



September 2020 WSUU BOARD AGENDA

6:30PM PT – 8:45 PM PT via Zoom

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 (20 min)	Chalice Lighting & Welcome – Marissa & Vanessa	<ul style="list-style-type: none"> ○ Chalice lighting & reading ○ Grounding practice - Rev. Christopher ○ Review Covenant - marissa ○ Access needs ○ Check-in
6:50 pm (10 min)	Minutes - Liz	<ul style="list-style-type: none"> ○ Changes in August Minutes or approve as written
7:00 pm (10 min)	September Reports - Vanessa	<ul style="list-style-type: none"> ○ Minister ○ Administrator ○ DRE ○ Music ○ Finance Committee ○ Treasurer ○ Transition Working Group ○ Accessibility Project ○ RJTC – No board report this month
7:10 pm (10 min)	Liaison Updates – varied	<ul style="list-style-type: none"> ○ RJCT, Clusters
7:20 pm (10 min)	COVID-19 In-person Gathering Statement	<ul style="list-style-type: none"> ○ Need to be clear about church-sponsored activities ○ Covid team
7:30 pm (15 min)	Right Relations Update--Liz & Jade	<ul style="list-style-type: none"> ○ Plan/proposal
7:45 pm (15 min)	R90 and future initiatives --Shelley	<ul style="list-style-type: none"> ○ Options ○ Other uses for same functionality
8:00pm (15 min)	GA Delegate plan & Congregational Meeting end of January-marissa	<ul style="list-style-type: none"> ○ review tentative plan & talk about \$ ○ meeting with Nom Com 9/20 ○ pick a date for meeting
8:15 pm (15min)	Housekeeping--Vanessa	<ul style="list-style-type: none"> ○ Ongoing: Content, tabling sign-up, thank yous ○ Committee recruitment update ○ Guest Policy update ○ More frequent meetings
8:30pm (15 min)	Close of the Meeting - Vanessa	<ul style="list-style-type: none"> ○ Personal Process Observations ○ Extinguishing the Chalice ○ 8:45 End

MINUTES: MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN

UNIVERSALIST CONGREGATION

September 16, 2020

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

STAFF: Shannon Day, Rev. Christopher Wulff

GUESTS: None

WELCOME AND CHALICE LIGHTING: The meeting started at 6:35pm. Vanessa shared chalice lighting words entitled We Prepare for the Future.

COVENANT, ACCESS NEEDS AND GROUNDING PRACTICE: Marissa read the revised covenant, which was approved pending further comment and amendment. Shelley led the board in a grounding practice.

APPROVAL OF MINUTES: The minutes from the August meeting will be reviewed and approved by email.

REPORTS:

*TREASURER REPORT: An explanation was given for why the ministerial budget is higher this month. This is accounted for by an overlap between payments to both Rev Deanna for her bridge ministry and to current minister Rev Christopher and a possible carryover of expenses from last year.

*ADMINISTRATOR REPORT: See report attached.

*DRE REPORT: See report attached.

*MUSIC REPORT: See report attached.

*FINANCE REPORT: See report attached.

*TRANSITION WORKING GROUP REPORT: See report attached.

*ACCESSIBILITY REPORT: Jim is working on getting estimates for looping technology; two estimates have been submitted and he is awaiting a third one. As for the esthetics team, the goal is to get a team in place in the next couple of weeks. The board supports consultation during the decision making process with the people who are most affected by the access issues.

LIAISON UPDATES:

*CONGREGATIONAL CLUSTERS: Thomas reports that the group working on this issue (Marissa, Rev. Christopher, Jade and Thomas) recommends a focus on continuity and care. The

group is gathering information about what is currently happening so as to plan for the future and will meet again next week.

***RACIAL JUSTICE CHANGE TEAM:** Tony reports that numerous events are coming up and thought is being given to creating a Facebook account. The team plans to have a retreat next month to discuss aligning its goals with those of the board and to clarify the RJCT's objectives.

COVID-19 WORKING GROUP: The board discusses the need for a statement clarifying the guidelines for church-sponsored gatherings and activities with a focus on safety and equity. The Covid-19 advisory group will be meeting shortly to address this concern.

RIGHT RELATIONS FORMATION TEAM: The board reviews the revised proposal for the formation of a right relations team. Liz and Jade will continue to lay the groundwork by consulting other congregations on their process.

R-90 ENDORSEMENT: The board breakout group considering this issue determined that there was insufficient time to consult the congregation about endorsing R-90 because the cut off for official endorsements has ended.

SELECTION OF GA DELEGATES: Marissa will be meeting with the nominating committee about how to involve the congregation in selecting delegates for GA. The board also discussed how to support the GA delegates and what expectations might be placed on them. Suggestions included giving a testimonial before GA and organizing a service afterward. The board voted in favor of paying the virtual attendance fees for delegates to the 2021 GA. The board plans to present the issue of choosing GA delegates by end of January 2021.

CONGREGATIONAL CONSULTATION ON PUBLIC ISSUES: The board discusses developing a method for getting congregational input from members on whether to take a position on public issues. The goal would be to mimic a congregational meeting in a virtual space. A survey format with opportunity for comment is suggested. The board is in favor of testing the technological capability to do this.

SCHEDULING BOARD MEETINGS: A formal board meeting will be held once a month on the third Wednesday and a working session will be held on the second Saturday of each month.

