



WSUU September BOARD AGENDA —2021/22

Sept. 16, 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	Chalice Lighting & Welcome –	<ul style="list-style-type: none">o Land Acknowledgement & Covenanto Chalice lightingo Quick Check in/Access Needs
	Covenant Review	<ol style="list-style-type: none">1. Share workload, responsibilities, joys, and sorrows2. Slow down and seek consensus when possible3. Listen to minority and marginalized voices4. Seek additional perspectives, particularly those most impacted by decisions5. Honor confidentiality6. Focus our energy on established priorities7. Right-size the board's work and maintain healthy boundaries8. Share what we are doing. Be intentional about honest, timely communication.9. Work to stay in right relationship with each other10. Support our collective decisions. The board speaks with one voice11. Name the elephant in the room12. Hold this covenant as a living document
	Minutes	<ul style="list-style-type: none">o Changes to August minutes or approve as written.o Approval of August minutes.o Recognition of new or leaving members
	September Reports	<ul style="list-style-type: none">o Minister (Rev Christopher)o Administrator (Shannon)o DRE (Cynthia)o Music (Scott)o Finance Committeeo Treasurer (Jim)o RJCT (Tracy)o Others?
	Liaison Updates	<ul style="list-style-type: none">o As needed



7:00pm	Conversations for Connection	<ul style="list-style-type: none">o Survey results from summer session (John and Paula)o Discussiono Plan for the future
7:30pm	COVID Guidelines	<ul style="list-style-type: none">o COVID-19 Taskforce invitedo In-person gathering guidelines - how will the Board, COVID-19 Taskforce and WSUU staff work together to move forward?
	WSUU Groups and unfilled Leadership Positions	<ul style="list-style-type: none">o Report out of current WSUU Groupso Committee Volunteer Fair?
	Congregational Relationship Building	<ul style="list-style-type: none">o Healthy Congregations UUA contract (RevC?)
	Other Business	<ul style="list-style-type: none">o GA Delegates report in Oct. Have specific Questions? 8th principle.o Nominating Committee invite to next meeting?o Who will write Sept. Westside Week article?o Who's available to table on Sept. 19th? Board Tabling Sign Up Sheet 2021-2022o Thank you notes: Viv & Alice Ingatheringo Who will read land acknowledgement, provide chalice reading and closing at Oct. board meeting?
8:10pm	Administrative Session?	<ul style="list-style-type: none">o Quick checkin on Supervision of RevC
	Upcoming Meetings Dates/Times	<ul style="list-style-type: none">o Sun, Sept. 19th Board Coffee hr (changed date to switch with RJCT)o Thu, Oct. 21st is next Board Meeting
8:20pm	Close of the Meeting	<ul style="list-style-type: none">o Personal Reflections/Gratitudeo Extinguishing the Chaliceo 8:30 End

MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION

September 16, 2021

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

STAFF: Rev. Christopher Wulff, Shannon Day, administrator

GUESTS: John Britt & Paula vanHaagen representing Conversations for Connection, Jill Jackson representing the COVID Task Force Team

The meeting began with chalice lighting words, land acknowledgement, and a personal check-in including access needs. Jim Schlough will be out of town from October 6th for 2-3 weeks, Shannon will be out of town over the weekend of Sept. 17th-19th.

We will begin 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. October: Marco, November: Jim, December: Laura H White, January 2022: Laura Pierce.

We alternately read 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 August minutes, motion to approve made by Laura Pierce, seconded by Kristina Darnell, all in favor. Once minutes are finalized, they will be marked as final, sent to Shannon for posting and moved to the shared Board Minutes folder for the associated board meeting.

AUGUST REPORTS

These reports are generally read in advance and discussion limited to any questions or clarifications. Reports are in the shared folder of this meeting unless otherwise indicated.

Additional notes are indicated below.

- **Minister:** Rev. Christopher will be meeting with the UUA Healthy Congregations consultants, has access to all prior information and will report his meeting results back to the Board.
- **Admin:** Chris and Caroline Sausler are moving to Olympia and will drop their membership. During August, no new members reported, three online Welcome forms received with followup by Shannon and Laura H White, Membership Chair.
- **DRE:** Followup is being made by Laura Pierce.
- **Music:** Scott indicated in his report that risers are still needed to make the choir seating and chancel area more usable/accessible. A planning and construction group/committee will need to be refined (with an emphasis on practical, hands-on volunteers). Scott, Jim Schlough, and Rev. Christopher could form the core committee initially. Jim indicated that building costs are higher now than our previous estimate and would want buy in from a larger group before construction begins. In the future, the Music Ministry Team, Lisa Maynard and John Britt, may also add to the Board monthly Music report.
- **Finance:** Finance committee has expressed the need for a Capitol Improvement Building Plan to guide future use and maintenance of our facility. The last building assessment and planning was completed when building was purchased. Jill Fleming might be a good resource for this document. Gratitude was expressed for Shelley Web's outstanding Board Financial Boot Camp on September 13th. A thank you note will be sent to Shelly Webb by Laura H. White on behalf of the Board.
- **Treasurer:** no additional notes.
- **RJCT:** no report this month.
- **COVID Task Force:** will be added next month.

CONVERSATIONS FOR CONNECTION *See Committee Summary report.*

- Paul vanHaagen and John Britt reported and answered questions about the Conversations for Connection series to date. Two 3 part series have been completed over the summer and registration for another (including a BIPOC only series) is currently ongoing.
- All facilitators will meet on Sunday, Sept 19th to review and take stock of any refinements of the series to be considered based on a survey sent to summer participants.
- Participants included a mix of newer to long term members providing a variety of perspectives. The series used a facilitated deep listening and person to person conversation meeting format with an emphasis on safety, building trust and authentic sharing with safety as the predominant component. Some participants were not familiar with the practice of deep listening and the series offered an opportunity to develop this skill set within the congregation.
- John and Paula will check in with participants to see if they are willing to share anonymously the post-series Survey results to the greater congregation.

