted. Alternatively, if there was an event, if not a full auction, there could be opportunity to "raise the paddle" (perhaps under a different name) to recognize that we are not having a full auction (sample language included at the end). \$12k.

The Finance Committee recommends the following options (in order of preference) with corresponding financial impact. All scenarios include incorporating the \$15k Anonymous Gift toward General Fund expenses.

## Scenarios

1. Sign-up events (\$10k) + Raise the Paddle for the GF (\$12k)
  - a. Pulls in \$14k from Reserves, almost equivalent to the Anonymous Gift
  - b. Reserve Balance goes to \$85k (~2.5 months of operating expenses)Pros: Keeps community events (love is priceless!); draws least on Reserves  
Cons: Needs leadership coordination for the sign-ups and event
2. Sign-up Events, only (\$10k)
  - a. Pulls in \$26k from Reserves
  - b. Reserve Balance goes to \$73k (~2 months of operating expenses)Pros: Keeps community events (love is priceless!)  
Cons: Needs leadership coordination for the sign-ups; draws more from Reserves
3. No Events
  - a. Pulls in \$36k from Reserves
  - b. Reserve Balance goes to \$63k, almost equal to what we had budgeted for this year prior to the larger-than-anticipated carry-over (< 2 months of operating expenses)Pros: No additional load on leadership.  
Cons: Largest draw from Reserves; uses income from prior years to cover our expenses in current year.

Sample idea for framing an “UNauction” communication (courtesy of Cara):

*Dear Congregation -- Aren't we all TIRED? The exhaustion is real.*

*So many of our congregation have contributed their time and talent to our auction year over year...and we are going to give our community the gift of rest.*

*This year, we're taking some time for refreshing ourselves, our community, and our internal resources. We will be offering a limited-scale, community-building, little-bit-a-fundraising (yep, still important) UNauction.*

*The emphasis will be on community experience, and all will have an opportunity to bid on time spent together -- learning new skills, deepening new friendships, and supporting the financial health of our congregation.*

*Details are forthcoming, but please join us in the month of February for some laid-back, low-pressure fun with our community.*

*Love,  
WSUU Board*