GUEST POLICY: The board is continuing to review the policy and will revisit it.

AUCTION: Planning for the auction is coming together. Leadership will be distributed more widely so as to more effectively involve people.

BOARD TABLING AND NEWSLETTER SUBMISSIONS: Board members will be signing up to do tabling after services and to submit content for the e-news.

CLOSE OF MEETING: The Board adjourned at 9:10 pm.

As of: **Monday, September 14, 2020****BUDGET SUMMARY**% thru Year: **16.7%**

		Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
Income						
Pledges	\$	12,309	\$ 62,678	22%	\$ 285,400	\$ 222,722
Sunday Plate		1,588	2,989	12%	25,733	22,744
Other Donations		-	8,398	102%	8,250	(148)
Fund Raising		-	30	0%	37,000	36,970
Affinity Programs		53	55	2%	2,700	2,645
RE Ministry		-	-	0%	1,850	1,850
Youth Group Ministry		-	-	0%	1,033	1,033
Music Ministry		-	-	0%	1,000	1,000
Program and Misc		90	197	0%	55,100	54,903
Rentals		4,292	7,357	14%	53,118	45,761
Total Income	\$	18,332	\$ 81,703	17%	\$ 471,184	\$ 389,481
Expenses						
Minister Compensation	\$	13,413	\$ 27,490	21%	\$ 129,102	\$ 101,612
Additional Minister		-	410	18%	2,300	1,890
RE Director Compensation		6,529	12,694	17%	75,146	62,452
RE Staff		534	1,116	11%	10,220	9,105
RE Training		-	-	0%	1,650	1,650
RE Youth Group		-	-	0%	1,633	1,633
RE Operations		17	21	1%	3,450	3,429
Music Director Compensation		2,946	5,630	16%	34,692	29,062
Music Staff		675	1,350	11%	11,884	10,534
Other Music		-	-	0%	1,241	1,241
Administrator Compensation		4,251	8,540	15%	55,140	46,600
Additional Employee Benefits		41	636	16%	3,900	3,264
UUA Dues		-	-	0%	11,569	11,569
Loans, Taxes, Fees		2,207	4,503	13%	34,169	29,666
Discretionary		538	538	4%	14,210	13,672
Facility		643	7,270	11%	66,728	59,458
Fundraising & Rentals		-	-	0%	2,250	2,250
Committees		-	-	0%	11,900	11,900
Total Expenses	\$	31,794	\$ 70,197	15%	\$ 471,184	\$ 400,987
Cash Flow (GF):	\$	(13,462)	\$ 11,506			

	YTD Balance	Start of FY	YTD Change
BANK ACCOUNT BALANCES			
Umpqua General Fund Checking #7545	\$ 55,390	64,631	\$ (9,241)
Sound Credit Union Money Market #6299	208,873	208,696	177
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
Total Account Balances	\$ 264,489	\$ 273,552	\$ (9,064)
ASSETS			
Church Bldg & Land (book value)	\$ 2,918,600	\$ 2,889,800	\$ 28,800
Cash - Operations	106,825	117,085	(10,260)
Cash - Building Fund	\$ 76,959	76,959	-
Cash - Elevator Fund	26,043	3,808	22,234
Other Dedicated Fund Balances	22,776	43,813	(21,038)
Undesignated Donations	31,886	31,886	-
Total Fund Balances	\$ 157,664	156,467	1,197
Total Assets	\$ 3,183,089	\$ 3,163,353	\$ 19,736
LIABILITIES			
Loan fm UUA	\$ 419,602	\$ 435,136	\$ (15,535)
Loan fm Pacific NW Growth Fdtn	56,516	61,474	(4,958)
Other Current Liabilities	66,203	94,982	(28,780)
Other Dedicated Fund Balances	22,776	43,813	(21,038)
Total Liabilities	\$ 565,096	\$ 635,406	\$ (70,309)
CONGREGATIONAL EQUITY			
Beginning of FY Equity	\$ 2,617,993	\$ 2,527,947	\$ 90,046
YTD Change in Equity	489,676		
DEDICATED FUND BALANCES			
Beginning of FY Dedicated Fund Balances	\$ 156,467	\$ 156,467	\$ 1,197
YTD Change in Dedicated Fund Balances	1,197		
Overall YTD Cash Flow with Fund Balances:	\$ 12,702		