- John indicated that there is still a need for a process for institutional decision making beyond the Conversations for Connection program.
- The Board thanked John and Paula, and the entire Conversations for Connection facilitation team, for their skill and commitment towards renewing trust and cultivating healthy connections within our congregation.

COVID-19 GUIDELINES UPDATE October 2021 *Jill Jackson represented the COVID Task Force.*

- There is a need to update our suspension of the use of the building for congregational Sunday Services and small group meetings due to growing Delta variant infection rates within King County, Washington State and per regional UUA recommendations.
- It was decided, after a thorough discussion of options, the Board would continue suspension of the use of the building for any congregation-wide Sunday services or small group meetings through the month of October.
- Use of the building for the Sunday Worship YouTube live streaming or choir practice (with specialized masks) will remain in place. An outside tent will be used for other activities such Wednesday “Music Under the Tent” with masked use of the building restrooms. Additional congregational connecting activities such as Rev. Christopher’s meditation walks will continue to be scheduled and encouraged.
- On a monthly basis, at, or before, the monthly Board meetings, the Board will make the decision to continue or lift the suspension of building use based on recommendations from the COVID Task Force, consultation with Rev. Christopher (including staff input) and using local and regional COVID Health requirements and recommendations (King County, Washington State, regional UUA and/or other infection rate metrics as determined by the Board, Rev. Christopher and COVID Task Force).
- Laura Pierce has drafted a message to send as an all congregational Worship Blast.
- The Board is asking the COVID Task Force to continue to provide regular health and safety recommendations for an additional year. Kristina will contact the COVID Task Force members to inquire as to their willingness to remain on the Task Force and continue reporting monthly, and as needed, reports to the Board.
- There is a need to make certain that the Board, COVID Task Force and staff use similar COVID Health and Safety recommendations/metrics. There was some confusion previously when UUA and King County recommendations differed.
- A future survey of the congregation, when COVID infection rates change, will be considered asking questions such as interest and comfort returning to the building, preference for virtual or in building meetings, current vaccination status and other related questions.
- Overall, the desire is to be creative and persistent in bringing our community together in meaningful and nurturing ways as we remain under COVID restrictions.

WSUU GROUPS, DIRECTORY AND UNFILLED LEADERSHIP POSITIONS *Will be discussed at a future Board meeting or additional communication.* Kristina and Laura H White are developing two documents to provide a comprehensive directory and listing of all leadership committees, staff, related advisory and ministry teams, ongoing committees, Ad Hoc and other groups to improve communication, volunteer recruiting and transparency within our active congregation.

OTHER BUSINESS

- **Ingathering:** Gratitude and joy were expressed for our Westside Connections Ingathering on Saturday, September 11th under Co-Chairs Viv Monahan and Alice Britt who did an amazing job of planning the event, marshaling volunteers, coordinating set up and clean-up, arranging cooking and serving food, promoting the dessert contest as well as arranging line dancing, drumming and musical singalong entertainment all under changing COVID guidelines. Thank you notes and gifts were arranged and delivered by Rev. Christopher. A thank you will also be included in the Friday Westside Week.
- **October Board Meeting Guests: GA Delegates.** *Prior to the meeting, please re-watch the GA service "General Assembly Report Back" August 1st YouTube, and read their report.* Nominating Committee representative, Simon Knaphus, will also be invited to get a head start on coordinating next year's GA candidates.
- **Sept Board Westside Week article:** There will be a COVID Update article on continuing to suspend use of the building for Sunday worship services during October and second article on the Board supervision responsibilities and performance review process of Rev. Christopher.
- **Sept 19th Zoom Board Coffee Hour Host: Kristina and Laura H White** (this was switched with the RJCT so they could host Sun, Sept 26th following the 8th principle sermon). *Shannon encouraged use of the Zoom meeting instructions under the Operational Toolbox shared folder.*

UPCOMING MEETINGS DATES/TIMES:

- Sunday, Sept 19th Board Coffee Hour (changed date with RJCT)
- Thursday, October 21st, 6:30-9pm monthly Board meeting

CLOSE OF MEETING

We extinguished the chalice and adjourned at 8:43pm.

Respectfully submitted,
Laura H White, Board Secretary

Minister's Report for September 16, 2021 Board Meeting

Hello friends! It's been quite a whirlwind of a month since we last met. We made it north to visit family for a few days for the first time in about a year; Rowan started kindergarten at Gatewood Elementary right around the corner while Benjamin started at the South Seattle College Co-op Preschool one day a week. The garden has had some busts, but the tomatoes have been an overwhelming boom - my thanks to everyone at the picnic who took some home from our bounty.

I'm looking forward to seeing many of you at the workshop with Paula Cole Jones on the Proposed 8th Principle on the 25th. We'll be following it up the next day with Rhonda Brown, one of our Beloved Conversations Facilitators, as the guest speaker, and then with a couple more services throughout the year. I met with the RJCT about building up a year's opportunities for members engage with the content and we're working towards a town hall in November, as well as some small group activities. I'll also be integrating it into some of our other programs a little. As Kristina mentioned at the RJCT meeting, we'll want to be supporting the nominating committee in bringing forward the names of GA delegates early in the new year, so that they have ample opportunities to be involved in the discussions and hear from the congregation around this issue. It would be good for the committee to start spreading the word about that timeline for delegates sooner than later.

The Common Quest committee has had almost no response to its request for input on what kind of offerings people would appreciate at this point. I'm wondering whether a more structured form might encourage some more interaction and feedback. I'll talk to the group about that. One thing we know in adult programming is that we want to make sure that we're offering a range of mixing and huddling opportunities: huddles are small, closed (even if just for a few months) groups that enable more depth and ongoing relationships, while mixes are more drop-in, low commitment spaces where folks can test the waters without an expectation of commitment. In looking at the offerings on our calendar we have lots of huddling groups but need to provide more spaces like the ingathering for people to have lighter touch contacts.