As of: Monday, September 14, 2020				% Thru Year: 17%				
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes	
GENERAL FUND INCOME								
Pledges								
4.100.100	Pledges - Current Year Income	12,309.28	60,798.18	283,400.00	<div><div></div></div> 21%	-	low	
4.100.110	Pledges - Prior Year Income	-	1,880.00	2,000.00	<div><div></div></div> 94%	-		
	Total Pledges	\$ 12,309	\$ 62,678	\$ 285,400	22%	\$ -		
Sunday Plate								
4.100.140	Contributions - Sunday WSUU	1,032.28	1,894.30	18,400.00	<div><div></div></div> 10%	-		
4.100.141	Contributions - Sunday WSUU Minister Discretion	50.00	50.00	600.00	<div><div></div></div> 8%	-		
4.100.142	Contributions - Sunday WSUU Kitchen/Hospitality	-	-	-	0%	-		
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	600.00	0%	-		
4.100.150	Contributions Sunday Charities	506.16	1,044.58	6,133.00	<div><div></div></div> 17%	-		
	Total Sunday Plate Income	\$ 1,588	\$ 2,989	\$ 25,733	12%	\$ -		
Other Donations								
4.100.135	Give Big (Non-pledge gifts and stretch dollars)	-	-	-	0%	-		
4.100.155	Endowment Fund Transfers IN	-	-	-	0%	-		
4.100.160	Special Gifts & Campaigns	-	8,397.50	8,250.00	<div><div></div></div> 102%	147.50		
4.100.244	Accessibility Fund Donations	-	-	-	0%	-		
	Total Other Donations	\$ -	\$ 8,398	\$ 8,250	102%	\$ 148		
Fund Raising								
4.100.245	Auction Income	-	30.00	22,000.00	<div><div></div></div> 0%	-		
4.100.247	Raise the Paddle Income	-	-	15,000.00	0%	-		
4.100.250	Rummage & Book Sale Income	-	-	-	0%	-		
4.100.257	Misc. Fundraising Income	-	-	-	0%	-		
	Total Fund Raising Income	\$ -	\$ 30	\$ 37,000	0%	\$ -		
Affinity Program Income								
4.100.210	E Scrip GF Income	2.90	4.45	-	0%	4.45	3 months of Amazon Smile	
4.100.211	Amazon Rebate Income	50.27	50.27	1,500.00	<div><div></div></div> 3%	-		
4.100.212	Thriftway Rebate Program	-	-	1,200.00	0%	-		
	Total Affinity Program Income	\$ 53	\$ 55	\$ 2,700	2%	\$ 4		
RE Ministry Income								
4.100.258	RE Fund Transfers IN	-	-	-	0%	-		
4.100.259	RE Fundraising & Donations	-	-	-	0%	-		
4.100.260	OWL Registration Fees	-	-	800.00	0%	-		
4.100.263	OWL Fund Transfers IN	-	-	1,050.00	0%	-		
4.100.264	RE Coming of Age Program Fees	-	-	-	0%	-		
	Total RE Ministry Income	\$ -	\$ -	\$ 1,850	0%	\$ -		
Youth Group Ministry Income								
4.100.261	RE Youth Group Fund Transfers IN	-	-	1,033.00	0%	-		
4.100.262	RE Youth Group Fundraising & Gifts	-	-	-	0%	-		
	Total Youth Group Ministry Income	\$ -	\$ -	\$ 1,033	0%	\$ -		

As of: Monday, September 14, 2020				% Thru Year: 17%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
<u>Music Ministry Income</u>							
4.100.221	Music Fund Transfers IN	-	-	-	0%	-	
4.100.222	Music Fundraising and Donations	-	-	1,000.00	0%	-	
4.100.223	Music Programs Income	-	-	-	0%	-	
	Total Music Ministry Income	\$ -	\$ -	\$ 1,000	0%	\$ -	
<u>Program and Misc Income</u>							
4.100.220	Coffee Income	-	-	-	0%	-	
4.100.225	Membership Fundraising and Donations	-	-	500.00	0%	-	
4.100.240	Interest Income	79.80	177.29	1,000.00	18%	-	
4.100.241	Board Designated Fund Transfers to GF	-	-	53,500.00	0%	-	
4.100.242	Building Fund Transfer IN	-	-	-	0%	-	
4.100.251	Social & Envir. Justice Fundraising	10.00	20.00	-	0%	20.00	
4.100.255	Common Quest Income	-	-	100.00	0%	-	
4.100.265	Ministerial Intern Inc	-	-	-	0%	-	
4.100.267	Minister Search Fund Transfers IN	-	-	-	0%	-	
4.100.268	Web Development Fund Transfers IN	-	-	-	0%	-	
4.100.270	Building Maintenance/Janitorial transfer IN	-	-	-	0%	-	
	Total Program and Misc Income	\$ 90	\$ 197	\$ 55,100	0%	\$ 20	
<u>Rentals</u>							
4.100.300	Cell Tower Rental & Elec Reimb	1,226.55	1,226.55	14,718.00	8%	-	
4.100.302	Cell Tower Electricity Reimb True-up	-	-	1,600.00	0%	-	
4.100.305	Rental Income - Single Events	-	-	-	0%	-	
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	3,000.00	6,000.00	36,000.00	17%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	65.00	130.00	800.00	16%	-	
	Total Rental Income	\$ 4,292	\$ 7,357	\$ 53,118	14%	\$ -	
TOTAL GENERAL FUND INCOME		\$ 18,332	\$ 81,703	\$ 471,184	17%	\$ 172	

As of: Monday, September 14, 2020				% Thru Year: 17%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
GENERAL FUND EXPENSE							
MINISTER POSITION							
Minister Compensation							
5.100.100	Minister Housing Allow Exp	1,600.00	3,200.00	44,475.00	7%	-	
5.100.101	Minister Salary Exp	11,035.05	22,603.86	44,975.00	50%	-	
5.100.105	Minister Medical Ins Exp	-	-	11,385.00	0%	-	
5.100.106	Minister Group Term Life Ins Exp	-	89.00	730.00	12%	-	
5.100.107	Minister Long Term Disability Ins Exp	-	-	1,073.00	0%	-	
5.100.108	Minister Dental Insurance	-	-	1,776.00	0%	-	
5.100.110	Minister Retirement Exp	478.83	957.66	8,945.00	11%	-	
5.100.115	Minister-FICA Exp	299.44	639.71	6,843.00	9%	-	
5.100.125	Minister's Professional Exp	-	-	8,900.00	0%	-	
Total Minister Compensation		\$ 13,413	\$ 27,490	\$ 129,102	21%	\$ -	
Additional Minister Exp							
5.100.102	Minister Moving Exp	-	-	-	0%	-	
5.100.120	Minister's Sabbatical Exp	-	-	-	0%	-	
5.100.126	Minister Installation Exp	-	410.00	2,300.00	18%	-	
5.100.128	Minister Search Exp	-	-	-	0%	-	
Total Additional Minister Exp		\$ -	\$ 410	\$ 2,300	18%	\$ -	
Total Minister Position Expense		\$ 13,413	\$ 27,900	\$ 131,402	21%	\$ -	

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Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
CHILDREN AND YOUTH MINISTRY							
RE Director Compensation							
5.100.150	RE Director Salary Exp	5,129.75	10,259.50	57,157.00	18%	-	
5.100.153	RE Director Group Term Life Ins Exp	-	-	-	0%	-	
5.100.154	RE Director Long Term Disability Ins Exp	-	-	-	0%	-	
5.100.155	RE Director Medical Insurance	-	-	4,400.00	0%	-	
5.100.158	RE Director FICA Exp	372.80	745.60	4,373.00	17%	-	
5.100.160	RE Director Retirement Exp	1,026.00	1,539.00	5,716.00	27%	-	July and August
5.100.165	RE Director Professional Exp	-	150.00	3,500.00	4%	-	
	Total RE Director Compensation	\$ 6,529	\$ 12,694	\$ 75,146	17%	\$ -	
RE Staff Expense							
5.100.162	RE Story Time Toddler Teacher Exp	-	-	-	0%	-	
5.100.163	RE Nursery Lead Teacher Exp	120.00	280.00	2,200.00	13%	-	
5.100.164	RE Nursery Assistant Exp	90.00	187.50	1,920.00	10%	-	
5.100.168	RE Program Assistant Exp	324.00	648.00	5,300.00	12%	-	
5.100.169	RE Summer Coordinator Exp	-	-	-	0%	-	
5.100.170	Childcare Exp	-	-	800.00	0%	-	
	Total RE Staff Exp	\$ 534	\$ 1,116	\$ 10,220	11%	\$ -	
RE Training Expense							
5.100.151	RE Youth Leadership Development Exp	-	-	-	0%	-	
5.100.152	RE OWL Leadership Development Exp	-	-	1,650.00	0%	-	
5.100.166	RE Leader Training Exp	-	-	-	0%	-	
5.100.167	RE Teacher Appreciation Exp	-	-	-	0%	-	
	Total RE Training Expense	\$ -	\$ -	\$ 1,650	0%	\$ -	
RE Youth Group Expense							
5.100.161	RE Lead Youth Advisor Exp	-	-	-	0%	-	
5.100.132	RE High School Youth Programs Exp	-	-	1,633.00	0%	-	
5.100.136	RE High School Youth Scholarships Exp	-	-	-	0%	-	
5.100.227	RE Youth Group Fund Transfers OUT	-	-	-	0%	-	
	Total RE Youth Group Expense	\$ -	\$ -	\$ 1,633	0%	\$ -	
RE Operations Expense							
5.100.131	RE OWL Program Exp	-	-	200.00	0%	-	
5.100.133	RE Middle School Youth Programs Exp	-	-	-	0%	-	
5.100.134	RE Operational Exp	16.94	20.74	3,250.00	1%	-	
5.100.135	RE Middle School Scholarships Exp	-	-	-	0%	-	
5.100.171	RE Program Support Exp	-	-	-	0%	-	
5.100.172	RE Curricula Exp	-	-	-	0%	-	
5.100.225	RE Fund Transfers OUT	-	-	-	0%	-	
5.100.229	RE OWL Fund Transfers OUT	-	-	-	0%	-	
	Total RE Operations Expense	\$ 17	\$ 21	\$ 3,450	1%	\$ -	
Total Children & Youth Ministry Expense		\$ 7,079	\$ 13,830	\$ 92,099	15%	\$ -	