Moving in Meditation, which is a sort of amalgam of forest-bathing, moving meditation and small group ministry is one of those opportunities. We're rotating through four parks near where clusters of our congregants live, welcoming individuals and families both. We do a few readings, we spend some time moving alone, then in pairs, then sharing together, all while enjoying some of the loveliest places around. The first week had ten people, and we have a dozen planning to attend this Saturday.

Lectio Divina had only a small group at the first gathering, but I'm committed to it being available throughout the fall, trusting that as more people experience it, more people will find themselves drawn back. It's a lovely way to begin the day (8:30am Tuesdays) or end it (8:30pm Thursdays), spending time in quiet reflection and beautiful words. It also makes a relatively low demand on my time.

We did a vote in the last Westside Week on a congregational read, and Resmaa Menakem's *My Grandmother's Hands: Racialized Trauma and the Pathway to Mending Our Hearts and Bodies* was the winner by a very small margin. I'll be leading a small group discussion once a month on a few chapters at a time. Elements of the book and the practices it encourages will also be woven into services throughout the year.

I'm very grateful to Paula vanHaagen for taking on the convening role for the covenant groups, and to the six folks who will be leading covenant groups this fall. The shift towards two semesters will make a natural opportunity for new folks to join in, while providing consistency for the folks who are already in a group. I'm thinking about how to increase participation in covenant groups (or similar 'huddled' groups), as we sit as a congregation on the edge of being a program (or cell) church, where people's primary point of connection is through a small group. We really want everyone to have found a small group, as that's where both the sense of belonging and the deeper work of spiritual formation happens most.

I'm likewise grateful to the folks leading Conversations for Connection who are offering their three-session program again this fall. Supporting more opportunities for members to be present to one another, listening to one another's stories, is critically important. The summer session was well-responded to, and I'm looking forward to that continuing with this next session.

The content of worship has been generally good through the beginning of the year. The worship team had a good retreat together, enjoying some team-building activities as well as thinking about the work of the worship team this year. Stephen Scheurich has resigned from the team, so I'm looking for another potential member to join us. My ideal would be to have folks serving three-year terms, turning over two positions each year. It's a really valuable service opportunity and space for personal spiritual development and faith formation. The shift to providing online services from the sanctuary has been generally smooth, but there are still lots of processes requiring documentation. Throughout this pandemic time we have been exceedingly well served by a small core of volunteers who took the lead on AV tech, and have been keeping it afloat ever since. We're looking now at meeting the ongoing need through other approaches, recognizing that it's an essential function and one which benefits from consistency and continuity. It's been great being back in the space with Nate and some of our members, and I'm looking forward to having Scott, John and Larry all making music together this Sunday.

There's been a spike in more urgent and significant pastoral care in recent weeks, some of it attached to the new school year, some of it health related, some of it family dynamics and relationships. I could really use the board's support in strategizing around the development of a 'care committee' that works on meeting practical needs of congregants, so that the pastoral care team can lean into the work that they're trained (and training) to do.

Some upcoming meetings and quick thoughts:

- I'm meeting with Amy Rowland and Kikanza Nuri-Robins, consultants on healthy congregations, next week to move forward the right relations work in the congregation and make a plan for the coming year.
- Tomorrow I'll be attending an interfaith colleagues meeting on strategies for addressing homelessness in West Seattle. At this point, I'm just beginning to form some of these connections with other ecumenical and interfaith colleagues, and learning more about the status of varied justice issues in the community.
- I've heard from a few folks that the congregation kind of dropped the ball in its expression of appreciation for the folks who mobilized so effectively and generously to support the purchase of our building. I've asked a few people to come together and think about what sort of art piece could be developed that included the names of those beloved donors, with flexibility to potentially also include those who have included (or decide to include in the future) Westside in their planned giving.

- I was in touch with Amaranta Arte y Cultura, the artist who did the sunflower mural on our north wall, to express my thanks for it. They expressed interest in completing the mural on that wall, which I think would be a lovely addition to the building's aesthetics and a gift of beauty to our community. Something to consider for building and grounds enhancement.
- Shannon and I, and some other congregation members, will be taking part in Beloved Conversations' *Within*, the new version of their more individual focused program, and anticipating that some folks may join us next year for *Among* (their second level program for working in the congregation as an institution). You're invited to join as well if you're willing and able.
- Gatewood Public School was defaced with racist graffiti a few weeks back. I talked to Jamie from Leaps and Bounds about it, and, recognizing that we have some of the same messages on display on our building, we agreed that the process would be that if she discovered something in the parking lot area of the church that she would cover it as best she was able and contact Shannon or I to deal with contacting police and having it removed.
- Two area congregations who have ministers on temporary leave (Kitsap and Marysville) will be joining us for a number of services in October and November. I've sent an invitation for them to join us for coffee hours, but haven't heard back.

As of: **Tuesday, October 5, 2021****BUDGET SUMMARY**% thru Year: **25%**

	Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
Income					
Pledges	\$ 18,087	\$ 87,120	31%	\$ 277,533	\$ 190,413
Sunday Plate	1,522	3,804	13%	29,999	26,195
Other Donations	100	150	0%	-	(150)
Fund Raising	-	-	0%	63,000	63,000
Affinity Programs	-	102	17%	600	498
RE Ministry	-	-	0%	700	700
Youth Group Ministry	-	-	0%	-	-
Music Ministry	-	-	0%	500	500
Program and Misc	41	126	7%	1,833	1,707
Rentals	6,401	18,391	33%	55,365	36,974
Carry-over	73,077	73,077	170%	43,042	(30,035)
Total Income	\$ 99,229	\$ 182,770	39%	\$ 472,572	\$ 289,802
Expenses					
Minister Compensation	\$ 14,084	\$ 35,764	29%	\$ 125,348	\$ 89,584
Additional Minister	-	-	0%	\$ 2,500	2,500
RE Director Compensation	3,238	12,436	32%	\$ 38,773	26,337
RE Staff	528	1,323	18%	\$ 7,547	6,224
RE Training	-	-	0%	\$ -	-
RE Youth Group	-	-	0%	\$ 833	833
RE Operations	289	289	14%	\$ 2,000	1,711
Music Director Compensation	1,281	5,061	28%	\$ 18,026	12,965
Music Staff	700	1,350	23%	\$ 5,975	4,625
Other Music	265	265	13%	\$ 2,041	1,776
Administrator Compensation	4,148	12,546	23%	\$ 55,140	42,594
Additional Employee Benefits	40	801	28%	\$ 2,875	2,074
Community Impact-Internal	-	2,842	8%	\$ 33,836	30,994
Community Impact-External	-	996	11%	\$ 9,181	8,185
Worship	1,272	1,842	15%	\$ 12,055	10,213
Loans, Taxes, Fees	3,982	9,020	19%	\$ 47,959	38,939
Facility	4,930	15,577	27%	\$ 56,653	41,076
Fundraising & Rentals	-	-	0%	\$ 12,667	12,667
Reserves	73,077	73,077	187%	\$ 39,163	(33,914)
Total Expenses	\$ 107,834	\$ 173,190	37%	\$ 472,572	\$ 299,382
Cash Flow (GF):	\$ (8,606)	\$ 9,581			

	YTD Balance	Start of FY	YTD Change
BANK ACCOUNT BALANCES			
Umpqua General Fund Checking #7545	\$ 81,424	107,401	\$ (25,977)
Sound Credit Union Money Market #6299	199,499	199,373	126
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
Total Account Balances	\$ 281,148	\$ 306,999	\$ (25,851)
ASSETS			
Church Bldg & Land (book value)	\$ 2,901,200	\$ 2,918,600	\$ (17,400)
Cash - Operations	36,963	133,131	(96,168)
Cash - Building Fund	\$ 97,181	69,576	27,605
Cash - Accessibility	24,319	24,319	-
Other Dedicated Fund Balances	23,775	23,715	60
<u>Undesignated Donations</u>	<u>98,910</u>	<u>56,258</u>	<u>42,652</u>
<i>Total Fund Balances</i>	<i>\$ 244,185</i>	<i>173,868</i>	<i>70,317</i>
Total Assets	\$ 3,182,348	\$ 3,225,600	\$ (43,251)
LIABILITIES			
Loan fm UUA	\$ 419,602	\$ 419,602	\$ -
Loan fm Cascadia Growth Fund	56,516	56,516	-
Other Current Liabilities	25,931	71,565	(45,634)
Other Dedicated Fund Balances	23,775	23,715	60
Total Liabilities	\$ 525,824	\$ 571,398	\$ (45,575)
CONGREGATIONAL EQUITY			
Beginning of FY Equity	\$ 2,654,201	\$ 2,654,201	\$ 2,324
<i>YTD Change in Equity</i>	<i>2,324</i>		
DEDICATED FUND BALANCES	\$ 244,185	\$ 173,868	\$ 70,317
Beginning of FY Dedicated Fund Balances	\$ 173,868		
<i>YTD Change in Dedicated Fund Balances</i>	<i>70,317</i>		
Overall YTD Cash Flow with Fund Balances:	\$ 79,898		

As of: Tuesday, October 5, 2021				% Thru Year: 25%				
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes	
GENERAL FUND INCOME								
Pledges								
4.100.100	Pledges - Current Year Income	18,086.99	84,607.36	275,533.00	<div><div></div></div> 31%	-		
4.100.110	Pledges - Prior Year Income	-	2,512.78	2,000.00	<div><div></div></div> 126%	512.78		
	Total Pledges	\$ 18,087	\$ 87,120	\$ 277,533	31%	\$ -		
Sunday Plate								
4.100.140	Contributions - Sunday WSUU	1,079.02	2,583.44	20,000.00	<div><div></div></div> 13%	-	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	-	-	600.00	0%	-		
4.100.150	Contributions Sunday Charities	442.98	1,220.56	6,900.00	<div><div></div></div> 18%	-		
	Total Sunday Plate Income	\$ 1,522	\$ 3,804	\$ 29,999	13%	\$ -		
Other Donations								
4.100.160	Special Gifts & Campaigns	100.00	150.00	-	<div><div></div></div> 0%	150.00	gift from LV congregation who used our stained glass image in a poster	
4.100.244	Accessibility Fund Donations	-	-	-	0%	-		
	Total Other Donations	\$ 100	\$ 150	\$ -	0%	\$ 150		
Fund Raising								
4.100.245	Auction Income	-	-	48,000.00	<div><div></div></div> 0%	-		
4.100.247	Raise the Paddle Income	-	-	15,000.00	<div><div></div></div> 0%	-		
	Total Fund Raising Income	\$ -	\$ -	\$ 63,000	0%	\$ -		
Affinity Program Income								
4.100.210	E Scrip GF Income	-	2.46	-	<div><div></div></div> 0%	2.46		
4.100.211	Amazon Rebate Income	-	99.81	-	<div><div></div></div> 0%	99.81		
4.100.212	Thriftway Rebate Program	-	-	600.00	<div><div></div></div> 0%	-		
	Total Affinity Program Income	\$ -	\$ 102	\$ 600	17%	\$ -		
RE Ministry Income								
4.100.259	RE Fundraising & Donations	-	-	700.00	<div><div></div></div> 0%	-		
4.100.258	RE Fund Transfers IN	-	-	-	<div><div></div></div> 0%	-		
4.100.260	OWL Registration Fees	-	-	-	<div><div></div></div> 0%	-		
4.100.263	OWL Fund Transfers IN	-	-	-	<div><div></div></div> 0%	-		
	Total RE Ministry Income	\$ -	\$ -	\$ 700	0%	\$ -		
Youth Group Ministry Income								
4.100.261	RE Youth Group Fund Transfers IN	-	-	-	<div><div></div></div> 0%	-		
	Total Youth Group Ministry Income	\$ -	\$ -	\$ -	0%	\$ -		