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MUSIC MINISTRY							
Music Director							
5.100.185	Music Dir Salary Exp	2,307.76	4,589.30	25,493.00	18%	-	
5.100.186	Music Dir Medical Insurance	-	-	2,200.00	0%	-	
5.100.187	Music Dir Retirement Exp	461.56	689.71	2,549.00	27%	-	July and August
5.100.188	Music Dir FICA Exp	176.54	351.08	1,950.00	18%	-	
5.100.190	Music Dir Professional Exp	-	-	2,500.00	0%	-	
5.100.200	Music Dir Group Term Life Insurance	-	-	-	0%	-	
5.100.205	Music Dir Long Term Disability Ins Exp	-	-	-	0%	-	
Total Music Director Compensation		\$ 2,946	\$ 5,630	\$ 34,692	16%	\$ -	
Music Staff							
5.100.193	Music Sunday Service Pianist Exp	375.00	750.00	4,875.00	15%	-	
5.100.195	Music Percussionist Exp	300.00	600.00	3,800.00	16%	-	
5.100.197	Music Chorale Rehearsal Pianist Exp	-	-	1,680.00	0%	-	
5.100.198	Music Bassist Exp	-	-	800.00	0%	-	
5.100.199	Music Administrator Exp	-	-	729.00	0%	-	
Total Other Music Staff Expense		\$ 675	\$ 1,350	\$ 11,884	11%	\$ -	
Other Music Expense							
5.100.191	Music Purchase Exp	-	-	766.00	0%	-	
5.100.192	Music Equipment Maint Exp	-	-	400.00	0%	-	
5.100.194	Music Programs Exp	-	-	-	0%	-	
5.100.196	Music Council Fundraising Exp	-	-	75.00	0%	-	
5.100.201	Music Equipment Purchase Exp	-	-	-	0%	-	
5.100.202	Music Marketing Exp	-	-	-	0%	-	
Total Other Music Expense		\$ -	\$ -	\$ 1,241	0%	\$ -	
Total Music Ministry Exp		\$ 3,621	\$ 6,980	\$ 47,817	15%	\$ -	
ADMIN STAFF & SUPPORT							
Congr Administrator & Bookkeeper							
5.100.173	Congr Admin Group Term Life Ins Exp	-	-	-	0%	-	
5.100.174	Congr Admin Salary Exp	3,330.25	6,960.25	45,423.00	15%	-	
5.100.175	Congr Admin Medical Insurance	-	-	1,200.00	0%	-	
5.100.176	Congr Administrator Retirement Exp	666.04	1,047.22	4,542.00	23%	-	July and August
5.100.177	Congr Administrator FICA Exp	254.77	532.47	3,475.00	15%	-	
5.100.230	Congr Admin Long Term Disability Ins Exp	-	-	-	0%	-	
5.100.231	Congr Admin Professional Exp	-	-	500.00	0%	-	
Total Congr Administrator & Bookkeeper Compensation		\$ 4,251	\$ 8,540	\$ 55,140	15%	\$ -	

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Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
Additional Employee Benefits							
5.100.178	Labor & Industries Ins Exp	-	414.10	2,500.00	17%	-	
5.100.181	Family and Medical Leave Ins Exp	-	136.56	600.00	23%	-	
5.100.184	Part time Empl FICA SS Exp	40.86	85.35	800.00	11%	-	
	Total Additional Employee Benefits Expense	\$ 41	\$ 636	\$ 3,900	16%	\$ -	
Total Admin Staff & Support Expense		\$ 4,292	\$ 9,176	\$ 59,040	16%	\$ -	
DUES & FINANCIAL EXPENSE							
UUA Dues Expense							
5.100.300	Partner Church Dues Exp Bud	-	-	200.00	0%	-	
5.100.320	UUA Dues Exp Bud	-	-	11,369.00	0%	-	
	Total UU Organizations Dues Expense	\$ -	\$ -	\$ 11,569	0%	\$ -	
Financial Expense							
5.100.650	Loan Debt Service - UUA	1,699.39	3,398.78	22,043.00	15%	-	interest only
5.100.655	Loan Debt Service - PNW Growth Foundation Exp	260.32	520.64	3,526.00	15%	-	interest only
5.100.457	Annual City/County/State Fees	-	55.05	3,200.00	2%	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	247.22	528.10	5,400.00	10%	-	
	Total Financial Expense	\$ 2,207	\$ 4,503	\$ 34,169	13%	\$ -	
Total Dues & Financial Expense		\$ 2,207	\$ 4,503	\$ 45,738	10%	\$ -	
DISCRETIONARY EXPENSE							
Discretionary Expense							
5.100.757	Sunday Morning Contributions Given to Charity	538.43	538.43	6,133.00	9%	-	
5.100.758	Minister Discretionary Fund Transfer OUT	-	-	600.00	0%	-	
5.100.760	Undesignated Donation FB Exp	-	-	7,477.00	0%	-	
	Total Discretionary Expense	\$ 538	\$ 538	\$ 14,210	4%	\$ -	
Total Discretionary Expense		\$ 538	\$ 538	\$ 14,210	4%	\$ -	

As of: Monday, September 14, 2020				% Thru Year: 17%		Over Budget	Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt		
OTHER OPERATIONAL EXPENSE							
Facility Expense							
5.100.450	Telephone/Cable/Internet	278.01	555.98	3,200.00	<div><div></div></div> 17%	-	
5.100.460	Web Hosting Exp	-	-	300.00	<div><div></div></div> 0%	-	
5.100.470	Web Maintenance Exp Bud	-	-	100.00	<div><div></div></div> 0%	-	
5.100.475	Technology Management	-	535.80	4,600.00	<div><div></div></div> 12%	-	
5.100.480	Office Expenses	-	-	1,000.00	<div><div></div></div> 0%	-	
5.100.481	Postage Exp Bud	-	-	500.00	<div><div></div></div> 0%	-	
5.100.482	Printing / Copying	-	-	5,500.00	<div><div></div></div> 0%	-	
5.100.483	Constant Contact Email Service	-	-	425.00	<div><div></div></div> 0%	-	
5.100.550	Liability Insurance Exp Bud	-	3,869.50	7,450.00	<div><div></div></div> 52%	-	
5.100.452	Security Alarm System	-	-	500.00	<div><div></div></div> 0%	-	
5.100.453	Electricity - SCL	-	1,440.46	11,000.00	<div><div></div></div> 13%	-	
5.100.454	Water/Sewer - SPU	-	-	2,000.00	<div><div></div></div> 0%	-	
5.100.455	Waste/Recycling/Green	70.70	141.40	2,000.00	<div><div></div></div> 7%	-	
5.100.456	Gas - PSE	65.83	190.49	4,500.00	<div><div></div></div> 4%	-	
5.100.451	Janitorial Supplies	-	-	1,500.00	<div><div></div></div> 0%	-	
5.100.458	Landscaping Exp	-	-	500.00	<div><div></div></div> 0%	-	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	49.52	78.96	2,700.00	<div><div></div></div> 3%	-	light ballast
5.100.461	Building Capital Reserve Exp-GF	-	-	3,000.00	<div><div></div></div> 0%	-	
5.100.462	Lift Phone Monitoring	-	99.09	360.00	<div><div></div></div> 28%	-	
5.100.463	Elevator Fund Reserve Exp	-	-	-	<div><div></div></div> 0%	-	
5.100.471	Janitorial Service	125.00	250.00	8,000.00	<div><div></div></div> 3%	-	once a month cleaning of upper 2 floors
5.100.484	Marketing and Advertising	-	-	-	<div><div></div></div> 0%	-	
5.100.726	AV Tech Expense	-	-	6,720.00	<div><div></div></div> 0%	-	
5.100.727	AV Equipment & Maintenance	-	-	225.00	<div><div></div></div> 0%	-	
5.100.728	Real Rent Duwamish	54.00	108.00	648.00	<div><div></div></div> 17%	-	
5.100.900	Transfers to Operations Cash Reserve Fund or Bldg	-	-	-	<div><div></div></div> 0%	-	
Total Facility Expense		\$ 643	\$ 7,270	\$ 66,728	11%	\$ -	

As of: Monday, September 14, 2020				% Thru Year: 17%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY20-21 Budget	YTD %ofBgt	Over Budget	Notes
<u>Fundraising & Rentals Expense</u>							
5.100.819	Raise the Paddle Purchase Exp -GF	-	-	-	0%	-	
5.100.820	Auction Expense	-	-	2,000.00	0%	-	
5.100.821	Rummage Sale Expense	-	-	-	0%	-	
5.100.822	Canvass Expense	-	-	250.00	0%	-	
5.100.823	Misc. Fundraising Exp Bud	-	-	-	0%	-	
5.100.305	Facilities Rental Exp - single events	-	-	-	0%	-	
	Total Fundraising & Rentals Expense	\$ -	\$ -	\$ 2,250	0%	\$ -	
<u>Committees Expense</u>							
5.100.222	Coffee and Other Kitchen Exp	-	-	1,100.00	0%	-	
5.100.710	Membership Exp Bud	-	-	500.00	0%	-	
5.100.725	Worship Council Expense Budget	-	-	6,575.00	0%	-	
5.100.754	Partner Church Program Exp	-	-	-	0%	-	
5.100.756	Social Action Expense	-	-	-	0%	-	
5.100.759	Board Discretionary Fund	-	-	300.00	0%	-	
5.100.800	All Congr Social Events	-	-	175.00	0%	-	
5.100.801	All Congr Retreats and Trainings	-	-	3,000.00	0%	-	
5.100.829	Common Quest Exp	-	-	250.00	0%	-	
	Total Committees Exp	\$ -	\$ -	\$ 11,900	0%	\$ -	
Total Other Operational Support Expense		\$ 643	\$ 7,270	\$ 80,878	9%	\$ -	
TOTAL GENERAL FUND EXPENSE		\$ 31,794	\$ 70,197	\$ 471,184	15%	\$ -	
Income less Expense		(13,462)	11,506	-			

As of: Monday, September 14, 2020						
Fund Acct	Fund Balances	Curr Balance	Mo. Change	Notes/Explanation	Prior Year Balance	Ann. Change
3.200.100	Building Fund FB	76,959.46	-		76,959.46	-
3.201.100	Accessibility FB	26,042.65	22,224.34	Transferred from RTP	3,808.31	22,234.34
3.202.100	Building Maintenance/Janitorial Fund Balance	329.42	-		329.42	-
3.302.100	Minister's Discretion FB	2,296.73	-		2,296.73	-
3.303.100	Minister Search Fund Balance	142.88	-		142.88	-
3.304.100	Gifts to be Designated by Board FB	-	-		-	-
3.305.100	Undesignated Donations FB	31,886.18	-		31,886.18	-
3.310.100	Conference Scholarship FB	171.21	-		171.21	-
3.321.100	Miscellaneous Grants	160.33	-		160.33	-
3.345.100	Hymnals FB	98.71	-		98.71	-
3.350.100	Music FB	290.53	-		290.53	-
3.355.100	WSUU Sponsored Events Balance	1,513.47	-		1,513.47	-
3.360.100	Youth Group FB	6,249.01	418.27		5,830.74	418.27
3.370.100	OWL Fund Balance	4,208.28	600.00		3,608.28	600.00
3.380.100	Religious Ed Misc FB	2,041.84	158.38		1,883.46	158.38
3.385.100	Raise the Paddle FB	-	(22,214.34)	transferred to Accessibility Fund	22,214.34	(22,214.34)
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-		2,929.50	-
3.391.100	Social Justice FB Balance	775.54	-		775.54	-
3.400.100	Endowment FB	55.00	-		55.00	-
3.405.100	Little Free Library Balance	40.00	-		40.00	-
3.815.100	Partner Church FB	1,103.36	-		1,103.36	-
3.835.100	Community Meal Trust Fund Balance	369.87	-		369.87	-
Total Dedicated Funds		\$ 157,663.97	\$ 1,186.65		\$ 156,467.32	\$ 1,196.65

MUSIC DIRECTOR MONTHLY REPORT

August 2020

ACTION ITEMS: No action items at this time

There are a couple of new, exciting things to share with you all.