As of: Tuesday, October 5, 2021				% Thru Year: 25%				
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes	
<u>Music Ministry Income</u>								
4.100.222	Music Fundraising and Donations	-	-	500.00	0%	-		
	Total Music Ministry Income	\$ -	\$ -	\$ 500	0%	\$ -		
<u>Program and Misc Income</u>								
4.100.220	Coffee Income	-	-	333.00	0%	-		
4.100.225	Membership Fundraising and Donations	-	-	500.00	0%	-		
4.100.240	Interest Income	40.98	125.65	1,000.00	13%	-		
4.100.255	Common Quest Income	-	-	-	0%	-		
	Total Program and Misc Income	\$ 41	\$ 126	\$ 1,833	7%	\$ -		
<u>Rentals</u>								
4.100.300	Cell Tower Rental & Elec Reimb	3,231.15	6,000.67	14,718.00	41%	-	2 payments in sept.	
4.100.302	Cell Tower Electricity Reimb True-up	-	-	1,600.00	0%	-		
4.100.305	Rental Income - Single Events	-	-	1,667.00	0%	-		
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	3,170.00	12,260.00	36,600.00	33%	-	extra amount to cover bank fee	
4.100.311	Donations- Service Groups Meeting at WSUU	-	130.00	780.00	17%	-		
	Total Rental Income	\$ 6,401	\$ 18,391	\$ 55,365	33%	\$ -		
<u>Carry-over</u>								
4.100.241	Board Designated Fund Transfers to GF	73,077.47	73,077.47	43,042.00	170%	30,035.47	carryover	
	Total Carry-over Income	\$ 73,077	\$ 73,077	\$ 43,042	170%	\$ 30,035		
TOTAL GENERAL FUND INCOME		\$ 99,229	\$ 182,770	\$ 472,572	39%	\$ -		

As of: Tuesday, October 5, 2021				% Thru Year: 25%				Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget		
GENERAL FUND EXPENSE								
MINISTER POSITION								
Minister Compensation								
5.100.100	Minister Housing Allow Exp	3,000.00	9,000.00	36,000.00	<div><div></div></div> 25%	-		
5.100.101	Minister Salary Exp	4,474.77	13,429.31	52,950.00	<div><div></div></div> 25%	-		
5.100.105	Minister Medical Ins Exp	3,193.98	6,093.91	11,663.00	<div><div></div></div> 52%	-		
5.100.106	Minister Group Term Life Ins Exp	134.54	269.08	747.00	<div><div></div></div> 36%	-		
5.100.107	Minister Long Term Disability Ins Exp	192.72	385.44	1,156.00	<div><div></div></div> 33%	-		
5.100.108	Minister Dental Insurance	296.00	592.00	1,132.00	<div><div></div></div> 52%	-		
5.100.110	Minister Retirement Exp	741.25	2,223.75	8,895.00	<div><div></div></div> 25%	-		
5.100.115	Minister-FICA Exp	567.06	1,701.18	6,805.00	<div><div></div></div> 25%	-		
5.100.125	Minister's Professional Exp	1,483.18	2,069.52	6,000.00	<div><div></div></div> 34%	-		
	Total Minister Compensation	\$ 14,084	\$ 35,764	\$ 125,348	29%	\$ -		
Additional Minister Exp								
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		\$ 14,084	\$ 35,764	\$ 127,848	28%	\$ -		

As of: Tuesday, October 5, 2021				% Thru Year: 25%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
CHILDREN AND YOUTH MINISTRY							-
RE Director Compensation							-
5.100.150	RE Director Salary Exp	2,441.08	9,645.24	29,293.00	33%	-	
5.100.155	RE Director Medical Insurance	250.00	1,000.00	2,310.00	43%	-	
5.100.158	RE Director FICA Exp	177.41	700.98	2,241.00	31%	-	
5.100.160	RE Director Retirement Exp	244.11	964.53	2,929.00	33%	-	
5.100.165	RE Director Professional Exp	125.00	125.00	2,000.00	6%	-	
	Total RE Director Compensation	\$ 3,238	\$ 12,436	\$ 38,773	32%	\$ -	
RE Staff Expense							-
5.100.168	RE Program Assistant Exp	432.00	1,107.00	4,680.00	24%	-	
5.100.163	RE Nursery Lead Teacher Exp	-	120.00	2,200.00	5%	-	
5.100.164	RE Nursery Assistant Exp	-	-	-	0%	-	
5.100.170	Childcare Exp	96.00	96.00	667.00	14%	-	childcare for worship retreat
	Total RE Staff Exp	\$ 528	\$ 1,323	\$ 7,547	18%	\$ -	
RE Training Expense							-
5.100.152	RE OWL Leadership Development Exp	-	-	-	0%	-	
	Total RE Training Expense	\$ -	\$ -	\$ -	0%	\$ -	
RE Youth Group Expense							-
5.100.132	RE High School Youth Programs Exp	-	-	833.00	0%	-	
	Total RE Youth Group Expense	\$ -	\$ -	\$ 833	0%	\$ -	
RE Operations Expense							-
5.100.131	RE OWL Program Exp	-	-	-	0%	-	
5.100.134	RE Operational Exp	289.45	289.45	2,000.00	14%	-	
	Total RE Operations Expense	\$ 289	\$ 289	\$ 2,000	14%	\$ -	
Total Children & Youth Ministry Expense							-
		\$ 4,055	\$ 14,048	\$ 49,153	29%	\$ -	