1. We made the decision to move forward with a subscription to the CCS Worshipcast streaming license. Since I am not purchasing additional choral music at this time, the expense was covered from that budget. Here are the details from the welcome letter:

Thank you and congratulations on signing up for the CCS WORSHIPcast Streaming License for church internet song performances. You may now legally stream more than 25 million songs on your website from the ASCAP, BMI and SESAC repertoires, which are performed by your musicians and singers, or guest performers. The WORSHIPcast Streaming License does not grant permission to stream sound recordings that you do not own or control.

You have agreed to the CCS Terms & Conditions (attached to this email) and have selected the WORSHIPcast Streaming License with the following terms:

Annual fee: \$259.00

One-time set-up fee: \$25.00

Average Weekly Attendance: 1 - 199

Term: 12 months

You will receive your paid annual fee license invoice by separate email.

You are now authorized to:

- Stream your worship services and special events featuring performances of songs by your musicians and singers or guest performers.
- Post performances of songs for interactive selection to listen to particular song titles.
- The license does NOT permit use of third party or unauthorized sound recordings. For example, you may webcast the song AGNUS DEI by Michael W. Smith, but you may not use the recording of the song by Michael W. Smith as recorded on the artist's recording "Worship".

I'm very excited about this new development! It will vastly broaden our ability to share a wide variety of music during services.

2. The Westside Chorale: As I mentioned last month, the Chorale is back to meeting regularly via zoom again. My plan is to move to every other week check-in, to enable Chorale members to participate in my workshop (see below) without adding another day

to their zoom week. We will resume every week meetings in November. I'm working on choosing another virtual choir video for Christmas!

3. Music Ministry Team (MMT): No meetings as a group since the last report, but both John and Lisa have stepped forward to help out with requests from me.
4. "Creating your own Life Song": I'll be offering an every-other-week 4 session workshop starting September 16th for congregants. So far the registration is very light, so I will determine about moving forward very soon.
5. Coordination with Rev. Christopher: We've had some great meetings collaborating on fusing the music with the message for the day. I love working this way, and while Rev. Christopher has a lot on his plate right now, we're managing to get things prepared in time for Sunday services! I do look forward to planning further ahead, and that's already begun as well.

In Harmony,

Scott Farrell
WSUU Music Director

September 9, 2020

To: WSUU Board Members

From: Rev. Cynthia Westby, DRE

Re: DRE Board Report for September 2020

Summer RE: Over the summer we offered a Sunday morning RE class with a rotating volunteer RE teacher leading our children. In August, while I was away, Cheryl Brown, the RE Program Assistant, acted as the assistant teacher (and one week the lead teacher). A deep bow of gratitude for all our volunteers including: Thomas Terence, Kerrie Schurr, Kim Frappier, Liz Bucklew, Gracie Bucklew, Kevin Lane-Cummings, David Edwards, and Amy Hance-Brancati.

Mindfulness for Kids: Once a month, beginning on Sunday, September 27th, the Sunday morning RE class will be focused on mindfulness for kids. I will be teaching this class. I am a long-time mindfulness practitioner, trained in mindfulness-based stress reduction; I have taught many classes on mindfulness. Children can benefit from mindfulness, the simple practice of bringing a gentle, accepting attitude to the present moment in an accepting, and nonjudgmental way. Mindfulness is an important skill for children to develop.

Mindfulness for Parents: Beginning in October I will lead a weekly hour-long drop-in class on mindfulness for parents of children registered in RE. This is a very stressful time for parents and practicing mindfulness meditation for even a few minutes a day can be profoundly beneficial. The ideal way to teach a child to be mindful is to embody the practice oneself and this will give parents an opportunity to learn and develop their own mindfulness practice. This will be a weekly break for parents to practice mindfulness.

Chalice Chapel: This year's Chalice Chapel theme is "learning about our emotions." This once-a-month children's chapel for children 6-12 years of age will include rituals, brief videos of children telling stories, charades, and questions to consider as we explore and learn about our emotions. Our emotions encourage us to treat people with love and respect, or not; they help us focus our thinking or distract us; fill us with enthusiasm and energy or deplete our will; open us up to the outside world or wall us off from it. In this challenging time, supporting our children in: being aware of feelings in themselves and others; identifying those feelings; and being able to talk about those feelings is profoundly important. Our first Chalice Chapel will be held on Sunday, September 13th after the story for all ages. Congregant Aimee Schiefelbein, psychotherapist, will lead our September Chalice Chapel.

Nursery: Each week our lead nursery teacher Julie Vance makes recordings of her reading stories for our nursery children. I send these out to parents of nursery-aged children each week for them to show their children when they wish. Beginning in

August, Ivy Ficarra, Westside's other Nursery teacher, was placed under Rev. Christopher's supervision to help with captioning recordings and helping with music for services in other ways.

K-3 Spirit Play: For K-3 children we are pre-recording Spirit Play lessons. I will send them out to parents, to be played for their children at their convenience.

4th-5th Grade: I will offer a once-a-month class for 4th-5th graders with Thomas Terence, Larry Murphy, and Jim Angell rotating as teachers with myself and Cheryl co-teaching. With the pandemic, children are on zoom for so many hours during the week for school, that they are 'zoomed out' by the weekend so a once-a-month class will be more able to realistically support these children.