As of: Tuesday, October 5, 2021				% Thru Year: 25%					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes		
MUSIC MINISTRY							-		
Music Director							-		
5.100.185	Music Dir Salary Exp	1,088.77	4,301.97	13,065.00	<div><div>33%</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	430.20	1,307.00	<div><div>33%</div></div>	-			
5.100.188	Music Dir FICA Exp	83.29	329.09	999.00	<div><div>33%</div></div>	-			
5.100.190	Music Dir Professional Exp	-	-	1,500.00	<div><div>0%</div></div>	-			
	Total Music Director Compensation	\$ 1,281	\$ 5,061	\$ 18,026	28%	\$ -			
Music Staff							\$ -		
5.100.193	Music Sunday Service Pianist Exp	500.00	750.00	3,375.00	<div><div>22%</div></div>	-	2 months pay		
5.100.195	Music Percussionist Exp	200.00	600.00	2,600.00	<div><div>23%</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	\$ 700	\$ 1,350	\$ 5,975	23%	\$ -			
Other Music Expense							-		
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	265.00	265.00	800.00	<div><div>33%</div></div>	-	music license		
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	\$ 265	\$ 265	\$ 2,041	13%	\$ -			
Total Music Ministry Exp		\$ 2,246	\$ 6,676	\$ 26,042	26%	\$ -			
ADMIN STAFF & SUPPORT							-		
Congr Administrator & Bookkeeper							-		
5.100.174	Congr Admin Salary Exp	3,244.53	10,382.50	45,423.00	<div><div>23%</div></div>	-			
5.100.175	Congr Admin Medical Insurance	-	-	1,200.00	<div><div>0%</div></div>	-			
5.100.176	Congr Administrator Retirement Exp	324.45	1,038.24	4,542.00	<div><div>23%</div></div>	-			
5.100.177	Congr Administrator FICA Exp	248.21	794.26	3,475.00	<div><div>23%</div></div>	-			
5.100.231	Congr Admin Professional Exp	330.75	330.75	500.00	<div><div>66%</div></div>	-	Beloved Conversations Within		
	Total Congr Administrator & Bookkeeper Compensation	\$ 4,148	\$ 12,546	\$ 55,140	23%	\$ -			

As of: Tuesday, October 5, 2021				% Thru Year: 25%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
Additional Employee Benefits							
5.100.178	Labor & Industries Ins Exp	-	541.84	1,875.00	29%	-	
5.100.181	Family and Medical Leave Ins Exp	-	148.57	500.00	30%	-	
5.100.184	Part time Empl FICA SS Exp	40.38	110.37	500.00	22%	-	
	Total Additional Employee Benefits Expense	\$ 40	\$ 801	\$ 2,875	28%	\$ -	
Total Admin Staff & Support Expense							
		\$ 4,188	\$ 13,347	\$ 58,015	23%	\$ -	
DUES & FINANCIAL EXPENSE							
Community Impact-Internal Expense							
5.100.320	UUA Dues Exp Bud	-	2,842.25	11,653.00	24%	-	
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	\$ 33,836	8%	\$ -	
Community Impact-External Expense							
5.100.757	Sunday Morning Contributions Given to Charity	-	995.93	6,900.00	14%	-	
5.100.729	Real Rent Duwamish- Sunday Plate	-	-	833.00	0%	-	
5.100.728	Real Rent Duwamish	-	-	648.00	0%	-	
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	\$ -	\$ 996	\$ 9,181	11%	\$ -	
Worship Expense							
5.100.726	AV Tech Expense	480.00	600.00	5,680.00	11%	-	Audio tech
5.100.725	Worship Council Expense Budget	792.03	1,242.03	4,650.00	27%	-	
5.100.727	AV Equipment & Maintenance	-	-	1,725.00	0%	-	
	Total Worship Expense	\$ 1,272	\$ 1,842	\$ 12,055	15%	\$ -	
Financial Expense							
5.100.650	Loan Debt Service - UUA	1,699.39	5,098.17	31,509.00	16%	-	
5.100.655	Loan Debt Service - Cascadia Growth Fund for UU	659.96	1,979.88	7,950.00	25%	-	
5.100.457	Annual City/County/State Fees	1,457.44	1,457.44	3,500.00	42%	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	165.45	484.52	5,000.00	10%	-	
	Total Financial Expense	\$ 3,982	\$ 9,020	\$ 47,959	19%	\$ -	
Facility Expense							
5.100.450	Telephone/Cable/Internet	641.39	962.06	3,865.00	25%	-	
5.100.460	Web Hosting Exp	-	-	-	0%	-	
5.100.470	Web Maintenance Exp Bud	-	-	-	0%	-	
5.100.475	Technology Management	423.36	509.36	3,400.00	15%	-	
5.100.480	Office Expenses	63.52	63.52	750.00	8%	-	
5.100.481	Postage Exp Bud	-	-	600.00	0%	-	

As of: Tuesday, October 5, 2021				% Thru Year: 25%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
5.100.482	Printing / Copying	459.97	1,379.91	5,500.00	<div><div></div></div> 25%	-	
5.100.483	Constant Contact Email Service	-	-	425.00	<div><div></div></div> 0%	-	
5.100.550	Liability Insurance Exp Bud	-	4,149.50	7,450.00	<div><div></div></div> 56%	-	
5.100.452	Security Alarm System	445.69	445.69	500.00	<div><div></div></div> 89%	-	alarm monitoring annual
5.100.453	Electricity - SCL	2,021.72	5,786.89	10,700.00	<div><div></div></div> 54%	-	
5.100.454	Water/Sewer - SPU	-	510.50	1,667.00	<div><div></div></div> 31%	-	
5.100.455	Waste/Recycling/Green	107.06	321.18	3,300.00	<div><div></div></div> 10%	-	
5.100.456	Gas - PSE	83.43	297.46	4,500.00	<div><div></div></div> 7%	-	
5.100.451	Janitorial Supplies	249.08	295.44	1,250.00	<div><div></div></div> 24%	-	re-opening supplies, TP, PT
5.100.458	Landscaping Exp	-	-	500.00	<div><div></div></div> 0%	-	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	94.43	166.03	2,800.00	<div><div></div></div> 6%	-	
5.100.462	Lift Phone Monitoring	90.00	189.23	360.00	<div><div></div></div> 53%	-	1 qtr
5.100.222	Coffee and Other Kitchen Exp	-	-	916.00	<div><div></div></div> 0%	-	
5.100.471	Janitorial Service	250.00	500.00	8,170.00	<div><div></div></div> 6%	-	missed a payment in July paid here
Total Facility Expense		\$ 4,930	\$ 15,577	\$ 56,653	27%	\$ -	

As of: Tuesday, October 5, 2021				% Thru Year: 25%		Over Budget	Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt		
Fundraising & Rentals Expense							
5.100.305	Facilities Rental Exp - single events	-	-	417.00	0%	-	
5.100.820	Auction Expense	-	-	12,000.00	0%	-	
5.100.822	Canvass Expense	-	-	250.00	0%	-	
	Total Fundraising & Rentals Expense	\$ -	\$ -	\$ 12,667	0%	\$ -	
Reserves Expense							
5.100.461	Building Capital Reserve Exp-GF	30,425.00	30,425.00	30,425.00	100%	-	
5.100.760	Undesignated Donation FB Exp	42,652.47	42,652.47	8,738.00	488%	33,914.47	moving carryover out
	Total Reserves	\$ 73,077	\$ 73,077	\$ 39,163	187%	\$ 33,914	
Total Other Operational & Community Impact Expense		\$ 83,261	\$ 103,354	\$ 211,514	49%	\$ -	
TOTAL GENERAL FUND EXPENSE		\$ 107,834	\$ 173,190	\$ 472,572	37%	\$ -	
Income less Expense		\$ (8,606)	\$ 9,581	-			

As of: Tuesday, October 5, 2021						
Fund Acct	Fund Balances	Curr Balance	Mo. Change	Notes/Explanation	Prior Year Balance	Ann. Change
3.200.100	Building Fund FB	97,180.51	27,604.80	+\$30,425 from carry-over as budgeted; -\$2,820 furnace repair.	69,575.71	27,604.80
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	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	42,652.47	Carryover	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	2,404.92	(2,225.41)	speaker and equipment from cgf grant	160.33	2,244.59
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	191.90	\$616 income from ingathering and 424.10 in ingathering exp	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	-
Total Dedicated Funds		\$ 244,184.93	68,723.76		\$ 173,867.90	\$ 70,317.03

WSUU Finance Committee Report September 2021

Action Items for the Board:

- Auction –
 - The Finance Committee discussed the need for co-chairs to be selected by this time.
 - It is also a good time to start thinking about a Raise the Paddle project. Could involve congregation in the choice or Leadership Assembly.
- Final Treasurers Report for all of last fiscal year (FY20-21) is provided to the board for approval.

Open Action Items for Finance Committee:

- Finance committee is starting to think about Stewardship planning (Paula to send calendar of events from last year to Shannon to pass along to Kevin Lane-Cummings)
- Finance Committee would like to incorporate the Equity Decision Making tool into their covenant, and will work on finding the latest version to include in their document repository.
- Finance Committee will work on making a recommendation for communication and solicitation of options for use of the \$15k anonymous gift received in June (still pending).

Financial Highlights for August 2021 (17% of the year):

Highlights	Actuals	Actuals – YTD	YTD % of Budget	Budget
Total Income	\$ 99,229	\$182,770	39%	\$ 472,572
Pledges	\$ 18,087	\$87,120	31%	\$277,533
Total Expenses	\$ 107,834	\$ 173,190	37%	\$ 472,572
Net Income/Expenses	- \$8,606	\$ 9,581		

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.

Unanticipated Variance to Budget:

- The \$73,077 carry-over from FY20-21 year was brought into the budget this month, accounting for the larger-than-normal Income for this month. The \$73,077 was then expensed to the Building Fund (5.100.461) (\$30,425 the budget) and the Undesignated Donation Fund Balance (5.100.760 aka “Reserves”) (\$42,652 vs \$8,738 budget). The amount over budget in Reserves is driven by the \$15k anonymous donation, a great auction, program delays and general carry-over from expenses coming in under budget.

Additional Notes:

- Finance Committee welcomed Chris McEwen and reviewed our covenant and charter.
- Finance Committee reviewed a list of priorities for the year.

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 10/17/2021

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

September 13, 2021

To: WSUU Board Members
From: Rev. Cynthia Westby, DRE

Re: DRE Board Report for September 2021

Summer RE: The last summer RE class was held on Sunday, August 29th! Amy Hance-Brancati taught this class with Cheryl Brown and it was one of our largest classes of the summer with 5 kids attending.

Youth Group: The Youth Group advisors have met twice to plan Youth Group. They have decided upon meeting two Sunday evenings a month and have notified the youth and their families. A kick-off bonfire gathering of youth will happen in the Westside parking lot on Sunday, September 19th in the evening.