Middle School: I will be holding a once-a month middle school program focused on giving them an opportunity to be together, talk, and they will decide what they would like to focus on (potential ideas include: creating poetry slams, book club, or discussing specific topics that would read about). With the pandemic, children are on zoom for so many hours during the week for school, that they are 'zoomed out' by the weekend so a once-a-month class will be more able to realistically support these children.

Youth Group: The Youth Group co-lead advisors are Neve Kamilah Mazique-Ricardi and David Edwards with Amy Hance-Brancati as the youth advisor responsible for maintaining communication with youth and their parents. Other youth group advisors are: Julie Forkasdi, Stephen Scheurich, Marissa Ohoyo, and Laura Strand. Youth group will be meeting twice a month and will kick off on Saturday, September 26th with a late night gathering. This year's youth group is large with 26 potential youth though many will be taking a year off because of having to spend so many hours on zoom for school. We are looking forward to a dynamic, active, and engaged youth group! The youth group advisors have many wonderful plans for the upcoming year.

Our Pacific Northwest Region of the UUA will offer three high school Cons (each held over a weekend): Sept 18 & 19, 2020; Oct 16 & 17, 2020; and Nov 20 & 21, 2020. Each Con will be hosted by a different district & open to all youth in Westside's Youth Group (as well as the other youth groups in the district). Each con will be a few hours Friday night and a few hours Saturday afternoon.

YAC: (Youth Advisor Committee) YAC will meet in October to continue supporting this coming year's youth group. We have two youth currently holding the youth co-chair role. In the Fall the youth can nominate new youth co-chairs for YAC for 2020-21.

RE News: I send a weekly email blast to RE families and friends about the week's upcoming RE classes and offerings, as well as UU-related upcoming events their children and youth may be interested in.

Home Projects: Twice a month, beginning in October, I will be sending home UU related projects to parents by age groups.

Story for All Ages: Rev. Christopher has asked to oversee the storytellers going forward. He will be scheduling them and choosing their stories to coordinate with his sermons and overall worship plans.

Administrator Report to Board September 2020

No action items for me this month.

Sunday Morning Attendance and Offering (Charity Portion)

Date	Speaker/Special Circumstances	Attendance	Collection (charity portion)
8.23.20	Collaborative Worship	No attendance taken	\$72.04
8.30.20	Collaborative Worship	No attendance taken	\$96.37
9.6.20	Rev. Christopher - first back to Westside only & YouTube Live Stream	67 units on YT 13 on zoom	\$178.04

Short report for September:

This will be brief as little time has passed since my last report.

This is a REMARKABLY busy time in a normal year and this year we are taking on many new tech platforms for worship, email, file storage, calendars, zoom and more. My days are filled with many tasks and much time trying to figure things out and help congregants and leaders navigate all the change as well. I look forward to greater speed and competence with all of it in the coming weeks.

Finance Committee Report September 2020

This report is informational only.

Financial Highlights for August 2020 (17% of the year):

Highlights	Actuals – August	Actuals – YTD	YTD % of Budget	Budget
Total Income	\$ 18,332	\$81,703	17%	\$ 471,184
Pledges	\$ 12,309.28	\$60,798.18	21%	\$285,400
Total Expenses	\$ 31,794	\$70,197	15%	\$ 471,184
Net Income/Expenses	\$ (13,462)	\$11,506		

Financial Status: Pledge payments were low this month. They frequently are in August. Sunday Plate collections continue to be low this month (5% of budget vs 8%), probably due to the different summer format as well as lower summer attendance. Shannon notes far lower participation than when we met in the Sanctuary, although the donations are larger.

Ministerial costs were high in August. Several factors account for that. Shelley continues to dig into them for complete understanding.

Unanticipated Expenses: None. As stated last month, we support needed work on the water heater, furnace and leaky window mortar. We also are glad to hear of progress on the Accessibility projects.

For the Board's Consideration next month: Use of Prior Year's Surplus (Carry-Over)

We ended the year with a large surplus due to the delay in Rev. Christopher's visa, the \$42k PPP loan, one month of interest-only mortgage payments, and lower costs related to Covid limiting our use of the building. Next month the Finance Committee will provide the Board with the final number, options and a recommendation for allocating the carry-over.

Submitted by Paula vanHaagen 9/15/2020

Transition Working Group Report 9/16/20

- The Transition Working Group is quietly waiting to provide any support needed by the Wulff family when they arrive in Seattle. They have secured their housing in Seattle and will arrive once the birth certificate for Benjamin is secured and can be presented to USCIS.
 - Rev Christopher and family are currently staying in an AirBnB in Vancouver awaiting the birth certificate. Once in hand the final leg of the journey will commence.
- We are now coordinating closely with the Board and currently have two outstanding tasks.
 - Washington St employment orientation for Rev. Christopher (Board as supervisors of the Minister)
 - Late Fall UUA Start-Up Congregational Sessions (TWG/Christopher/Board). Christopher is already in the planning stages for these sessions.
- Laura and Judi will join the Board in a couple Sunday Zoom Breakout Rooms; 9/6/20, and 9/13/20. TWG will attend future Zoom Breakout Rooms at the request of the Board.

Respectfully submitted,

Laura White and Judi Finney, Cochairs TWG