RE Plans for Fall: I have been working on options for the Fall RE class. On Sunday, September 19th and 26th we will offer one Chalice Chapel for K-8th graders. We will not open the nursery until 2022 at the earliest. Meanwhile, I am working to create a collaborative class with my Pacific Western Region DRE colleagues on-line if we end up staying on-line as well as contemplating in-person class curriculum – it is a period of great mystery with so many unknowns. Here are some details about what I am working on:

Parent Survey: I sent out a survey on Sunday (9/12) to all parents regarding their interest, for their children, in on-line RE options offered in collaboration with 15 other Pacific Western Region UU churches (and their DREs) – this is being organized by the LREDA chapter I am a member of (a UU organization of Liberal Religious Educators). We all wanted to develop a more robust RE option for our families, with more children in them, if we end up being on-line for some time. I am awaiting results from this survey. I asked about their in-person attendance/interest, as well as on-line attendance interest for their children. The LREDA options for on-line classes would entail RE being offered at a new time for our children. We had to all come to a mutually workable time frame based on a broad number of churches RE programs, all of which are offered at different times on Sunday mornings (details of the times below). My survey of parents included a survey of Middle Schoolers interest in options for an on-line middle school. I am slowly getting those survey results back.

Currently the LREDA collaboration will be:

- on-line a K-5 class that will begin at 9:45 am with optional gathering games, class at 10-10:30, and then an optional casual conversation at 10:30. This class would be split into K-3 and 4-5 if enough children were to attend.
- the middle school (6-8th graders) options are Sunday at 1 pm or 5 pm; or Wednesday at 6 pm.

Home Projects: I will begin sending home projects for families to explore their spiritual values through conversations and activities, on September 19th.

Please don't hesitate to ask, if you have any questions.

MUSIC DIRECTOR MONTHLY REPORT

September 2021

ACTION ITEMS: We would love to finalize and move forward with the risers in the Sanctuary as soon as possible in anticipation of the choir being able to be in the building again sometime soon. It is unworkable as it is. Reverend Christopher, Jim Schlough and I had a brief meeting this week about this. I will be taking the entire month of October off to catch up with vacation time for this year, so there will be no MD report next month

1. The two week a month plan for my time is settling into place and seems to be working. This month there was some extra time outside of my time parameters because of changing plans around covid and music in the sanctuary.
2. Music Ministry Team (MMT): We met last month, and expect to be meeting again. We came up with the plan delineated below for Wednesday Music Evenings.
3. Wednesday Music Meetings: The plan for Wednesday evenings (for now under the tent, but could move inside as Covid guidelines change) is as follows. Everything is adjusted because of the way my schedule is set up now, so that I can be present for both Wednesdays of my work weeks.
 - a. The first Wednesday after the first Sunday: Westside Chorale
 - b. The following Wednesday: Open Sing ... all members of the congregation will be invited to join in easily-taught songs, led by Lisa Maynard and myself
 - c. The next Wednesday: Ukulele Strum-along, led by Lisa Maynard
 - d. the following Wednesday: Drum circle, line dance or small ensembles.
4. We're still working on getting an electronic drum kit for Larry, which will make both broadcasting and live playing more easily controlled volume-wise. This is not actually on my plate, but reporting it here.
5. Services ahead: I'm trying to work ahead to get things settled before I go on break each month. It's a bit challenging, but we keep on keeping on! I am actively involved in planning and supporting music on the 2nd and 3rd Sundays of each month. Currently the plan is that I would be playing and leading music from the Sanctuary without John and Larry on the 2nd Sunday, that the 3rd Sunday would be Chorale or small ensemble with John and Larry, and the 4th Sundays would be John and Larry with alternate music leader. The 1st Sundays would be with an alternating music leader, no John and Larry.

I'm hoping that we'll be able to sustain this ship we're all on with continuing musical excellence!

In Harmony,

Scott Farrell

WSUU Music Director

Administrator Report to Board September 2021

Date	Speaker/Special Circumstances	Attendance Concurrent views while streaming/ views since published	Collection (charity portion)
8/8/21	Rev. Christopher	62/21	192.65
8/15/21	Native Land, Tracy Burrows, Henry Bennett, Leilani Davenport	40/10	79.65
8/22/21	UU Ministry for the Earth	44/19	69.66
8/29/21	Go Janes – 1 st Sunday recorded in Sanctuary	63/22	40.99
9/5/21	Rev. Christopher	38/21	107.66
9/12/21	Rev. Christopher – Ingathering	51/8	80.32

Membership: Current membership 177. Chris and Caroline Sausler resigned membership due to move to Olympia.

Tasks: With the pandemic came a shift of tasks that are on my plate by explicit request or the need to fill a vacuum. These new tasks have included AV team coordination and scheduling, weekly reminders of who is volunteering, setting up streams, uploading content, processing videos worship coordination and preparations including prelude and postlude video creation and processing, coffee hour hosting and more. With these added responsibilities I find it hard to find time to get to projects that are waiting, like inviting our congregants and other staff into our new church management software, Breeze. I am taking steps to try to pass some of these tasks, when appropriate, to volunteers.

Rental Issues:

Contract: Our lease with Leaps and Bounds was finalized and signed in August. There were some small changes to time of building use. Leaps and Bounds now has weekday access until 6:30 pm vs. 6:00pm but will no longer use our spaces during any weekend hours. This is a great change for us as it will allow Saturday programming in the parking lot throughout the day. We also agreed to an annual deep cleaning of the kitchen spaces and twice annual professional maintenance of the parking lot (in addition to the wonderful work.

Facilities Issues and Updates:

Tent: Huge gratitude to Charlie Wilson, John Monahan, Ed Smith, Marco Deppe, Rev. Christopher, and Rowan Wulff for putting up the big tent in our parking lot. Leaps and Bounds staff are so happy to have this space for meals and activities for the kids. We are also looking forward to some fall programming happening out there.

Furnace: The furnace was repaired this week. A motor was replaced along with a shaft some bearings and a pulley. It's nice to squeak this in before we turn on the thermostats.

Repairing Drywall, Paint and Ceiling tiles damaged from water ingress: I'm happy and

grateful to report that Jim Schough has replaced the missing and stained ceiling tiles in the social hall and is exploring repairs to the plaster and paint damaged by leaks over the past years.

Items requiring extra time this month:

Working toward reopening the building and then undoing all that was put in place as we delayed reopening due to the delta variant.

In loving community,
Shannon